

COLLEGE OF NURSING PROMOTION AND TENURE CALENDAR 2019-2020

DATE	ACTION	RESPONSIBLE	COMPLETE
Fall Prior	Faculty Development Forum: P&T for new faculty and those faculty close to eligibility	Dean's office	
March 1, 2019 (preliminary)	Dean's office create CON P&T Calendar based on previous year de-brief and planning session with Department managers	Dean's office	
April 1, 2019	Human Resources will notify authorized representative within Dean's office (business office) that the Promotion and Tenure Process (referenced on pg. 2&3 of this document) is posted to the Faculty Support Services website.	Human Resources	
April 6, 2019	Names of eligible faculty will be sent to the Dean and Dean's office coordinator for notification of eligible faculty process.	Dean's office (Business office)	
April 15, 2019 (preliminary)	VP for Academic & Faculty affairs approval of CON Calendar.	VP for AA&FA	
April 15, 2019	Notify faculty, in writing via Augusta University email of eligibility for promotion and/or tenure, with letter on office of the dean letter head, and approved CON P&T calendar. (Include copy of CON P&T Guidelines)	Dean's office (Dean & Dean's office coordinator)	
April 15-27, 2019	Set up meeting with Dept. Chair to notify decision to apply	Qualified Faculty member	
April 15-29, 2019	Determine DEPARTMENT P&T Committee members. Send thank you letter for serving as well as date of committee meeting and Dept. mgr. contact information for any questions. (discretion of the Dean to have dept. committee)	Dept. Chairs & Dept. Managers	
April 27, 2019	Meet with eligible faculty <b>prior/by</b> this date to determine if faculty will apply for promotion and/or tenure.	Eligible Faculty & Dept. Chair	
April 30, 2019	Notify Dept. Chair of final decision to apply for promotion and/or tenure via email or meeting if applying state who will be mentor.	Eligible Faculty	
May 1, 2019	Notify Dean of Dept. chair's decision of qualified faculty to apply for promotion and/or tenure via email to Dean copying Dean's office coordinator. Including eligible faculty name and intended mentor.	Dept. Chair	
May 1- 10, 2019	Meet with qualified faculty applying for promotion and/or tenure to begin mentoring process. (Portfolio expectation, CON P&T timeline, etc.) Qualified faculty member begins compiling portfolio.	Qualified faculty member & Dept. Chair	
May 31, 2019	Submit to Dept. Chair(cc: dept. mgr.) via email: 1. Updated CV, 3 page letter highlighting teaching, service, and scholarship/ research	Qualified faculty member	

\*\*Qualified Faculty Member will be notified via email when portfolio is forwarded by appropriate person.\*\*

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	<p>on qualified faculty member's dept. letterhead signed and scanned.</p> <ol style="list-style-type: none"> <li>2. A list of internal (min. 2) and external references (3-5, depending on rank) including email, address, and telephone number.</li> <li>3. Hand-signed application</li> </ol>		
June 28, 2019	All internal and external references are solicited to perform eligible faculty reviews. Upon consent of the review, qualified faculty member will be notified to complete entire portfolio and request formal letters of recommendations (signed) to be sent to Dept. Mgr.	Dept. Chair	
July 5, 2019	Verification of all hard copies/electronic copies of letters with signatures are received for each portfolio.	Dept. Mgr.	
July 22, 2019	Submit ONE merged electronic file portfolio to Dept. Mgr. (Reference CON P&T guidelines to assure portfolios are complete with exception to the letters of recommendations that will go directly to the Dept. mgr. who will offer support and guidance to the procedural process of merging the documents)	Qualified faculty member	
July 29, 2019	Merge all letters of recommendation into the submitted ONE complete portfolio per qualified faculty member and submit completed portfolio to Department P&T Committee Chair and Dept. Chair. Submit via hand delivery each qualified faculty member's application for original signature.	Dept. Mgr.	
July 29, 2019	Qualified Faculty member will be required to submit their application to HR-Faculty Support Services for review prior to submission of their portfolio on the department level. This will ensure that their academic rank, tenure status, terminal degree, probationary credit are reflected correctly on the application before the review process begins.	Qualified Faculty member	
July 31, 2019	Verification that all portfolios are completed for review by committee in one file with all criteria. (IF not, portfolio will not move forward.) Notify qualified faculty member that portfolio is incomplete or complete and moving forward via email.	Dept. P&T Committee Chair	
July 31, 2019	Departmental P&T Committee chair notifies Departmental committee via email date, time and place of Portfolio Review meeting.	Dept. P&T Committee Chair	
By August 16, 2019	Departmental P&T Committee meets to conduct reviews of portfolios, letter (on chair's dept. letterhead) from Departmental P&T Committee Chair stating committee decision with concrete examples of decision is sent to the qualified faculty member (cc: department chair). Sign original application per	Dept. P&T Committee & Dept. P&T Committee Chair	

