



AUGUSTA UNIVERSITY
**COLLEGE OF ALLIED
 HEALTH SCIENCES**

**Promotion & Tenure
 Process Deadlines for
 FY2020-21**

March 16, 2020	College/Department Notify Faculty Faculty will be notified, in writing, of their eligibility for Promotion and/or Tenure for the 2019-2020 academic year. The notification should be made on the Office of the Dean letterhead with the Departmental Chair copied. Each candidate will be provided with a copy of or the link to the approved college P&T calendar, the AU P&T Guidelines, and the appropriate college and department P&T guidelines.
April 15, 2020	External Reviewers Contracted for Letters As soon as the list of external reviewers has been finalized – and not later than April 15 – the Departmental Committee and/or Department Chair should contact external reviewers for letters.
April 28, 2020	Candidate’s application form(s) are sent to Human Resources The candidate’s applications for promotion and/or tenure should be forwarded to HUMANRESOURCES_FACULTYSUPPORTSVCS@augusta.edu for review to ensure that tenure status, academic rank, and probationary credit toward promotion/tenure are accurate before review begins.
*Work on Portfolio*Work on Portfolio*Work on Portfolio*Work on Portfolio*Work on Portfolio*Work on Portfolio*	
July 20, 2020	All External Review Letters collected by Department The Department Chair must verify that all external review letters have been obtained. These letters must be kept on file until the Departmental Committee begins its review. The candidate must not have access to these letters.
July 27, 2020	Portfolios are due to the Departmental P&T Committee by 5pm.
August 24, 2020	Portfolios are due to the Department Chair by 5pm.
September 8, 2020	Portfolios are due to the Dean and College P&T Committee by 5pm
September 21, 2020	Portfolios are due to the Dean by 5pm (via Box account)
October 16, 2020	Portfolios and Appeals to the University P&T Committee Dean/VP/Director submits the approved portfolios to the University P&T Committee to begin the review and approval decision. These will be uploaded into a Box account provided to the Dean’s Office representative.
November 16, 2020	Portfolios and Appeals to the Associate Provost for Faculty Affairs.
December 7, 2020	Portfolios and Appeals to the Executive Vice President for Academic Affairs and Provost
February 5, 2021	Approval Letters Distributed
February 26, 2021	USO Extract Preparation of Report to the Board of Regents
March 2021	2020-21 Promotion and Tenure Process Begins