Candidate Promotion and Tenure Checklist

Candidate Submitted Item *All items must be submitted as individual documents.* Refer to the following web page for templates: http://www.coe.gatech.edu/rpt-information-forms-guidelines	*Completed?*
Biosketch – one paragraph, written in third person, no more than 150 words in a 12-point or larger font; and be provided on a separate page. No picture of the candidate should be included. The biosketch should begin with the candidate's name, rank, and school; degrees; and history of time at Georgia Tech. It should then briefly explain the candidate's research area, including why it is important. A sentence or two on awards and impact may be included. No picture of the candidate should be included in the biosketch or anywhere else in the file. This will be entered into the PROMOTE system by the candidate.	
CIOS – Summary CIOS Table with normative data. See Institute Template. Candidates should prepare or supervise the preparation of their own tables of student evaluation scores from CIOS, limited to the last five years for promotion from associate to full professor.	
List of potential external references with bios for each potential reference– Should be leaders in the field at the Professor level with tenure. If a suggested external reviewer has any personal or professional connection to the candidate, this should be stated on the list submitted. The bios should be one paragraph – No NIH biosketches and no CVs will be accepted. This list should be submitted as an editable electronic document.	
Personal Narrative (5 pages max with one-inch margins, standard single-spaced and 10-point minimum font) – The statement should provide perspective on the candidate's scholarly accomplishments at Georgia Tech with regard to teaching, research, and service. The narrative should be written in the third person, with a three-page minimum and five-page maximum limit with one-inch margins, standard single-spaced, and 10-point minimum font. This is the candidate's "voice" in the file, the place that provides an opportunity to explain context and significance of your work. Candidates should point out innovative elements of their scholarship and teaching, and the impact they are having. Candidates can use the personal narrative to clarify their contributions in collaborative work and describe their advising styles and results. The personal narrative should not merely summarize the examples of creative contributions but rather place them in the context of the school, college, Institute, and discipline. All three areas must be addressed in this statement per the GT Faculty Handbook or package will be returned.	
CV Bookmarked CV with a date, table of contents, and numbered pages. Unfunded proposals can be left within the body of the CV if you are okay with potential external reviewers viewing this information. If you would like this information to be for internal usage only, submit it as an additional document, separate from the CV, in the PROMOTE system, under additional documents. This unfunded proposal list is **required** for internal review.	
Intellectual Products - The candidates are required to submit evidence of three (3) to five (5) examples of their relevant, creative capabilities. Most faculty in the College of Engineering submit five examples. These may include published papers, books, software, patents, art productions, or other relevant examples. It is suggested that the majority of the examples derive from the time since your last promotion or during your tenure at Georgia Tech.	
Statement of Completeness – Will be done within the PROMOTE system when the package is submitted for the next level of review.	
Waiver of Access - Will be completed within the PROMOTE system.	