



# AUGUSTA UNIVERSITY

## 2022-2023 College of Education Promotion and Tenure Review Timeline

<b>March 1, 2022</b>	<b>2022-2023 Promotion and Tenure Review Cycle Begins</b> The Office of Faculty Affairs notifies each Dean/Director that the Promotion and Tenure Review Timeline has been posted to the University P&T website at: <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, 2022</b>	<b>Eligibility Lists for Promotion and Tenure are Distributed</b> The Office of Faculty Affairs provides Deans/Directors with lists of faculty who are eligible for promotion and/or tenure review.
<b>March 11, 2022</b>	<b>College Promotion and Tenure Guidelines &amp; Calendar Due</b> Dean/Director submits their current college P&T review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website (see link above).
<b>March 31, 2022</b>	<b>College/Department Notifies Faculty Eligible for Promotion and/or Tenure</b> Faculty members will be notified, in writing, by their Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) that they are eligible for Promotion and/or Tenure Review in the current cycle. Each candidate should be provided with copies of, or links to, the approved college P&T calendar, the university P&T guidelines, and the college P&T guidelines.
<b>April 29, 2022</b>	<b>Candidates Offers Written Notice of Intent to the COE Dean's Office</b>
<b>May 15, 2022</b>	<b>Candidate Submits List of External Reviews to COE P&amp;T Committee Chair</b> A proposed list of external reviewers need to be submitted along with his/her contact information and the candidate's updated CV.
<b>May 30, 2022</b>	<b>COE P&amp;T Committee Chair Selects External Reviewers and Solicits Letters</b>
<b>August 5, 2022</b>	<b>All External Review Letters Collected by the P&amp;T Committee Chair.</b> The COE P&T Committee 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 8, 2022</b>	<b>Portfolios are due to the Departmental P&amp;T Committee by 5 pm.</b> The portfolios will be uploaded into a Box account provided by the Dean's Office Representative.
<b>August 24, 2022</b>	<b>Portfolios are due to the Department Chair by 5 pm.</b>
<b>September 12, 2022</b>	<b>Portfolios are due to the College P&amp;T Committee by 5 pm.</b>
<b>September 29, 2022</b>	<b>Portfolios are due to the Dean by 5 pm.</b>

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<b>October 14, 2022</b>	<b>P&amp;T Portfolios are due to the University P&amp;T Committee</b> Dean/Director submits portfolios to a designated Box folder (provided to the Dean's Office representative) for the University P&T Committee to review.
<b>November 11, 2022</b>	<b>P&amp;T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs</b> The University P&T committee submits its recommendations to the APFA.
<b>December 5, 2022</b>	<b>P&amp;T Portfolios and Appeals are due to the EVP for Academic Affairs &amp; Provost</b> The APFA submits portfolios and recommendations to the EVP for Academic Affairs & Provost for review and decision with the President.
<b>February 3, 2023</b>	<b>P&amp;T Decision Letters are Distributed</b> Promotion and Tenure award letters from the Executive Vice President for Academic Affairs & Provost are distributed to each faculty member.
<b>February 28, 2023</b>	<b>USG Extract is Prepared</b> Human Resources prepares Report to the Board of Regents

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## 2022-2023 College of Education Pre-Tenure and Post-Tenure Review Timeline

**March 31, 2022**

**Notification of Tenure Extension Decision to Tenure-Track Faculty in 2nd Year**

The Office of Faculty Affairs notifies Tenure-Track faculty in their second year of their option to extend their tenure clock by one year.

**July 15, 2022**

**College Pre- and Post-Tenure Review Guidelines & Calendar Due**

Dean/Director submits their current college pre-tenure and post-tenure review guidelines and calendar to the Associate Provost for Faculty Affairs (APFA) for posting to the University P&T website at: [www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php](http://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php).

**August 1, 2022**

**Eligibility Lists for Pre- and Post-Tenure Review are Distributed**

The Office of Faculty Affairs provides Deans/Directors with lists of faculty due to undergo pre-tenure or post-tenure review.

**August 30, 2022**

**Notification to Faculty Members Due for Pre- and Post-Tenure Review**

Faculty members will be notified, in writing, that they are due for pre- or post-tenure review in the coming spring. Each candidate should be provided with copies of, or links to, the relevant AU policy and appropriate college and/or department guidelines. Notifications for pre-tenure review come from the college Dean; notifications for post-tenure review come from the APFA.

**September 30,  
2022**

**Pre-Tenure Review Portfolios for Faculty with 2 Years Credit Towards Tenure due to the Review Committee**

Faculty members with 2 years of credit towards tenure submit their portfolios to the review committee to initiate the review.

**December 2, 2022**

**Pre-Tenure Reports for Faculty with 2 Years Credit due to the Associate Provost for Faculty Affairs**

Dean/Director submits pre- and post-tenure reports to the APFA for faculty members with 2 years of credit towards tenure. These reports and portfolios are uploaded to a Box folder provided to the Dean's Office representative. The APFA shares these reports with the EVP for Academic Affairs & Provost.

**January 13, 2023**

**Pre- and Post-Tenure Review Portfolios due to the Review Committee**

All other eligible faculty members submit their portfolios to the review committee to initiate the review.

**April 14, 2023**

**Pre- and Post-Tenure Reports due to the Associate Provost for Faculty Affairs**

Dean/Director submits pre- and post-tenure reports to the APFA. These reports and portfolios are uploaded to a Box folder provided to the Dean's Office representative. The APFA shares these reports with the EVP for Academic Affairs & Provost.