



# AUGUSTA UNIVERSITY

## 2023-2024 College of Education and Human Development Promotion and Tenure Review Timeline

<b>March 1, 2023</b>	<b>2022-2023 Promotion and Tenure Review Cycle Begins</b> The Office of Faculty Affairs notifies each Dean/Director that the Promotion and Tenure Review Timeline has been posted to the University P&T website at: <a href="http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> .
<b>March 1, 2023</b>	<b>Eligibility Lists for Promotion and Tenure are Distributed</b> The Office of Faculty Affairs provides Deans/Directors with lists of faculty who are eligible for promotion and/or tenure review.
<b>March 27, 2023</b>	<b>College Promotion and Tenure Guidelines &amp; Calendar Due</b> Dean/Director submits their current college P&T review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website (see link above).
<b>March 31, 2023</b>	<b>College/Department Notifies Faculty Eligible for Promotion and/or Tenure</b> Faculty members will be notified, in writing, by their Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) that they are eligible for Promotion and/or Tenure Review in the current cycle. Each candidate should be provided with copies of, or links to, the approved college P&T calendar, the university P&T guidelines, and the college P&T guidelines.
<b>April 28, 2023</b>	<b>Candidates Offers Written Notice of Intent to the COEHD Dean's Office</b>
<b>May 19, 2023</b>	<b>Candidate Submits List of External Reviews to COEHD P&amp;T Committee Chair</b> A proposed list of external reviewers need to be submitted along with his/her contact information and the candidate's updated CV.
<b>June 2, 2023</b>	<b>COEHD P&amp;T Committee Chair Selects External Reviewers and Solicits Letters</b>
<b>August 4, 2024</b>	<b>All External Review Letters Collected by the P&amp;T Committee Chair.</b> 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.
<b>August 11, 2023</b>	<b>Portfolios are due to the Departmental P&amp;T Committee by 5 pm.</b> The portfolios will be uploaded into a Box account provided by the Dean's Office Representative.
<b>August 30, 2023</b>	<b>Portfolios are due to the Department Chair by 5 pm.</b>
<b>September 13, 2023</b>	<b>Portfolios are due to the College P&amp;T Committee by 5 pm.</b>
<b>September 29, 2023</b>	<b>Portfolios are due to the Dean by 5 pm.</b>

<b>October 13, 2023</b>	<b>P&amp;T Portfolios are due to the University P&amp;T Committee</b> Dean/Director submits portfolios to a designated Box folder (provided to the Dean's Office representative) for the University P&T Committee to review.
<b>November 10, 2023</b>	<b>P&amp;T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs*</b> The University P&T committee submits its recommendations to the APFA.
<b>December 4, 2023</b>	<b>P&amp;T Portfolios and Appeals are due to the EVP for Academic Affairs &amp; Provost</b> The APFA submits portfolios and recommendations to the EVP for Academic Affairs & Provost for review and decision with the President.
<b>February 2, 2024</b>	<b>P&amp;T Decision Letters are Distributed</b> Promotion and Tenure award letters from the Executive Vice President for Academic Affairs & Provost are distributed to each faculty member.
<b>February 29, 2024</b>	<b>USG Extract is Prepared</b> Human Resources prepares Report to the Board of Regents

\*A candidate for promotion and/or tenure has 10 business days from the date of receiving communication to appeal his/her decision at any level of review: department (chair), college (dean), and university (provost/president).



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## 2023-2024 College of Education and Human Development Pre-Tenure and Post-Tenure Review Timeline

<b>March 31, 2023</b>	<b>Notification of Tenure Extension Decision to Tenure-Track Faculty in 2nd Year</b> The Office of Faculty Affairs notifies Tenure-Track faculty in their second year of their option to extend their tenure clock by one year.
<b>July 14, 2023</b>	<b>College Pre- and Post-Tenure Review Guidelines &amp; Calendar Due</b> Dean/Director submits their current college <a href="#">pre-tenure</a> and <a href="#">post-tenure</a> review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website at: <a href="http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> .
<b>August 1, 2023</b>	<b>Eligibility Lists for Pre- and Post-Tenure Review are Distributed</b> The Office of Faculty Affairs provides Deans/Directors with lists of faculty due to undergo <a href="#">pre-tenure</a> or <a href="#">post-tenure</a> review.
<b>August 31, 2023</b>	<b>Notification to Faculty Members Due for Pre- and Post-Tenure Review</b> Faculty members will be notified, in writing, that they are due for <a href="#">pre-</a> or <a href="#">post-tenure</a> review in the coming spring. Each candidate should be provided with copies of, or links to, the relevant AU policy and appropriate college and/or department guidelines. Notifications for pre-tenure review come from the college Dean; notifications for post-tenure review come from the APFA.
<b>September 29, 2023</b>	<b>Pre-Tenure Review Portfolios for Faculty with 2 Years Credit Towards Tenure due to the Review Committee</b> Faculty members with 2 years of credit towards tenure submit their portfolios to the review committee to initiate the review.
<b>December 1, 2023</b>	<b>Pre-Tenure Reports for Faculty with 2 Years Credit due to the Associate Provost for Faculty Affairs</b> Dean/Director submits pre- and post-tenure reports to the APFA for faculty members with 2 years of credit towards tenure. These reports and portfolios are uploaded to a Box folder provided to the Dean's Office representative. The APFA shares these reports with the EVP for Academic Affairs & Provost.
<b>January 12, 2024</b>	<b>Pre- and Post-Tenure Review Portfolios due to the Review Committee</b> All other eligible faculty members submit their portfolios to the review committee to initiate the review.
<b>April 15, 2024</b>	<b>Pre- and Post-Tenure Reports due to the Associate Provost for Faculty Affairs</b> Dean/Director submits <a href="#">pre-</a> and <a href="#">post-tenure</a> reports to the APFA. These reports and portfolios are uploaded to a Box folder provided to the Dean's Office representative. The APFA shares these reports with the EVP for Academic Affairs & Provost.