



**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 1, 2024

TO: Dr. Karen J.L. Burg, 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: Elizabeth Weeks, Associate Provost for Faculty Affairs

RE: **2024-2025 Faculty Promotions – Librarian, Public Service & Research Scientist**

Please notify your unit(s) to begin preparation for the 2024-2025 cycle for these non-tenure track faculty promotions.

Dossiers for promotion should be submitted electronically (more information forthcoming) by 3:00 pm by **Friday, January 3, 2025**.

Electronic dossiers must be submitted in pdf format in one pdf file per dossier with all required documents ordered:

**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 [2024-2025 Quick Reference Guide](#) when completing the form to calculate years in rank for all promotion candidates.

- b) Cover Letter(s) for Promotion



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If you have any questions, please contact Krissie Benton in the Office of Faculty Affairs, at 706-542-1726 or [kbenton@uga.edu](mailto:kbenton@uga.edu).

cc: S. Jack Hu, Senior Vice President for Academic Affairs & Provost