



AUGUSTA UNIVERSITY
**COLLEGE OF ALLIED
 HEALTH SCIENCES**

**Promotion & Tenure
 Process Deadlines for
 FY2021-22**

March 15, 2021 Monday	College/Department Notify Faculty Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure for the 2021-2022 academic year. The notification should be made on the Office of the Dean letterhead with the Departmental Chair copied. Each candidate will 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.
April 16, 2021 Friday	External Reviewers Contacted for Letters As soon as the list of external reviewers has been finalized – and not later than April 16 – the Departmental Committee and/or Department Chair should contact external reviewers for letters.
April 28, 2021 Wednesday	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 20, 2021 Tuesday	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 27, 2021 Tuesday	Portfolios are due to the Departmental P&T Committee by 5pm.
August 24, 2021 Tuesday	Portfolios are due to the Department Chair by 5pm.
September 8, 2021 Wednesday	Portfolios are due to the Dean and College P&T Committee by 5pm
September 21, 2021 Tuesday	Portfolios are due to the Dean by 5pm (via Box account)
October 15, 2021 Friday	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 15, 2021 Monday	Portfolios and Appeals to the Associate Provost for Faculty Affairs.
December 6, 2021 Monday	Portfolios and Appeals to the Executive Vice President for Academic Affairs and Provost
February 4, 2022 Friday	Approval Letters Distributed
February 28, 2022 Monday	USO Extract Preparation of Report to the Board of Regents
March 2022	2022-23 Promotion and Tenure Process Begins