

Augusta University

Policy Library

Tenure upon Appointment Policy

Policy Manager: Office of Faculty Affairs

POLICY STATEMENT

The Board of Regents (BOR) of the University System of Georgia permits tenure to be awarded at the time of hire for established scholars who meet Augusta University standards (USG Policy 4.5 and BOR Policy 8.3.7). In exceptional circumstances, the President may approve the award of tenure at the time of a faculty member's initial appointment—referred to as **Tenure upon Appointment**.

Such recommendations may be granted only when the faculty member or administrator:

- is appointed at the rank of associate professor or professor,
- already holds tenure at a prior institution, and
- brings a demonstrable national or international reputation to the university.

If the faculty member or administrator being appointed has not previously held tenure, the award of tenure upon appointment must be approved by the Chancellor or the Chancellor's designee.

For chief academic officer (Provost) hires, tenure upon appointment may not be conferred until the completion of any required probationary period.

The purpose of this policy is to clarify the categories under which tenure upon appointment may be pursued, and to affirm that this process applies solely to the awarding of tenure—not to the awarding of academic rank.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

The provisions of this policy shall be applied to candidates who fall into three distinct classifications:

- Faculty or administrators who **have held tenure** at another institution.
- **Provost Candidate** who **has held tenure** at another institution.
- Faculty or administrators who **have not previously held tenure**.

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Executive Sponsor: Provost

Next Review: 2/2031

A. PROCESS & PROCEDURES

Faculty or administrators who **have held tenure** at another institution:

1. The dean of the college offering tenure upon appointment must write a recommendation.
2. The AU Office of Human Resources will forward the hiring documents, including the candidate's CV, and the dean's recommendation to the Associate Provost for Faculty Affairs, who will make a recommendation to the Provost.
3. The recommendation will be confirmed to HR by email through the FSS inbox.
4. The AU Office of Human Resources will independently verify the previous tenure status by contacting the Human Resources or Academic Affairs at the tenure granting institution. No other method of verification will be accepted.

Provost Candidate who **has held tenure** at another institution:

1. The president shall request a recommendation from the dean of the appropriate college to offer tenure upon appointment.
2. The AU Office of Human Resources will forward the candidate's CV, and the dean's recommendation to the Associate Provost for Faculty Affairs, who will make a recommendation to the President.
3. The AU Office of Human Resources will independently verify the previous tenure status by contacting the Human Resources department at the tenure granting institution. No other method of verification will be accepted.
4. The award of tenure will be conferred on the date following the end of the probationary period.
5. The Associate Provost for Faculty Affairs will confirm the end of the probationary period and notify the Provost, the Dean, the Department Chair, and the Office of Human Resources.

Faculty or administrators who **have not previously held tenure**:

1. The hiring authority should reach out to the Associate Provost for Faculty Affairs as soon as an offer is being considered. Under no circumstances should any guarantees of tenure upon appointment be given to the prospective candidate, verbally or in writing.
2. The Associate Provost for Faculty Affairs will instruct the hiring Dean to convene the following process:
 - a. The hiring unit shall prepare a dossier aligned with the requirements outlined in section B of this policy.
 - b. All components should be uploaded as individual attachments to the Box Folder created by the Office of Faculty Affairs.
 - c. The department tenured faculty (this step may be skipped if there are no departments or if there are fewer than three tenured faculty in the department) shall review the dossier and conduct an anonymous vote. The committee shall provide a short explanation of their deliberations and a tally of their votes.
 - d. The Department Chair (this step may be skipped if there are no departments) shall review the dossier and department committee's recommendation and write a recommendation.
 - e. The school/college tenured faculty shall review the dossier and all previous

- recommendations and conduct an anonymous vote. The committee shall provide a short explanation of their deliberations and a tally of their votes.
- f. The Dean shall review the dossier and all previous recommendations and write a recommendation.
 - g. The University Promotion and Tenure Committee shall review the dossier and all previous recommendations and conduct an anonymous vote. The committee shall provide a short explanation of their deliberations and a tally of their votes.
 - h. The Associate Provost for Faculty Affairs will ensure that due process has been followed and forward the dossier to the Provost.
 - i. The Provost shall review the dossier and all previous recommendations and write a recommendation to the President.
 - j. The Associate Provost for Faculty Affairs will compile an executive summary and send it to the President for approval.
 - k. The Associate Provost for Faculty Affairs will send a request to the USG for Chancellor’s approval.
 - l. The Associate Provost for Faculty Affairs will provide notification to the hiring authority and the Office of Human Resources once a final decision has been made.
 - m. The hiring authority will provide written notification to the candidate.

B. DOCUMENTATION REQUIREMENTS

	Faculty or Administrator who held tenure at another institution	Provost candidate who held tenure at another institution	Faculty or Administrator who has NOT held tenure at another institution
Biosketch	<i>Not Required</i>	<i>Not Required</i>	Required
CV	Required	Required	Required
Dean Review and Letter	Required	Required	Required
College Committee Review and Letter	<i>Not Required</i>	<i>Not Required</i>	Required
Department Chair Review and Letter	<i>Not Required</i>	<i>Not Required</i>	Required
Department Committee Review and Letter (Colleges or schools without departments may skip	<i>Not Required</i>	<i>Not Required</i>	Required

this level)			
Evidence of Teaching Effectiveness	<i>Not Required</i>	<i>Not Required</i>	Required
External Reviewer Letters	<i>Not Required</i>	<i>Not Required</i>	A minimum of three (3), arms-length, letters from external reviewers not chosen by the candidate are required.
Signed Waiver for external review letters	<i>Not Required</i>	<i>Not Required</i>	Required

RELATED POLICIES

- University System of Georgia, Academic and Student Affairs Handbook 4.5: Award of Tenure: [Academic & Student Affairs Handbook | 4.5 Award of Tenure | University System of Georgia \(usg.edu\)](#)
- BoR Policy Manual 8.3.7: Tenure and Criteria for Tenure: [Board of Regents Policy Manual | 8.3 Additional Policies for Faculty | University System of Georgia \(usg.edu\)](#)
- AU Tenure Policy: <https://www.augusta.edu/services/legal/policyinfo/policy/faculty-tenure-policy.pdf>

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
 Date: 2/11/2026

President, Augusta University

Date: 2/16/2026