



Promotion and Tenure Process

Outline of the Process & Details for Final Submission

April 1, 2019	2019-2020 Promotion and Tenure Review Cycle Begins On behalf of Academic and Faculty Affairs, Faculty Support Services will notify the authorized representative within the respective Dean/VP/Director office that the current Promotion and Tenure Review Cycle Calendar is posted to the Faculty Support Services web site (http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php) and provide the Promotion & Tenure Reports for review by the colleges and departments.
April 15, 2019	Promotion and Tenure Calendars – Dean/VP/Director submit the P&T calendars to the Vice President for Academic & Faculty Affairs.
April 15, 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 Department Chair copied.
August 5, 2019	All External Review Letters Collected by Department The Department Chair should verify that all external review letters have been obtained. These letters should be kept on file until the Departmental Committee begins its review. The candidate should not have access to these letters.
August 12, 2019	Portfolios are due to the Departmental P&T Committee by 5pm.
August 26, 2019	Portfolios are due to the Department Chair by 5pm.
September 4, 2019	Portfolios are due to the College P&T Committee by 5pm.
September 18, 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 its review. The portfolios 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 The University P & T committee submits the portfolios and its recommendations to the Vice President for Academic & Faculty Affairs.
December 13, 2019	Portfolios and Appeals to the Executive Vice President for Academic Affairs & Provost – VP for Academic & Faculty Affairs submits the portfolios and recommendations to the Executive Vice President for Academic Affairs & Provost for review and decision with the President.
January 31, 2020	Application Forms / Portfolios to Human Resources - Executive Vice President for Academic Affairs & Provost provides the promotion and tenure decisions to Faculty Support Services for data entry into PeopleSoft.
February 7, 2020	Approval Letters Distributed – Approval letters from the Executive Vice President for Academic Affairs & Provost are distributed to the respective Dean/VP/Director and copies forwarded to HR-Faculty Support Services.
February 2020	USO Extract – Preparation of Report to the Board of Regents
March 3, 2020	2019-2020 Promotion and Tenure Process Begins