<Date>

<Faculty Member’s Name>

<Academic Rank>

<College, Department>

Dear <TITLE> <LAST NAME>,

The USG Board of Regents requires that each institution shall conduct in-depth pre-tenure reviews of all faculty in their third year of progress towards tenure. Our records indicate that you are now in your third year of service on the tenure track and that you are scheduled for your pre-tenure review during this cycle.

To assist you with your preparation for your Pre-Tenure Review, please consult the following Augusta University and University System of Georgia policies:

* Augusta University Promotion & Tenure Guidelines (pp. 28-29) found at <https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>
* USG BOR Policy Manual Section 8.3.5.1 found at <https://www.usg.edu/policymanual/section8/C245/#p8.3.5_evaluation_of_personnel>
* USG Academic & Student Affairs Handbook Section 4.4 found at <https://www.usg.edu/academic_affairs_handbook/section4/C2845>

Additionally, each college is responsible for creating their own criteria that is consistent with the criteria of the institution. Your pre-tenure review should be completed prior to April 15 of this academic year. College policies and calendars, detailing criteria and due dates, are found at <https://www.augusta.edu/hr/faculty-support-ser/procedures/promotionandtenure.php>. You are also encouraged to contact your Dean and/or Department Chair for details on the process.

If you have any questions, please do not hesitate to contact me at (706) XXX-XXXX.

Sincerely,

<College Dean/Authorized Representative>

<Title>

c: Associate Provost for Faculty Affairs

 Dean, <College>

 HR-Faculty Support Services