

## **Pamplin College of Arts, Humanities, & Social Sciences 2021-2022 Promotion and Tenure Review Timeline and Process**

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| <b>February 26, 2021</b>  | <b>2021-2022 Promotion and Tenure Review Cycle Begins</b><br>The Office of Faculty Affairs will notify each Dean/Director that the Promotion and Tenure Review Cycle Calendar is posted to the University P&T website ( <a href="http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php">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><br>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><br>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><br>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 P&T website (see link above).   |
| <b>March 15, 2021</b>     | <b>College Notifies Faculty Eligible for P&amp;T Review in 2021-22</b><br>Faculty members will be notified, in writing, by the Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of their eligibility for Promotion and/or Tenure Review for the 2021-2022 review cycle. Each candidate should be provided with a copy of, or link to, the approved college P&T calendar and the university, college, and department P&T guidelines. |
| <b>August 4, 2021</b>     | <b>All External Review Letters Collected by Department</b><br>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.  |
| <b>August 9, 2021</b>     | <b>Portfolios are due to the Departmental P&amp;T Committee by 5pm.</b>  |
| <b>August 30, 2021</b>    | <b>Portfolios are due to the Department Chair by 5pm.</b>  |
| <b>September 13, 2021</b> | <b>Portfolios are due to the College P&amp;T Committee by 5pm.</b>   |
| <b>October 1, 2021</b>    | <b>Portfolios are due to the Dean by 5pm.</b>  |
| <b>October 15, 2021</b>   | <b>Portfolios are due to the University P&amp;T Committee</b><br>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>Portfolios and Appeals are due to the APFA</b><br>The University P&T committee submits its recommendations to the Associate Provost for Faculty Affairs.  |

- December 6, 2021**      **Portfolios and Appeals are due to the EVPAA & 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**      **P&T 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

## **2021-2022 Pre-Tenure and Post-Tenure Review Timeline and Process**

- February 26, 2021**      **2021-2022 Promotion and Tenure Review Cycle Begins**  
The Office of Faculty Affairs will notify each Dean/Director that the Promotion and Tenure Review Cycle Calendar is posted to the University P&T website ([www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php](http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php)).
- March 1, 2021**      **Draft Eligibility Lists for Promotion & Tenure**  
The Office of Faculty Affairs will provide the P&T Review Eligibility Reports for review by the colleges and departments.
- March 8, 2021**      **Final Eligibility Lists for Promotion & Tenure**  
The Office of Faculty Affairs will provide the Deans/Director with the final eligibility lists for promotion, tenure, pre-tenure, and post-tenure review.
- March 12, 2021**      **College Promotion and Tenure Guidelines & Calendar**  
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 P&T website (see link above).
- May 28, 2021**      **College Pre-Tenure and Post-Tenure Review Guidelines**  
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 website (see link above).

**August 30, 2021**

**College Notifies Faculty Members Due for Pre-Tenure or Post-Tenure Review in Spring 2022**

Faculty members will be notified, in writing, by the Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of their 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.

**January 14, 2022**

**Pre-Tenure or Post-Tenure Portfolios Due for Submission**

Pre-tenure review portfolios are due to the departmental review committee. Post-tenure review portfolios are due to the College P&T Committee. *Review findings are communicated to the candidate and Department Chair no later than March 15.* See the college guidelines for more information.

**April 15, 2022**

**Pre-Tenure or Post-Tenure Reports to the APFA**

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.