

**APPENDIX IV**  
**2019-2020 PROMOTION AND TENURE REVIEW PROCESS CALENDAR**  
**COLLEGE OF THE ARTS**  
**GEORGIA STATE UNIVERSITY**

*Note: Calendars for future years will follow the same general structure, but dates will change from year to year based on university-level review deadlines.*

- March 8**                      Deadline for chairs to ask in writing all tenure-track faculty who are eligible for consideration for promotion and/or tenure if they wish to be considered by the department. All responses to this request must be received by the chair by March 25.
- March 25**                      All faculty members who wish to be considered for promotion and/or tenure notify their chairs. The candidate also provides the chair with a list of eight possible external reviewers (must include organizational affiliations and addresses, indications of their ranks, area(s) of concentration, major achievements, standings in the discipline, and the nature and extent of any personal and/or professional relationship with the candidate), following the format shown in Appendix I of the COTA P&T Manual. A current Curriculum Vitae is also required.
- All faculty members with probationary credit, who are eligible for consideration for promotion and tenure, must notify their department chair if they will keep or relinquish some or all of their awarded credit.
- April 1**                              The chair, in consultation with senior faculty in the department, provides a list of eight possible external reviewers (must include organizational affiliations and addresses, indications of their ranks, area(s) of concentration, major achievements, standings in the discipline, and any known relationship with the candidate), following the format shown in Appendix II of the COTA P&T Manual. There should be no duplication in names of reviewers on the two lists.
- Electronic copies of the candidate's list, the chair's list, and the candidate's Curriculum Vitae must be submitted in MSWord format by the chair to the Office of the Dean.
- May 24**                              Candidates' research/creative activity materials (see section V.I. of the COTA P&T Manual) are submitted to the chair for forwarding to external reviewers.
- May 29**                              The chair reviews the research/creative activity materials for conformity with the P&T Manual and forwards these materials to the Office of the Dean. The six sets of research/creative activity materials must be packaged for mailing but not sealed. Candidates who would like the materials returned to them must request it via email. The request should be made to the Office of the Dean. These materials will be returned to the candidates (who made a request) if and when the external reviewers send them back to the university.
- August 1**                              Letters/responses from external reviewers due to the Office of the Dean.

- August 28** The Office of the Dean provides the chair with the letters of assessment that have been received from external reviewers. The chair forwards copies of the letters to the departmental P&T committee. External reviewer letters must be treated confidentially at all levels of the promotion and tenure process.
- Candidates submit complete dossiers (one copy) to their chair. After this date, no materials can be added to the dossier. The dossier is considered closed, and all parties involved in the review of the candidate's credentials will have access to exactly the same information in the dossier. The materials in a candidate's dossier should remain as submitted at all levels of review. Anyone reviewing the materials must not underline, highlight, add margin notes, etc.
- Candidates submit to the Office of the Dean electronic copies of the Curriculum Vitae and each separate statement of interests and goals (research/creative activity, teaching, and service) included in their dossiers.
- September 19** Departmental committees present their letters of assessment and recommendation to the department chairs.
- September 20** Department chairs provide copies of the departmental committee's report, including any minority reports, to the candidate. The faculty members from the departmental committee must not be identified to the candidate; therefore, signature pages must be removed before the chair provides a copy to the candidate. The candidate has five (5) working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- September 27** Candidate's response, if any, to report of the departmental committee is due to the department chair.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- October 3** Department chair completes his/her evaluation and submits the following to the Office of the Dean: chair's letter of assessment and recommendation for or against promotion and/or tenure; departmental committee's letter of assessment and recommendation for or against promotion and/or tenure, including any minority reports; candidate's response to departmental committee's letter of assessment, if any; candidate's dossier; an electronic copy of the chair's letter and the departmental committee's letter, including any minority reports; and candidate's response, if any.
- Department chair provides copies of his/her report to the candidate. The candidate has five (5) working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- October 10** Candidate's response, if any, to report of the chair is due to the Office of the Dean.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.

- November 11** The College Promotion & Tenure Committee presents its report to the Office of the Dean.
- November 15** The Office of the Dean provides copies of the College Promotion & Tenure Committee's report, including any minority reports, to the candidate. The faculty members from the College Promotion & Tenure Committee must not be identified to the candidate; therefore, signature pages are removed before the Office of the Dean provides a copy to the candidate. The candidate has five (5) working days to provide written comments, if desired, for inclusion in the materials to be reviewed at all higher levels.
- November 22** Candidate's response, if any, to the College Promotion & Tenure Committee report is due to the Office of the Dean.
- Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.
- December 6** The Office of the Dean informs candidates in writing of its recommendation, positive or negative, and provides a copy of its letter of assessment. The candidate has ten (10) working days to appeal a negative recommendation from the Dean to the Provost.
- December 20** Candidates who wish to withdraw from the promotion and tenure process at this stage are required to inform the department chair and the Office of the Dean by this date.