



April 2, 2019

TO: Deans, Vice Presidents, Associate Provosts and Directors

FROM: Sarah Covert, Associate Provost for Faculty Affairs

SUBJECT: **2019-2020 Deadlines for Selected Faculty (Academic, Clinical, Academic Professional & Lecturer Ranks) Promotion and Tenure Recommendations**

Please notify your unit(s) to begin preparation for the 2019-2020 faculty promotion and tenure cycle.

Dossier submission details for academic (assistant professor, associate professor and professor), clinical, academic professional, and lecturer ranks are described below. Electronic dossiers for promotion and tenure recommendations for these faculty ranks are due in OFA for university-level review by 4:00pm on Friday, October 18, 2019. **Electronic dossiers for reappointment of lecturers will also be due by this date.** Each school/college must submit the following items by this deadline:

1. **Electronic Dossier for Each Candidate:** Each school/college has a "course" site in [eLC](#) for the secure upload and update of dossier pdf files prior to the October 18 deadline. Only OFA staff and the dean's designee(s) will have access to the course site and files. See the [eLC Electronic Dossier Submission Procedures](#) for complete instructions on uploading electronic dossiers including required file naming structure. It is no longer necessary to submit the dossiers in a zip file. Electronic dossiers must be submitted in pdf format in one pdf file per dossier with all required documents ordered:
 - i. As listed on the **6/13/17** version of the [electronic dossier checklist](#) (for academic and clinical rank faculty), or
 - ii. Per the relevant faculty rank policy (for academic professionals and lecturers).
2. **Original Documents to OFA:** Each dean's office must submit the following documents in hard copy to OFA, 225 New College, by the October 18 deadline:
 - i. **Master Cover Letter** with a complete list of all promotion and tenure candidates from your unit(s) including the following information for each candidate: 1) Full Name (*not nickname*), 2) Recommended Rank/Tenure Category, 3) Department (*if applicable*); and 4) For academic and clinical ranks only: University Review Committee Selection (options are listed on dossier checklist; selection to be made by PTU Head in consultation with the candidate and with approval of the dean). This cover letter allows OFA to confirm that it has received all expected dossiers via eLC. Please double-check its accuracy before submission.
 - ii. **Appropriate recommendation form(s)** for each candidate including original signatures, votes and approval status (yes/no) for each level of review. Ensure that

all units use the promotion and tenure recommendation forms revised on the dates noted below (links follow):

- a. [UGA Recommendation for Promotion Form for Tenure-Track/Tenured Faculty](#) (9/13/17)
- b. [UGA Recommendation for Promotion Form for Clinical Faculty](#)
- c. [UGA Recommendation for Tenure Form](#) (3/30/16)
- d. [UGA Recommendation for Promotion Form For Academic Professional, Lecturer, Librarian, Public Service, and Research Scientist Ranks](#) (3/30/16)

IMPORTANT-YEARS IN RANK CALCULATION: Use the [2019-2020 Quick Reference Guide](#) to calculate years in rank for all candidates. You may also review the [UGA Tenure Clock Calendar](#) for years in rank and promotion/tenure eligibility. Note that every fall semester marks the beginning of a new year in rank and this should be reflected in the values entered on the Recommendation forms.

If you have any questions, please contact Beverly Minor in the Office of Faculty Affairs at 706-542-0547 or baford@uga.edu .

cc: Libby V. Morris, Interim Senior Vice President for Academic Affairs & Provost
Dean's Office Designees for Promotion & Tenure Electronic Dossier Submission