

# Augusta University College of Education 2020-2021 Promotion and Tenure Review Timeline and Process

<b>March 16, 2020</b>	<p><b>College/Department Notify Faculty Members Eligible for Promotion and/or Tenure Review in FY21</b></p> <p>Faculty members will be notified, in writing, by his/her Dean (with cc to the Department Chair and other administrators related to the faculty member's appointment) of his/her eligibility for Promotion and/or Tenure Review for the 2020-2021 review cycle. Each candidate should be provided with a copy of or the link to the approved college P&amp;T calendar, the AU P&amp;T Guidelines, and the appropriate college and department P&amp;T guidelines.</p>
<b>April 30, 2020</b>	<p><b>Candidate Offers Written Notification of Intent to the COE Dean's Office</b></p>
<b>May 15, 2020</b>	<p><b>Candidate Submits List of External Reviewers to COE P&amp;T Committee Chair</b></p> <p>A proposed list of external reviewers needs to be submitted along with his/her contact information and the candidate's updated CV.</p>
<b>May 30, 2020</b>	<p><b>COE P&amp;T Committee Chair Selects External Reviewers and Solicits Letters</b></p>
<b>August 5, 2020</b>	<p><b>All External Review Letters Collected by the COE P&amp;T Committee Chair</b></p> <p>The COE P &amp; 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.</p>
<b>August 10, 2020</b>	<p><b>Portfolios are due to the Departmental P&amp;T Committee by 5pm.</b></p> <p>The portfolios will be uploaded into a Box account provided by the Dean's office representative.</p>
<b>August 31, 2020</b>	<p><b>Portfolios are due to the Department Chair by 5pm.</b></p>
<b>September 14, 2020</b>	<p><b>Portfolios are due to the College P&amp;T Committee by 5pm.</b></p>
<b>October 2, 2020</b>	<p><b>Portfolios are due to the Dean by 5pm.</b></p>
<b>October 16, 2020</b>	<p><b>Promotion and Tenure Portfolios to the University P &amp; T Committee</b></p> <p>Dean/Director submits the approved portfolios to the University P&amp;T Committee to begin its review. The portfolios will be uploaded into a Box folder provided to the Dean's Office representative.</p>
<b>November 16, 2020</b>	<p><b>Promotion and Tenure Portfolios and Appeals to the Associate Provost for Faculty Affairs</b></p> <p>The University P&amp;T committee submits its recommendations to the Associate Provost.</p>
<b>December 7, 2020</b>	<p><b>Promotion and Tenure Portfolios and Appeals to the Executive Vice President for Academic Affairs &amp; Provost</b></p> <p>The Associate Provost for Faculty Affairs submits the portfolios and recommendations to the Executive Vice President for Academic Affairs &amp; Provost for review and decision with the President.</p>
<b>February 5, 2021</b>	<p><b>Promotion &amp; Tenure Decision Letters Distributed</b></p> <p>Approval letters from the Executive Vice President for Academic Affairs &amp; Provost are distributed to the faculty member, with cc to Dean/Director; Department Chair; Associate Provost for Faculty Affairs; Manager, HR-Faculty Support Services; and other administrators related to the faculty member's appointment.</p>
<b>February 26, 2021</b>	<p><b>USG Extract</b> – Preparation of Report to the Board of Regents</p>