



## 2023-2024 Promotion and Tenure Review Timeline The Dental College of Georgia

<i>Date Due</i>	<i>Task</i>	<i>Responsible Office/Individual</i>
4/17/2023	College P&T Guidelines & Calendar Posted to the University P&T Website	Office of Faculty Affairs
	Department chair appoints departmental review subcommittee for each faculty member to be considered and submits committee names to the Chair of the Promotion and Tenure Committee, Dr. Mahmood Mozaffari, <b>copying</b> the DCG Faculty Support Liaison, Ms. Desiree Washington.	Department Chair
4/19/2023	Promotion and Tenure Workshop	All DCG Faculty Invited
4/26/2023	Promotion and Tenure Workshop	All DCG Faculty Invited
5/22/2023	P and/or T application form submitted for review and approval to: <a href="mailto:dewashington@augusta.edu">dewashington@augusta.edu</a>	Eligible Faculty Member
5/26/2023	Each faculty member to be considered submits documentation (one portfolio of promotion and/or tenure documents and an electronic version) to the department chair.	Eligible Faculty Member
5/26/2023– 6/13/2023	Department chair reviews and approves format and content of each document and submits portfolio to department subcommittee.	Department Chair
6/13/2023– 7/10/2023	Department subcommittee reviews and evaluates the candidate's record and performance.	Department Subcommittee
7/10/2023	Written report submitted to department chair and a copy to the Chair, Promotion & Tenure Committee, Dr. Mahmood Mozaffari and to the DCG Faculty Support Liaison, Ms. Desiree Washington.	Department Subcommittee
	Candidate for P and/or T notified of subcommittee's recommendation as well as chair's decision.	Department Chair
	<b>Please see important note highlighted in BLUE.*</b>	Department Chair
7/14/2023	Candidate provides names and contact information, with a copy of current CV (electronic), to elicit recommendation letters of support for promotion and/or tenure. This information is provided to the Chair of the Promotion & Tenure Committee, Dr. Mahmood Mozaffari, copying the DCG Faculty Support Liaison, Ms. Desiree Washington.	Eligible Faculty Member
<b>Note: Faculty members and department chairs should not solicit recommendations for P and/or T.</b>		
<b>Deadline for receipt of external letters is 8/16/2023.</b>		
8/4/2023	Completed documents submitted to the Chair of the Promotion and Tenure Committee in plain manila folder with the candidate's name on the tab of the folder. One (1) original portfolio as well as an electronic version. [** Please see important note highlighted in YELLOW]	Eligible Faculty Member

<i>Date Due</i>	<i>Task</i>	<i>Responsible Office/Individual</i>
8/23/2023	<b>Promotion &amp; Tenure Committee meeting to review documents. GC-5002 1:00 PM – 5:00 PM</b>	
9/11/2023	Chair of the Promotion & Tenure Committee submits committee recommendations and portfolios to the Dean for review.	DCG Promotion & Tenure Committee Chair
9/18/2023	Dean meets with Chair of Promotion & Tenure Committee to discuss recommendations.	Dean
9/29/2023	Faculty notified regarding decision of the Dean. <b>Please see important note highlighted in BLUE.*</b>	Office of the Vice Dean
9/29/2023- 10/6/2023	<b>P&amp;T Portfolios (full-time, part-time, senior lecturers, &amp; denied) are uploaded to a designated Box folder</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.	Office of the Vice Dean
10/13/2023	<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.	Office of Faculty Affairs
11/10/2023	<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.	University P & T Committee
12/4/2023	<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.	Associate Provost for Faculty Affairs
2/2/2024	<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>Please see important note highlighted in BLUE.*</b>	Executive Vice President for Academic Affairs & Provost
2/27/2024	<b>USG Extract is Prepared</b> Human Resources prepares Report to the Board of Regents	Human Resources
<b>*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).</b>  <b>** Please note that candidates' portfolios which are submitted to the DCG Promotion and Tenure Committee, by the deadline date of 8/4/2023, will be considered as <u>final</u> and the committee's decision regarding eligibility for promotion and/or tenure will be based on that information (i.e., neither further explanations/documentations will be accepted, nor further clarification will be sought by the committee).</b>		