



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 24, 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

Still in process Info will post to [Faculty Support Services' Promotion and Tenure Process webpage](#).

April 28, 2023

Promotion Portfolio Review Committee Formed

Current Library Faculty Assembly Chair coordinates forming committees to review portfolios in accordance to Library Faculty Assembly Bylaws.

May 15, 2023

University Libraries Promotion Committee Established

Dean of Libraries will establish college level promotion committees in compliance with university requirements for committee membership and soliciting outside members as needed to complete the committee.

July 3, 2023

Deadline for completion of promotion portfolio

The candidates for promotion are responsible for submission of their portfolio to the Promotion Portfolio Review Committee Chair and adherence to all library faculty and university guidelines for promotion.

August 1, 2023

Promotion Portfolio Review process completed

The committee chair will provide the candidates with a written summary of recommendations for improvement of the portfolio before submission to University Libraries Promotion Committee.

September 1, 2023

Promotion Portfolio revisions completed

The candidate will submit a final portfolio to University Libraries Promotion Committee for review and recommendation.

September 25, 2023

Deadline for review of Candidate Portfolios

University Libraries Promotion Committee's assessment of candidates is completed and recommendation for promotion decision submitted to Dean of Libraries.

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.
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