

## Augusta University College of Education 2021-2022 Promotion and Tenure Review Timeline and Process

Outline of the Process & Details for Final Submission

- February 26, 2021**      **2021-2022 Promotion and Tenure Review Cycle Begins**  
The Office of Faculty Affairs will notify each Dean/Director that the FY22 Promotion and Tenure Review Cycle Calendar is posted to the University P&T web site (<https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>) and provide the P&T Review Eligibility Reports for review by the colleges and departments.
- March 8, 2021**      **Final Eligibility Lists for Promotion & Tenure**  
The Office of Faculty Affairs will provide the Deans/Director with the final eligibility lists for promotion, tenure, pre-tenure, and post-tenure review.
- March 12, 2021**      **College Promotion and Tenure Guidelines & Calendar**  
Dean/Director submits their current college promotion and tenure review guidelines and calendars to the Associate Provost for Faculty Affairs. These documents are posted to the University Promotion & Tenure web site (<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>)
- March 15, 2021**      **College/Department Notify Faculty Members Eligible for Promotion and/or Tenure Review in FY22**  
Faculty members will be notified, in writing, by his/her Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of his/her eligibility for Promotion and/or Tenure Review for the 2021-2022 review cycle. Each candidate should be provided with a copy of or the link to the approved college P&T calendar, the AU P&T Guidelines, and the appropriate college and department P&T guidelines.
- April 30, 2021**      **Candidate Offers Written Notification of Intent to the COE Dean's Office**
- May 14, 2021**      **Candidate Submits List of External Reviewers to COE P&T Committee Chair**  
A proposed list of external reviewers needs to be submitted along with his/her contact information and the candidate's updated CV.
- May 31, 2021**      **COE P&T Committee Chair Selects External Reviewers and Solicits Letters**
- August 6, 2021**      **All External Review Letters Collected by the COE P&T Committee Chair**  
The COE P & T Committee Chair should verify that all external review letters have been obtained. These letters should be kept on file until the Departmental Committee begins its review. The candidate should not have access to these letters.
- August 9, 2021**      **Portfolios are due to the Departmental P&T Committee by 5pm.**  
The portfolios will be uploaded into a Box account provided by the Dean's office representative.
- August 25, 2021**      **Portfolios are due to the Department Chair by 5pm.**
- September 10, 2021**      **Portfolios are due to the College P&T Committee by 5pm.**
- September 29, 2021**      **Portfolios are due to the Dean by 5pm.**

**Promotion and Tenure Process**  
Outline of the Process & Details for Final Submission

**October 15, 2021**

**Promotion and Tenure Portfolios to the University P & T Committee**

Dean/Director submits the approved portfolios to the University P&T Committee to begin its review. The portfolios will be uploaded into a Box folder provided to the Dean's Office representative.

**November 15, 2021**

**Promotion and Tenure Portfolios and Appeals to the Associate Provost for Faculty Affairs**

The University P&T committee submits its recommendations to the Associate Provost.

**December 6, 2021**

**Promotion and Tenure Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost**

The Associate Provost for Faculty Affairs submits the portfolios and recommendations to the Executive Vice President for Academic Affairs & Provost for review and decision with the President.

**February 4, 2022**

**Promotion & Tenure Decision Letters Distributed**

Approval letters from the Executive Vice President for Academic Affairs & Provost are distributed to the respective Dean/Director for distribution to the faculty member, with cc to Department Chair; Associate Provost for Faculty Affairs; Manager, HR-Faculty Support Services; and other administrators related to the faculty member's appointment.

**February 28, 2022**

**USG Extract** – Preparation of Report to the Board of Regents

**Augusta University College of Education 2021-2022**  
**Pre-Tenure or Post-Tenure Review Timeline and Process**  
Outline of the Process & Details for Final Submission

**February 26, 2021**

**2021-2022 Promotion and Tenure Review Cycle Begins**

The Office of Faculty Affairs will notify each Dean/Director that the FY21 Promotion and Tenure Review Cycle Calendar is posted to the University P&T web site (<https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>) and provide the P&T Review Eligibility Reports for review by the colleges and departments.

**March 12, 2021**

**College Promotion, Tenure, Pre-Tenure, and Post-Tenure Review Calendars**

Dean/Director submits their P&T calendars to the Associate Provost for Faculty Affairs. These documents are posted to the University P&T web site (<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>)

**May 28, 2021**

**College Pre-Tenure and Post-Tenure Review Guidelines**

Dean/Director submits their current college P&T guidelines to the Associate Provost for Faculty Affairs (if not included with or different from those submitted on March 13 for P&T review). These documents are posted to the University P&T web site (<http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>)

**August 30, 2021**

**College/Department Notify Faculty Members Eligible for Pre-Tenure or Post-Tenure Review in Spring 2021**

Faculty members will be notified, in writing, by his/her Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of his/her eligibility for Pre-Tenure or Post-Tenure Review in spring 2022. Each candidate should be provided with a copy of or link to the relevant AU policy and the appropriate college and department pre-tenure/post-tenure guidelines.

**January 14, 2022**

**Pre-Tenure or Post-Tenure Portfolios to the Departmental Committee**

Faculty member submits portfolio to Departmental Committee to initiate the review.

April 15, 2022

**Pre-Tenure or Post-Tenure Reports to the Associate Provost for Faculty Affairs**

Dean/Director submits the reports to the Associate Provost for Faculty Affairs. The reports and portfolios will be uploaded into a Box folder provided to the Dean's Office representative. In accordance with policy, the Associate Provost will share the reports with the Executive Vice President for Academic Affairs & Provost.