

**Medical College of Georgia
2020-2021 Promotion/Tenure Calendar**

Due Date	Task	Responsible Person
3/16/2020-3/20/2020	➤ Promotion and Tenure calendar and reports distributed to departments. Eligibility status of each faculty member reviewed by the Dean's Office and each eligible faculty member is to be notified in writing of his/her status (with a copy of the college and university P&T calendar, and the relevant department, college, and university P&T guidelines)	Dean
4/15/2020 thru 6/15/2020	➤ Eligible faculty to initiate his/her promotion/tenure process by submitting his/her portfolio to the Department Chair and joint appointment departments for approval ➤ Department Chair appoints Department Review Committee ➤ Department Review Committee to review candidate's record and performance	Eligible Faculty Department Chair Department Review Committee
6/15/2020 (can be changed at Chair's discretion)	➤ Department Review Committee to submit to Department Chair written report of its proceedings, inclusive of recommendations based upon each candidate's record and performance ➤ Department Chair to evaluate the Department Review Committee's report and request supplementary evidence	Department Review Committee Department Chair
8/14/2020	➤ Department Chair to submit <i>an electronic copy (PDF)</i> of each portfolio with his/her own separate recommendation to the Dean's Office	Department Chair (Or Admin support)
<i>Deadline for appeal of Chair's recommendation to the Dean – 10 calendar days following the receipt of written notification</i>		
8/21/2020 thru 9/30/2020	➤ College FADPT Committee completes review and submits complete portfolios and recommendations to the Dean	College FADPT Committee
9/30/2020	➤ Committee letters to be reviewed	Dean
10/1/2020	➤ <i>Dean will make his own assessment and decision for each candidate and make it known to the Chair and faculty member</i>	Dean
<i>Deadline for appeal of Dean's recommendation to the President – 10 calendar days following the receipt of written notification</i>		
10/16/2020	➤ Portfolios and appeals to the University P&T Committee	Dean
11/16/2020	➤ Portfolios and appeals to the Associate Provost	University P&T Committee Chair
12/7/2020	➤ Portfolios and appeals to the Executive Vice President for Academic Affairs and Provost	Associate Provost for Faculty Affairs
2/5/2021	➤ Approval letters 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.	Executive VP for Academic Affairs & Provost