

Medical College of Georgia 2018–2019 Promotion/Tenure Calendar

Due Date	Task	Responsible Person
3/1/2018	<ul style="list-style-type: none"> ➤ A listing of faculty meeting minimal credited time in rank prepared and forwarded to Dean's Office ➤ Promotion and Tenure Calendar submitted to Vice President for Academic and Faculty Affairs 	HR-Faculty Support Services Dean
3/15/2018	<ul style="list-style-type: none"> ➤ Promotion and Tenure calendar and reports distributed to departments 	
3/15/2018 thru 6/2018	<ul style="list-style-type: none"> ➤ Eligibility status of each faculty member reviewed by the Dean's Office and each eligible faculty member is to be notified in writing of his/her status (with a copy of the P&T calendar) ➤ Eligible faculty to initiate his/her promotion/tenure process by submitting his/her portfolio to the Department Chair and joint appointment departments for approval ➤ Department Chair appoints Department Review Committee ➤ Department Review Committee to review candidate's record and performance 	Dean Eligible Faculty Department Chair Department Review Committee
6/15/2018	<ul style="list-style-type: none"> ➤ Department Review Committee to submit to Department Chair written report of its proceedings, inclusive of recommendations based upon each candidate's record and performance ➤ Department Chair to evaluate the Department Review Committee's report and request supplementary evidence 	Department Review Committee Department Chair
7/15/2018	<ul style="list-style-type: none"> ➤ Department Chair to submit <i>an electronic copy (PDF)</i> of each portfolio with his/her own separate recommendation to the Dean's Office 	Department Chair
<i>Deadline for appeal of Chair's recommendation to the Dean – 10 calendar days following the receipt of written notification</i>		
7/31/2018 thru 9/14/2018	<ul style="list-style-type: none"> ➤ <i>College FADPT Committee completes review and submits complete portfolios and recommendations to the Dean</i> 	College FADPT Committee
9/24/2018	<ul style="list-style-type: none"> ➤ Committee letters to be reviewed 	Vice Dean/Dean
10/1/2018	<ul style="list-style-type: none"> ➤ <i>Dean will make his own assessment and decision for each candidate and make it known to the Chair and faculty member</i> 	Dean
<i>Deadline for appeal of Dean's recommendation to the President – 10 calendar days following the receipt of written notification</i>		
10/2/2018	<ul style="list-style-type: none"> ➤ Portfolios and appeals to the University P&T Committee 	Dean
11/1/2018	<ul style="list-style-type: none"> ➤ Portfolios and appeals to the Vice President for Academic & Faculty Affairs 	University P&T Committee Chair
12/14/2018	<ul style="list-style-type: none"> ➤ Portfolios and appeals to the Executive Vice President for Academic Affairs and Provost 	VP for Academic & Faculty Affairs
2/1/2019	<ul style="list-style-type: none"> ➤ Portfolios to HR-Faculty Support Services for data entry into PeopleSoft 	Executive VP for Academic Affairs & Provost
2/8/2019	<ul style="list-style-type: none"> ➤ Approval letters distributed to respective Deans/Directors 	Executive VP for Academic Affairs & Provost
2/11/2019	<ul style="list-style-type: none"> ➤ Letters distributed to respective Department Chairs 	Dean