

**2009-2010
COE PROMOTION AND TENURE TIMELINE**

(Tenure-Track and Career Track Faculty)

<p>Dossiers and the OFCCP report accepted anytime during the summer but no later than August 10 by 5:00pm (Monday)</p>	<p>1) FOUR copies of promotion and tenure dossiers due in G-4. Dossier binder should be white and one <u>inch</u> in size. Please use Times New Roman and 12 pt. font. <u>Submit to Christy Glazer</u></p> <p>2) Regents Recommendation for Promotion and/or Tenure Form (Tenure Track Faculty) http://www.coe.uga.edu/adfaculty/facservices/promotenure/tenure_track_fac.html Regents Recommendation for Promotion for Non-Tenured Track Faculty (Career Track Faculty) http://www.uga.edu/provost/promoform NTT.pdf</p>
<p>August 10-14</p>	<p>Dossiers checked for adherence to Revised Fall 2007 UGA Guidelines http://www.uga.edu/provost/polproc/apt/main.html</p>
<p>August 17, 2009 (Monday) 2:00 pm – 3:00 pm G4-L Aderhold</p>	<p>College Promotion and Tenure Committee meets with Dean and Associate Dean to receive charge, go over UGA policies and procedures, COE assistance, confirm future meetings dates/times, and establish working procedures.</p>
<p>August 17, 2009 (Monday)</p>	<p>Dossiers available for P&T Committee to begin deliberations.</p>
<p>September 11th by 12:00 pm (Friday)</p>	<p>Results of committee deliberations submitted to Associate Dean of Faculty and Administrative Services: (a) submit a summary sheet indicating votes for each candidate, and (b) a transmittal letter for each candidate informing them of the vote and rationale.</p>
<p>September 14th (Monday)</p>	<p>Results reported to the Department Heads.</p>
<p>September 16th by 5:00 pm (Wednesday)</p>	<p>All candidates receive written rationale of vote from the college P&T committee.</p>
<p>September 22nd (Tuesday)</p>	<p>Suggested recommendations for improvement of dossiers from the College Promotion and Tenure Committee provided to dept. heads and candidates.</p>

September 25th by 5:00 pm (Friday)	Candidate's response (if any) to college committee's vote and rationale is due. Candidates have seven working days from date of notification of committee recommendation. Any response is to be included in dossier. [Fall 07 <i>Guidelines for Appointment, Promotion, and Tenure</i> , p.32, section 2e].
September 30 th by 5:00 pm (Wednesday)	Dean's letter shared with candidates
October 5 th by 5:00 pm (Monday)	Final adjustments made to dossiers. Revised dossiers returned to Faculty Services office in G-4C for transmittal to VP's office.
October 7th by noon (Wednesday)	Candidate's responses to the Dean's letter (if any) are due.
October 9th, 2009 (Friday)	Dossiers due to VPAA's office
October 9 th , 2009 (Friday)	Dossiers for Public Service Professionals due to the Office of the VPPSO
November 6, 2009 (Friday)	Dossiers for Research Professional faculty will be sent to the VP for Research.
November 2009 ¹	University Committees meet with VPAA to receive charge
November 2009 to December 2009 ¹	University Committee deliberations
December 2009 ¹	University Committee reports to VP results of the committee's recommendations; VP reports recommendations to the President; Dean is notified as to the recommendations of the University Committee
January 4, 2010	Public Service Promotions due to VPAA
January 2010 ¹ To February 2010 ¹	Dossiers for promotion and/or tenure are sent to the President for his review and final approval
March 2010 ¹	Decisions on promotions and/or tenure are sent to candidates in writing by the President
Late April 2010	UGA approved promotions and tenure are published in Columns.

¹ These are approximate dates based on previous years.

Revised 5/2009