

2008-2009
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 11 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 11-15</p>	<p>Dossiers checked for adherence to Revised Spring 2006 UGA Guidelines http://www.uga.edu/provost/polproc/apt/main.html</p>
<p>August 19, 2008 (Tuesday) 1:00 pm – 2:00 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 19, 2008 (Tuesday)</p>	<p>Dossiers available for P&T Committee to begin deliberations.</p>
<p>September 12th 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 15th (Monday)</p>	<p>Results reported to the Department Heads.</p>
<p>September 17th by 5:00 pm (Wednesday)</p>	<p>All candidates receive written rationale of vote from the college P&T committee.</p>
<p>September 23rd (Tuesday)</p>	<p>Suggested recommendations for improvement of dossiers from the College Promotion and Tenure Committee provided to dept. heads and candidates.</p>
<p>September 26th by 5:00 pm (Friday)</p>	<p>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. [Spring 2004 <i>Guidelines for Appointment, Promotion, and Tenure</i>, p.31-32].</p>

October 1 st by 5:00 pm (Wednesday)	Dean's letter shared with candidates
October 6 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 8th by noon (Wednesday)	Candidate's responses to the Dean's letter (if any) are due.
October 10th, 2008 (Friday)	Dossiers due to VPAA's office Physical Plant picks up and delivers dossiers to VPAA's office, 202 Franklin House. Notify Jayne Smith (542-9389) of the expected time of delivery & number of boxes. Include a transmittal letter.
October 10 th , 2008 (Friday)	Dossiers for Public Service Professionals due to the Office of the VPPSO
November 7, 2008	Dossiers for Research Professional faculty will be sent to the VP for Research.
November 2008 ¹	University Committees meet with VPAA to receive charge
November 2008 to January 2009 ¹	University Committee deliberations
January 5, 2009	Public Service Promotions due to VPAA Deans/Department Heads notified after December 2, 2008
January 2009 ¹	University Committee reports to VP results of the committee's recommendations; VP reports recommendations to the President
February 2009	Dossiers recommended for <i>promotion</i> forwarded to Board of Regents
March 2009	Dossiers recommended for <i>tenure</i> forwarded to Board of Regents
Late April 2009	Decisions from Board of Regents on promotions & tenure. College candidates for tenure notified in writing by the President. BOR approved promotions and tenure are published in Columns.

¹ These are approximate dates based on previous years.