



Office of the Provost
Faculty Affairs
UNIVERSITY OF GEORGIA

Office of Faculty Affairs
225 New College
Athens, Georgia 30602
TEL 706-542-0547

<http://provost.uga.edu/index.php/faculty-affairs>

April 10, 2018

TO: Dr. David Lee, Vice President for Research
Dr. Toby Graham, University Librarian & Associate Provost
Dr. Peter "Bo" Rutledge, Dean, School of Law
Dr. Jennifer Frum, Vice President of Public Service & Outreach

FROM: Sarah Covert, Associate Provost for Faculty Affairs

RE: **2018-2019 Faculty Promotions – Librarian, Public Service & Research Scientist**

Please notify your unit(s) to begin preparation for the 2018-2019 cycle for these non-tenure track faculty promotions. You may set your own schedule to receive promotion recommendations in your office. However, please arrange your review procedures to ensure that these recommendations reach the Office of Faculty Affairs (OFA) by 4:00 pm on **Friday, January 4, 2019**.

The following items should be delivered to the OFA, 225 New College, by the deadline:

1. **Master Cover Letter** with a complete list of all promotion candidates from your unit(s) including the following information for each candidate: 1) Full Name (*not nickname*), 2) Recommended Rank, and 3) Home Department Name and Number. This cover letter allows OFA to confirm that it has received all expected dossiers. Please double-check its accuracy before submission.
2. **Documentation for each faculty member recommended for promotion:**
 - a) [UGA Recommendation for Promotion Form for Academic Professional, Lecturer, Librarian, Public Service, and Research Scientist Ranks](#): Use the online version of this form and include the candidate's full name and full home department name. Submit the original form with signatures, votes and approval status (yes/no) for each level of review. Ensure that all units use the promotion form revised on 3/30/2016.
IMPORTANT-Years in Rank Calculation: Please ensure your unit(s) use the [2018-2019 Quick Reference Guide](#) when completing the form to calculate years in rank for all promotion candidates.
 - b) Cover Letter(s) for Promotion
 - c) Curriculum Vitae (2-sided printing preferable)

If you have any questions, please contact Dr. Sarah Covert, Associate Provost for Faculty Affairs, at 706-542-0547 or covert@uga.edu.

cc: Pamela S. Whitten, Senior Vice President for Academic Affairs & Provost
Russ Mumper, Vice Provost for Academic Affairs