


MEMORANDUM

TO: Dr. Pauline Gagnon
Dr. Dianne Hoff
Dr. Lok C. Lew Yan Voon
Dr. N. Jane McCandless
Dr. Faye McIntyre
Dr. Jennifer Schuessler
Ms. Andrea Stanfield

FROM: Dr. David Jenks 
Interim Provost and Vice President for Academic Affairs

DATE: April 3, 2019

RE: AY2019-2020 Post Tenure Review and
AY2020-2021 Recommendations for Promotion and/or Tenure

BY September 4, 2019

Submit a list of candidates for promotion and/or tenure, as well as, a list of those faculty members slated for post-tenure review to the Provost and Vice President for Academic Affairs. You must submit the names of all faculty members who begin the process regardless whether they are approved or not approved or whether the request was withdrawn by the candidate. Enclosed for your information is a list of faculty members eligible for tenure.

BY DECEMBER 6, 2019

Please review the Post-Tenure Review Guidelines found in the University of West Georgia *Faculty Handbook*, Section 104.02.

The post tenure review process must be completed by **December 4, 2019**.

Per section 104.0206E, it is the responsibility of each Dean to convene the initial meeting of the Post-Tenure Review Advisory Committees. Further note, that when a department chair or unit supervisor is under review, if a plan for faculty development is established, those plans must be forwarded to the Provost and Vice President for Academic Affairs (104.0207).

BY JANUARY 2, 2020

Enclosed are forms for you and your departments' use in submitting promotion and tenure recommendations for the coming year. Please print these forms and obtain the appropriate signatures. We must have original signatures on the forms provided (as

opposed to stamps or other facsimiles). Remind each department chair to review carefully the procedure as described in the *Faculty Handbook*, Section 103. The signed form can then be uploaded back into the e-dossier.

Once you have reached your promotion and tenure recommendations, please forward the e-dossiers to my office.