

TO: Vice Presidents, Deans, Department Heads, and Directors

FROM: S. Jack Hu, Senior Vice President for Academic Affairs and Provost
Elizabeth Weeks, Associate Provost for Faculty Affairs

RE: 2021 – 2022 Promotion and Tenure Updates and Clarifications

In preparation for promotion and tenure reviews in the coming academic year, all deans and promotion and tenure unit heads should be aware of the following updates and clarifications. Please share this information with faculty in your unit(s).

1. In consultation with the President, the timeline for notification to faculty and units of the University Review Committee recommendations of tenure-track and clinical rank applications for promotion and tenure, and Provost recommendations of academic professional and lecturer rank applications for promotion, is revised. Those notifications will be issued in mid-January 2022, rather than in mid-December 2021, for the upcoming cycle, and similarly for future cycles. Accordingly, the President's final approval of promotion and tenure decisions will be issued soon thereafter. The timeline for Librarian, Public Service, and Research Scientist ranks is unaffected.
2. The memo at this [link](#) provides guidance to faculty candidates, unit heads, and review committees for addressing COVID-19 impacts on faculty productivity in promotion and tenure dossiers. Among other suggestions, the guidance allows faculty the option of including a two-page COVID-19 Impact Statement in Section 4 of the dossier, which is comprised of the Vita and Candidate Statement of Major Accomplishments. The optional two-page COVID-19 Impact Statement, if included, increases the total page limit for Sections 4 and 5 from 25 pages to 27 pages. The formatting requirements for Section 4 and 5 apply to this optional, additional document.
3. As a reminder, a minimum of four external review letters should be obtained for Academic Rank and Clinical faculty candidates. These reviewers should be at "arm's length" from the candidate. [UGA Guidelines for Appointment, Promotion and Tenure of Academic Rank Faculty](#), p. 28, provides: "Assessments should not be sought from terminal degree advisors, postdoctoral advisors, former students, close associates, or personal friends. Request a critical evaluation of the candidate's performance and the quality of their scholastic achievements; do not solicit supporting letters or personal references." Any "non-arm's-length" letters included will not count toward the minimum four "arm's-length" letters. All external letters requested and received must be included.
4. As previously communicated and reviewed by the Academic Leadership Group, a Deans' cover letter template has been created, approved by the Provost, and posted to the Office of Faculty Affairs website linked [here](#). Deans are asked to follow this template in

Section 2 of the dossier to provide consistency and completeness to their assessment of candidates. PTU heads also may use the template as a guide in preparing their cover letters.