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**From:** BusinessAffairs Advisory Forum [<mailto:BAAF-L@LISTSERV.UGA.EDU>] **On Behalf Of** Kathy R. Pharr  
**Sent:** Tuesday, June 19, 2012 3:22 PM  
**To:** [BAAF-L@LISTSERV.UGA.EDU](mailto:BAAF-L@LISTSERV.UGA.EDU)  
**Subject:** Message from OVPR: Deadline for Research Scientist Promotion Recommendations

Dear BAAF Members:

Please see the message below which is being forwarded on behalf of OVPR. If you have questions, please follow up with Jessica Hawks, as directed in the email.

FYI,  
Kathy

The deadline for Research Scientist Promotion recommendations to reach OVPR is Thursday, November 1, 2012. Please see the [Guidelines for Appointment and Promotion of Research Scientists](#) for details, particularly section 5 (Promotion Procedures), Appendix B (Dossier for Promotion), and Appendix C (Suggested Letter of Request).

The required cover sheet can be found at [http://provost.uga.edu/documents/promoform\\_NTT.pdf](http://provost.uga.edu/documents/promoform_NTT.pdf). The dossier will be returned to the unit if this required cover sheet found at this link is not used.

Please submit recommendation dossiers to OVPR either 1) via email in one PDF file to [ovprip@uga.edu](mailto:ovprip@uga.edu) or 2) ONE paper hard copy (unstapled and unbound) to: The Office of the Vice President for Research c/o Jessica Hawks, Room 650 Boyd GSRC CAMPUS. Please do NOT send multiple hard copies in binders.

**If submitting electronically, please also send the hard copy of the original signed cover sheet to The Office of the Vice President for Research c/o Jessica Hawks, Room 650 Boyd GSRC CAMPUS.**

Please be sure that all faculty in your unit are aware of this deadline.

Direct questions to [jhawks@uga.edu](mailto:jhawks@uga.edu). This announcement can also be viewed on the OVPR research Newsletter here: <http://researchnewsletter.uga.edu/?p=6649>

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