



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).
April 29, 2022	Promotion Portfolio Review Committee Formed Current Library Faculty Assembly Chair coordinates forming committees to review portfolios in accordance with Library Faculty Assembly Bylaws.
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.
May 16, 2022	University Libraries Promotion Committee Established Dean of Libraries will establish college level promotion committees in compliance with university requirements for committee membership and soliciting outside members as needed to complete the committee.
July 1, 2022	Deadline for completion of promotion portfolio The candidates for promotion are responsible for submission of their portfolio to the Promotion Portfolio Review Committee Chair and adherence to all library faculty and university guidelines for promotion.
August 1, 2022	Promotion Portfolio Review process completed The committee chair will provide the candidates with a written summary of recommendations for improvement of the portfolio before submission to University Libraries Promotion Committee.
September 1, 2022	Promotion portfolio revisions completed The candidate will submit a final portfolio to University Libraries Promotion Committee for review and recommendation.
September 30, 2022	Deadline for review of Candidate Portfolios University Libraries Promotion Committee's assessment of candidates is completed and recommendation for promotion decision submitted to Dean of Libraries.

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
