



Promotion & Tenure Process Deadlines for FY2019-20

March 18, 2019	College/Department Notify Faculty Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure for the 2019-2020 academic year submission with copy of the approved college P&T calendar. The notification should be made on the Office of the Dean letterhead with the Departmental Chair copied.
April 15, 2019	External Reviewers Contracted for Letters As soon as the list of external reviewers has been finalized – and not later than April 15 – the Departmental Committee and/or Department Chair should contact external reviewers for letters.
April 28, 2019	Candidate’s application form(s) are sent to Human Resources The candidate’s applications for promotion and/or tenure should be forwarded to HUMANRESOURCES_FACULTYSUPPORTSVCS@augusta.edu for review to ensure that tenure status, academic rank, and probationary credit toward promotion/tenure are accurate before review begins.
*Work on Portfolio*Work on Portfolio*Work on Portfolio*Work on Portfolio*Work on Portfolio*Work on Portfolio*	
July 19, 2019	All External Review Letters collected by Department The Department Chair must verify that all external review letters have been obtained. These letters must be kept on file until the Departmental Committee begins its review. The candidate must not have access to these letters.
July 26, 2019	Portfolios are due to the Departmental P&T Committee by 5pm.
August 23, 2019	Portfolios are due to the Department Chair by 5pm.
September 6, 2019	Portfolios are due to the Dean and College P&T Committee by 5pm
September 20, 2019	Portfolios are due to the Dean by 5pm (via Box account)
October 1, 2019	Portfolios and Appeals to the University P&T Committee Dean/VP/Director submits the approved portfolios to the University P&T Committee to begin the review and approval decision. These will be uploaded into a Box account provided to the Dean’s Office representative.
November 1, 2019	Portfolios and Appeals to the Vice President for Academic & Faculty Affairs.
December 13, 2019	Portfolios and Appeals to the Executive Vice President for Academic Affairs and Provost
January 31, 2020	Application forms/Portfolios to Human Resources Executive Vice President for Academic Affairs & Provost provides the approved promotion and tenure application forms/portfolios to Human Resources
February 7, 2020	Approval Letters Distributed
February 2020	USO Extract Preparation of Report to the Board of Regents
March 3, 2020	2020-21 Promotion and Tenure Process Begins