

DATE: May 8, 2023

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: Faculty Evaluation and Promotion and Tenure Updates and Clarifications

In preparation for faculty reviews in Spring 2023 and promotion and tenure applications in Academic Year 2023-2024, 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), through desired communication channels and methods.

1. In all cases, current policies, effective through 7/31/2023, and revised policies, effective as of 8/1/2023, are posted in parallel on the relevant Academic Affairs Policy Manual (AAPM) pages and Office of Faculty Affairs Promotion and Tenure page. Revised AAPM policies are linked as PDFs below the policy titles. Promotion and tenure guidelines are posted with separate links to the current and revised versions for each track. Before the start of the 2023-2024 Academic Year, the current policies will be archived, and the revised policies will be posted.
2. Third-Year Reviews, as described in the applicable promotion and tenure guidelines for the faculty rank and Pre-tenure Review, AAPM 1.06-3; Post-Tenure Reviews, AAPM 1.06-4; and Review of Administrators, AAPM 1.16, conducted during Spring 2023 are governed by current UGA guidelines and policies, and any applicable departmental or unit-level policies or practices. Revised policies apply to reviews conducted after August 1, 2023.
3. Promotion and tenure applications during the 2023-2024 cycle will be conducted under the revised promotion and tenure guidelines applicable to the faculty track and rank. Accordingly, preliminary consideration in Spring 2023, for formal application in the 2023-2024 cycle, should reference the applicable revised guidelines. As a guiding principle, discretion to the benefit of the candidate should be applied when evaluating faculty under the revised policies and guidelines.
 - a. Faculty may identify Student Success Activities, AAPM 1.10.10, for any, but not necessarily all, of the years relevant to the review (*i.e.*, since appointment or promotion to the current rank), and in any, but not necessarily all, of the areas of assigned effort (teaching; research, scholarship, and other creative activities; and/or service, including administration). Documentation should focus on the faculty member's high-quality involvement in a small number of student success activities to maximize effectiveness and engagement.
 - b. Prior years' Annual Written Evaluations need not be included in dossiers submitted during the 2023-2024 cycle as the revised policy, AAPM 1.06-1, will not be reflected until Spring 2024 annual evaluations. Beginning with the 2024-2025 cycle, prior year evaluation (of calendar year 2023 performance) will be included in promotion and/or tenure dossiers. Additional evaluations will be added in subsequent cycles (*e.g.*, 2025 – 2026 dossiers will include two prior evaluations; 2026 – 2027 dossiers will include three prior evaluations).
 - c. Departments and units are not required to update Promotion and Tenure Unit (PTU) or Clinical Appointment and Promotion Unit (CAPU) criteria at this time. Procedural changes to the promotion and tenure process (including third-year review) and the expectation to include annual evaluations and document involvement in student success activities are reflected in the governing University-level policies and guidelines. Any revisions to PTU or CAPU criteria must be approved through the existing process (*i.e.*, faculty, Department Head, Dean, and Provost).

4. As a reminder of existing policy, the UGA Guidelines for Appointment, Promotion, and Tenure of Academic Rank Faculty define eligible voting faculty for promotion and tenure as follows: “All associate professors and professors vote on candidates for promotion from assistant professor to associate professor. Only professors vote on candidates for promotion from associate professor to professor. All tenured faculty, regardless of rank, vote on candidates for tenure.” This language is understood to mean that eligible voting faculty are the only ones present for faculty meetings convened for voting on promotion and tenure recommendations, including preliminary consideration, for tenure-track and tenured faculty.

5. In addition, as a best practice, meetings convened for voting on appointments of tenure-track and tenured faculty can be limited to eligible voting faculty under the UGA Guidelines for Appointment, Promotion and Tenure of Academic Rank Faculty as they are currently written.

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*Administrative Memos are coordinated through the Office of the Senior Vice President for Academic Affairs and Provost.
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