



# AUGUSTA UNIVERSITY

## 2023-2024 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 10, 2023**

**Candidate Submits List of Suggested External Reviewers to Department Chair**

(*minimum* of 3 names; one referee may be an AU colleague outside the College of Science and Mathematics)

**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.*

**April 24, 2023**

**Department Chair Solicits Letters from External Reviewers, Requesting Receipt of Letters no later than June 15, 2023**

Candidates for promotion and/or tenure should not have access to originals or copies of external letters of recommendation.

**August 1, 2023**

**Candidates Submit Portfolios to Department Chair**

Candidates for promotion or tenure submit portfolios to department chair. Chair uploads portfolios and external letters of recommendation to Box folder created by Administrative Assistant to the Dean and made accessible to Department Chair.

**August 25, 2023**

**Department P&T Committee Submits Recommendations to Department Chair**

Departmental Promotion & Tenure Committee uploads the Committee's letter of recommendation to the College of Science and Mathematics Box folder for review by the Department Chair.

**September 8, 2023**

**Chairs Submit Portfolios to College Promotion and Tenure Committee**

Department Chairs upload decision letters to the Box folder for review by the College Promotion and Tenure Committee. Note: If a Chair's decision is not to recommend an application, the application process for that candidate is halted. The faculty member may appeal the Chair's decision to the Dean within 10 business days of notification by the Chair.

<b>September 29, 2023</b>	<b>College P&amp;T Committee Submits Recommendations to Dean, College of Science and Mathematics</b> College Promotion, Tenure, & Review Committee submits the Committee's letter of recommendation for each application reviewed to the Dean of the College of Science and Mathematics, copying the Department Chair.
<b>September 29 - October 6, 2023</b>	<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.
<b>October 13, 2023</b>	<b>P&amp;T Portfolios are due to the University P&amp;T Committee</b>
<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 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> P&T 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).*