



AUGUSTA UNIVERSITY

2023-2024 MCG Promotion and Tenure Review Timeline

February 21, 2023

2023-2024 Promotion and Tenure Review Cycle Begins

Eligibility Lists for Promotion and Tenure are Distributed

The Office of Faculty Affairs provides Deans/Directors with lists of faculty who are eligible for promotion and/or tenure review.

***March 10, 2023**

College/Department Notifies Faculty Eligible for Promotion and/or Tenure

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.

Revised AU P&T guidelines and calendar available for colleges to begin revisions of college P&T guidelines

***March 27, 2023**

College P&T Guidelines & Calendar Due

Dean/Director submits current college P&T guidelines and calendar to OFA.

***April 17, 2023**

College P&T Guidelines & Calendar Posted to the University P&T Website

See link above. *Each candidate should be provided with copies or links to the 1) approved college P&T guidelines and calendar and 2) university P&T guidelines and calendar.*

***March 27-June 15, 2023**

Eligible faculty to initiate his/her promotion/tenure process

Department Chair appointments Department Review Committee

Eligible faculty to submit portfolio to department review committee and joint appointment departments (if applicable) for review.

Department Review Committee to review candidate's record and performance and submit written report of proceedings and recommendations to Department Chair.

****Department committee deadlines may be adjusted and decided on by the department committee/chair as needed, but must ensure college level deadlines are met****

May 1, 2023

Names of all departmental P&T committee members submitted to the Dean's office based on P&T guideline requirements. Submitted by department designee.

June 15, 2023

Department Chair to evaluate the Department Review Committee's report

Department chair will review the committee's report and request supplementary evidence if necessary. **Department chair will write his/her own separate recommendation in addition to the Departmental committees.** *This should not be just a signature line added to the committee's recommendation.

July 17, 2023

P&T Portfolios are due to the MCG Dean's Office

Department Chair (or department designee) to submit electronic copy (PDF) of each portfolio to the Dean's office. (Uploaded to designated box folder) Portfolios must be submitted in complete order as outlined in P&T guidelines. No late submissions will be accepted.

***Disclaimer: These proposed dates may be adjusted if needed during the implementation phase.**

Revised 3/10/2023

August 1- September 29, 2023	College FADPT committee completes review and submits complete portfolios with their written recommendations to the Dean. Dean will review committee letters and portfolios as needed and make his own assessment and decision for each candidate. Letters of college level decisions will be distributed.
September 29 - October 6, 2023	P&T Portfolios are uploaded to a designated Box folder Dean/Director submits portfolios to a designated Box folder (provided to the Dean's Office representative) for the University P&T Committee to review.
October 13, 2023	P&T Portfolios are due to the University P&T Committee
November 10, 2023	P&T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs The University P&T committee submits recommendations to the APFA.
December 4, 2023	P&T Portfolios and Appeals are due to the EVP for Academic Affairs & Provost The APFA submits portfolios and recommendations to the EVP for Academic Affairs & Provost for review and decision with the President.
February 2, 2024	P&T Decision Letters are Distributed P&T award letters from the Executive Vice President for Academic Affairs & Provost are distributed to each faculty member.
February 29, 2024	USG Extract is Prepared 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).**