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	qualified faculty member and hand deliver to the Dept. chair.		
By August 21, 2019	Prepare written statement/letter on the decision for each qualified faculty member to the CON P&T Committee (cc: qualified faculty member). Set up meeting with each individual NOT moving forward to initiate counseling and planning. Sign original application per qualified faculty member and hand deliver to CON P&T Committee Chair.	Dept. Chair	
August 23, 2019	Merge letter from Dept. P&T Committee chair and from Dept. Chair into single document portfolio into Appendix A, Dept. Chair's letter to CON P&T Committee should be last. Send document to qualified faculty member for final approval prior to moving forward to CON P&T Committee.	Dept. Mgr.	
By August 26, 2019	Approve via email to Dept. mgr. final portfolio to be sent forth to CON P&T Committee.	Qualified Faculty member	
August 28, 2019	Submit all portfolio's to CON P&T Committee Chair.	Dept. Mgr.	
By August 28, 2019	CON P&T Committee chair notifies all committee members via email date, time and place of Portfolio Review meeting.	CON P&T Committee Chair	
By September 9, 2019	CON P&T Committee meets to conduct reviews of portfolios and vote on decision per faculty member; letter from CON P&T Committee Chair (on chair's dept. letterhead) stating committee decision is sent to the Dean (cc: qualified faculty member and dept. chair). Forward all portfolios and signed application per qualified faculty member to CON Dean.	CON P&T Committee & CON P&T Committee Chair	
September 11, 2019	Merge letter from CON P&T Committee chair to CON Dean into single document portfolio, bookmark Appendix A, CON P&T Committee chair letter to Dean should be last.	Dean's office (Dean's office coordinator)	
September 18, 2019	Appeals from qualified faculty member must be sent in letter format to the Dean.	Qualified Faculty Member	
September 18, 2019	Review all complete portfolio's, make a decision on each faculty member, and write letter to the University P&T committee chair (cc: qualified faculty member, Department P&T Committee Chair, Dept. Chair, and CON P&T Committee Chair)	Dean	
September 27, 2019	Merge letter from Dean to University P&T Committee chair into single document portfolio, bookmark Appendix A, Dean letter to University P&T Committee	Dean's office (Dean's office coordinator)	

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	chair should be last. Also, merge scanned application for each faculty with original signatures present.		
October 1, 2019**	Portfolios and Appeals to the University P&T Committee via upload of portfolios into BOX.	Dean's office (Dean's office coordinator)	
October 2, 2019**	Portfolios and Appeals to the VP of Academic & Faculty affairs of any appeals moving forward to University level.	Dean	
November 1, 2019**	Portfolios and Appeals to the VP for Academic & Faculty affairs. The University P&T committee submits the portfolios and its recommendations to the VP for Academic and Faculty Affairs.	University P&T Committee	
December 12, 2019**	Portfolios and Appeals to the Executive VP for Academic affairs & Provost-Dean submits the approved portfolios via BOX	VP for Academic and Faculty Affairs	
January 31, 2020**	Application forms and Portfolios to Human Resources	EVP for Academic Affairs and Provost	
February 7, 2020**	Approval letters distributed- letters from EVP for Academic Affairs & Provost are distributed to the respective Dean	Dean's office	
February 2020**	University System Office (USO) Extract- Preparation of report to the Board of Regents	BOR	
February 2020	Dean informs qualified faculty member of final decision reached.	Dean	
March 3, 2020	2020-2021 Promotion and Tenure Process Begins		

Notes:

\*\*Denotes a campus deadline

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