

Department of Crop and Soil Sciences
Procedures for Promotion and Tenure
Last Updated: 2/9/06

1. During the month of October, Department Head will:
 - Identify faculty that are eligible for promotion and/or tenure
 - Contact each eligible faculty member and confirm whether he/she is planning to go up for promotion and/or tenure
 - Meet with Executive Committee and make recommendations for committee members
 - Contact proposed committee members and confirm willingness to serve.
 - Letter to faculty member requesting information and setting out deadlines
2. Mid February
 - Sections 4 and 5 of dossiers and peer evaluations are due in Department Head's office
 - Sections 4 and 5 and peer evaluations are forwarded to P&T Committees
 - Sections 4 and 5 and peer evaluations are placed in the document management system for appropriate faculty to review (2 weeks prior to Spring Meeting)
3. March
 - Committee chairs present candidate information at departmental Spring Faculty Retreat
 - Appropriate faculty vote on whether or not candidate's dossier should go forward for P&T
 - Letter to candidate notifying them of vote
Negative vote - Further action is determined after discussion between DH and candidate
Positive Vote - Letter will include information and deadlines for completing dossier
 - Candidate must submit the names and credentials of 7 potential external reviewers to DH
4. April - July
 - External letters of evaluation of requested and compiled
 - Draft of Dossier is completed and forwarded to committee for review
 - Committee and DH meet with candidate to review Dossier and make recommendations for changes

***NOTE:** Dossiers must be prepared in accordance with the University of Georgia Guidelines for Appointment, Promotion and Tenure, revised Spring 2004*

5. August
 - Prior to Fall Faculty meeting, dossiers are placed on the document management system for review by appropriate faculty
 - At Fall Faculty meeting, appropriate faculty vote on dossier
6. September
 - Regent's Summary, cover letter, appendices and exhibits are added to dossier and complete package is forwarded to the Dean's office or designate.