

TO: Deans, Public Service and Outreach Unit Directors

FROM: Jennifer L. Frum, Vice President for Public Service and Outreach

RE: Promotions for Public Service Faculty

In order to adequately prepare for this year's promotion process, please provide my office with the number and potential names of candidates you anticipate sending forward for consideration no later than **Friday, September 3, 2021**.

Deans and unit directors may set their own schedules for completing the unit/college review and vote. **However, please schedule your review process early enough to ensure that all recommendations (dossiers) reach this office by Friday, October 1, 2021.** Please reference the 2021-2022 Promotions Calendar for the upcoming deadlines: <https://outreach.uga.edu/wp-content/uploads/2021/01/2021-2022-Promotions-Calendar.pdf>

All dossiers must adhere to the guidelines found within the Guidelines for Appointment and Promotion Public Service and Outreach Faculty Rank (revised January 2021). You can access the guidelines at <http://outreach.uga.edu/policies/appointment-and-promotion-guidelines> or contact my office for a hard copy.

In light of the COVID-19 pandemic, I ask that you are particularly mindful in helping your faculty prepare their dossiers this year. To that end, please consult with faculty candidates and adhere to the following guidance for the dossier preparation:

- **Section A:** Directors and deans should write their respective cover letters to include insight and contextualization of how COVID-19 may have affected the candidate's recent work. This could include ways that the candidate was able to pivot or use new modes of operation to accomplish their work or indicate how the candidate may have been disadvantaged from the effects of the pandemic.
- **Section B:** Where appropriate, candidates can document effects of the pandemic on professional accomplishments using notations in their Curriculum Vitae; e.g., "Canceled due to COVID-19," "Virtual conference presentation due to COVID-19."
- **Section D:** If applicable, candidates can contextualize the impact of their recent work in relation to the pandemic. This could include ways that the candidate was able to pivot or use new modes of operation to accomplish their work or indicate how the candidate may have been disadvantaged from the effects of the pandemic.
- **Section E:** When soliciting external letters, director and dean requests to outside evaluators should include the following line: "Where appropriate, please describe how the candidate was able to fulfill expectations in light of the COVID-19 pandemic."

Any notations, comments, or descriptions related to the impact of the pandemic should not negatively affect the review. At a minimum, the information should be treated neutrally and at a maximum it may positively impact the review.

If you have any questions or wish to discuss the promotion process, please contact Dr. Paul Brooks, Associate Vice President for Public Service and Outreach, at [pjbrooks@uga.edu](mailto:pjbrooks@uga.edu) or 706-542-6045.

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