



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 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.*

June 30, 2023

Candidates must inform of intent to apply

Candidates for tenure and/or promotion must inform the Dean, Associate Dean, and the Chair of the HCOB Faculty Assembly of intent to apply. Upon receiving a list of candidates that intend to apply for tenure and/or promotion, the HCOB P&T Committee will be formed and elect a chair. The newly elected chair will notify the candidate(s) of the deadline for submitting portfolio and request contact information for letters of recommendation for the candidate(s).

August 25, 2023

Candidates must submit completed portfolio to Chair of the HCOB P&T Committee

September 22, 2023

HCOB P&T Committee makes recommendations and submits portfolio(s) to the Dean

**September 29 -
October 6, 2023**

P&T Portfolios (full-time, part-time, senior lecturers, & denied) 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.

Note: 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).

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

Revised 3/10/2023

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
