



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 19, 2023

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: **2023-2024 Faculty Promotions – Librarian, Public Service & Research Scientist**

Please notify your unit(s) to begin preparation for the 2023-2024 cycle for these non-tenure track faculty promotions.

Following the process established last year during remote working, dossiers for promotion should be submitted electronically, via [eLC](#) by 4:00 pm by **Friday, January 5, 2024**.

Each unit has a “course” site in eLC for the secure upload and update of dossier pdf files prior to the January 5th deadline. See the [eLC Electronic Dossier Submission procedures](#) for complete instructions on uploading electronic dossiers including required file naming structure. 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 [2023-2024 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 Angelina Carlson in the Office of Faculty Affairs, at 706-542-0547 or angelina.carlson@uga.edu .

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