



AUGUSTA UNIVERSITY

2022-2023 Promotion and Tenure Review Timeline

March 1, 2022	2022-2023 Promotion and Tenure Review Cycle Begins 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: www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php .
March 1, 2022	Eligibility Lists for Promotion and Tenure are Distributed The Office of Faculty Affairs provides Deans/Directors with lists of faculty who are eligible for promotion and/or tenure review.
March 11, 2022	College Promotion and Tenure Guidelines & Calendar Due 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).
March 31, 2022	College/Department Notifies Faculty Eligible for Promotion and/or Tenure 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.
July 1, 2022	Candidate must inform of intent to apply Candidate for tenure and/or promotion must inform the Dean, Associate Dean, and the Chair of the HCOB Faculty Assembly of intent to apply. Upon receiving a list of candidates that intend to apply for tenure and/or promotion, the HCOB P&T Committee will be formed and elect a chair. The newly-elected chair will notify the candidate(s) of the deadline for submitting portfolio and request contact information for letters of recommendation for the candidate(s).
September 9, 2022	Candidate must submit completed portfolio to Chair of the HCOB P&T Committee
September 30, 2022	HCOB P&T Committee makes recommendations and submits portfolio(s) to the Dean
October 14, 2022	P&T Portfolios are due to the University P&T Committee Dean/Director submits portfolios to a designated Box folder (provided to the Dean's Office representative) for the University P&T Committee to review.
November 11, 2022	P&T Portfolios and Appeals are due to the Associate Provost for Faculty Affairs The University P&T committee submits its recommendations to the APFA.
December 5, 2022	P&T Portfolios and Appeals are due to the EVP for Academic Affairs & Provost The APFA submits portfolios and recommendations to the EVP for Academic Affairs & Provost for review and decision with the President.
February 3, 2023	P&T Decision Letters are Distributed Promotion and Tenure award letters from the Executive Vice President for Academic

Affairs & Provost are distributed to each faculty member.

February 28, 2023

USG Extract is Prepared

Human Resources prepares Report to the Board of Regents



AUGUSTA UNIVERSITY

2022-2023 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-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 .
August 1, 2022	Eligibility Lists for Pre-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-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.
October 28, 2022	College Pre-Tenure Review Committee submits their recommendation to Dean
November 28, 2022	Dean meets and discusses committee's letter with candidate(s) by this date.
December 2, 2022	Pre- and Post-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.
March 3, 2023	College Pre- and Post-Tenure Review Committee submits their recommendation to Dean

April 12, 2023

Dean meets and discusses committee's letter with candidate(s) by this date.

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.
