

## **COE POLICY-5 PROMOTION AND TENURE PRELIMINARY CONSIDERATION AND FINAL DEPARTMENTAL VOTE**

*Background:* Promotion candidates and their department heads have often encountered problems submitting promotion dossiers in a timely manner for a variety of reasons. Sometimes external reviews who have promised to write letters do not follow through, requiring that another reviewer be found. In some situations departmental faculty are not available to vote in the fall before the dossier must be submitted. To solve these problems some departments held final votes in the spring. In some cases, candidates felt that others from departments with later voting timelines had an advantage. A policy was needed to provide a solution to these problems and create some uniformity across departments.

*Policy:* All COE departments will hold preliminary consideration votes in January each year and final votes will be taken by the last contract day of spring semester. Candidates and department heads may make editorial changes to the dossier over the summer months so that the dossier submitted to the college committee in the fall reflects the most current record of accomplishments.

*Policy Approved:* 8/4/04 meeting of the Academic Cabinet

*Procedures/Forms:* Preliminary Consideration Procedures can be found at <http://www.uga.edu/provost/polproc/apt/p&t2004.htm#preliminary> and Final Voting Procedures for Promotion and/or Tenure can be found at <http://www.uga.edu/provost/polproc/apt/p&t2004.htm#reviews> .

*References:* <http://www.uga.edu/provost/polproc/apt/p&t2004.htm> , Guidelines for Appointment, Promotion and Tenure

*Last Revision:* April 2004