

## Augusta University 2021-2022 Promotion and Tenure Review Timeline and Process

Outline of the Process & Details for Final Submission

<b>February 26, 2021</b>	<b>2021-2022 Promotion and Tenure Review Cycle Begins</b> The Office of Faculty Affairs will notify each Dean/Director that the FY22 Promotion and Tenure Review Cycle Calendar is posted to the University P&T web site ( <a href="https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> ) and provide the P&T Review Eligibility Reports for review by the colleges and departments.
<b>March 1, 2021</b>	<b>Draft Eligibility Lists for Promotion &amp; Tenure</b> The Office of Faculty Affairs will provide the P&T Review Eligibility Reports for review by the colleges and departments.
<b>March 8, 2021</b>	<b>Final Eligibility Lists for Promotion &amp; Tenure</b> The Office of Faculty Affairs will provide the Deans/Director with the final eligibility lists for promotion, tenure, pre-tenure, and post-tenure review.
<b>March 12, 2021</b>	<b>College Promotion and Tenure Guidelines &amp; Calendar</b> Dean/Director submits their current college promotion & tenure review guidelines and calendars to the Associate Provost for Faculty Affairs. These documents are posted to the University Promotion & Tenure web site ( <a href="http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> )
<b>March 15, 2021</b>	<b>College/Department Notify Faculty Members Eligible for Promotion and/or Tenure Review in FY22</b> Faculty members will be notified, in writing, by his/her Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of his/her eligibility for Promotion and/or Tenure Review for the 2021-2022 review cycle. Each candidate should be provided with a copy of or the link to the approved college P&T calendar, the AU P&T Guidelines, and the appropriate college and department P&T guidelines.
<b>August 20, 2021</b>	<b>Candidate must inform of intent to apply</b> Candidate for tenure and/or promotion must inform the Dean, Associate Dean, and the Chair of the HCOB Faculty Assembly of intent to apply. Chair of HCOB P&T Committee must notify the candidate(s) of the deadline for submitting portfolio and request contact information for letters of recommendation for the candidate(s).
<b>September 10, 2021</b>	<b>Candidate must submit completed portfolio to Chair of the HCOB P&amp;T Committee</b>
<b>October 1, 2021</b>	<b>HCOB P&amp;T Committee makes recommendations and submits portfolio(s) to the Dean</b>
<b>October 15, 2021</b>	<b>Promotion and Tenure Portfolios to the University P &amp; T Committee</b> Dean/Director submits the approved portfolios to the University P&T Committee to begin its review. The portfolios will be uploaded into a Box folder provided to the Dean's Office representative.
<b>November 15, 2021</b>	<b>Promotion and Tenure Portfolios and Appeals to the Associate Provost for Faculty Affairs</b> The University P&T committee submits its recommendations to the Associate Provost.

**Promotion and Tenure Process**  
Outline of the Process & Details for Final Submission

- December 6, 2021**      **Promotion and Tenure Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost**  
The Associate Provost for Faculty Affairs submits the portfolios and recommendations to the Executive Vice President for Academic Affairs & Provost for review and decision with the President.
- February 4, 2022**      **Promotion & Tenure Decision Letters Distributed**  
Approval letters from the Executive Vice President for Academic Affairs & Provost are distributed to the faculty member, with cc to Dean/Director; Department Chair; Associate Provost for Faculty Affairs; Manager, HR-Faculty Support Services; and other administrators related to the faculty member's appointment.
- February 28, 2022**      **USG Extract** – Preparation of Report to the Board of Regents

## **Augusta University 2021-2022**

### **Pre-Tenure or Post-Tenure Review Timeline and Process**

Outline of the Process & Details for Final Submission

<b>February 26, 2021</b>	<b>2021-2022 Promotion and Tenure Review Cycle Begins</b> The Office of Faculty Affairs will notify each Dean/Director that the FY22 Promotion and Tenure Review Cycle Calendar is posted to the University P&T web site ( <a href="https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> )
<b>March 1, 2021</b>	<b>Draft Eligibility Lists for Promotion &amp; Tenure</b> The Office of Faculty Affairs will provide the P&T Review Eligibility Reports for review by the colleges and departments.
<b>March 8, 2021</b>	<b>Final Eligibility Lists for Promotion &amp; Tenure</b> The Office of Faculty Affairs will provide the Deans/Director with the final eligibility lists for promotion, tenure, pre-tenure, and post-tenure review.
<b>March 12, 2021</b>	<b>College Promotion and Tenure Guidelines &amp; Calendars</b> Dean/Director submits their current college promotion & tenure review guidelines and calendars to the Associate Provost for Faculty Affairs. These documents are posted to the University Promotion & Tenure web site ( <a href="http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> )
<b>May 28, 2021</b>	<b>College Pre-Tenure and Post-Tenure Review Guidelines</b> Dean/Director submits their current college P&T guidelines to the Associate Provost for Faculty Affairs (if not included with or different from those submitted on March 12 for P&T review). These documents are posted to the University P&T web site ( <a href="http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php</a> )
<b>August 30, 2021</b>	<b>College/Department Notify Faculty Members Eligible for Pre-Tenure or Post-Tenure Review in Spring 2022</b> Faculty members will be notified, in writing, by his/her Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of his/her eligibility for Pre-Tenure or Post-Tenure Review in spring 2022. Each candidate should be provided with a copy of or link to the relevant AU policy and the appropriate college and department pre-tenure/post-tenure guidelines.
<b>January 14, 2022</b>	<b>Pre-Tenure or Post-Tenure Portfolios to the Departmental Committee</b> Faculty member submits portfolio to Departmental Committee to initiate the review.
<b>April 1, 2022</b>	<b>HCOB Pre-Tenure or Post-Tenure Committee Recommendation and Portfolio to the Dean</b> HCOB Pre-Tenure or Post-Tenure review committee submits their recommendation and portfolio to the Dean for review.
<b>April 15, 2022</b>	<b>Pre-Tenure or Post-Tenure Reports to the Associate Provost for Faculty Affairs</b> Dean/Director submits the reports to the Associate Provost for Faculty Affairs. The reports and portfolios will be uploaded into a Box folder provided to the Dean's Office representative. In accordance with policy, the Associate Provost will share the reports with the Executive Vice President for Academic Affairs & Provost.