Overview of RPT timelines
  • COVID-19 related updates

Rules for RPT

Package Components
  • Requirements
  • Suggestions

Updating Materials

Outcomes/data
Overview of RPT

Reappointment Critical Review
- Non-tenured faculty
- During 3rd academic year at GT

Promotion Review
- Asst → Assoc Prof 6th academic year
- Assoc → Full Prof 6th year after Assoc promotion
- Cases for early promotion

Tenure Review
- After 5 complete academic years, no later than 6
- May include up to 3 years credit for time at previous institutions
- Cases for early tenure

Periodic Peer Review
- 1st PPR occurs 5 years after tenure
- Subsequently, every 5 (or 3) years, depending on outcome
If considering “going up” early or when going for promotion, consult with school chair, others.
You Might Not Be Ready for Promotion

People often overestimate their accomplishments, and associate professors are no exception.

By Kurt Weyland

Consult with some reasonably demanding colleagues. A CV and published books constitute objective evidence and should form the core of a promotion case. But it’s not just a matter of bean counting; there is always a margin of interpretation and judgment. So it makes sense to ask experienced colleagues about your readiness for promotion. Avoid your friends, who may be too eager to make you feel good. Instead, seek out the self-appointed guardians of academic standards, which many departments have. Brace yourself for an honest assessment — which is most useful from a long-term career perspective.

When we read about other scholars’ findings, those often appear so logical that — in hindsight — they look obvious. Certainly the problem that they solved cannot have been as complicated as the riddle that we managed to unravel.

Because many scholars overvalue their own contributions, they are tempted to bid for promotion too early. After all, they think they deserve this recognition. In fact, their department probably has several full professors who have less to show for themselves on their CVs, because academic standards used to be lower in earlier decades. Intergenerational comparisons reinforce the desire to initiate one’s candidacy soon.
Flexibility due to COVID-19

Tenure and Critical Review Decisions:

• 1 year automatic extension to the probationary period for each individual untenured tenure-track faculty member hired between Oct. 16, 2014, and Oct. 15, 2019 (that is, faculty currently serving their first through fifth year of service). Additionally, tenure-track faculty members who were hired between Oct. 16, 2013, and Oct. 15, 2014, who have already been awarded one extension will automatically be granted an additional one-year extension.
  ➢ Because BOR and GT limit faculty to two extensions, requests for a 3rd extension must be reviewed on a case-by-case basis. The standard procedures and timelines for requesting an extension would apply.

• Faculty members may individually then choose to use or not use that extension, meaning that this does not change the first year that they can go up for tenure, but it does change the last year that they must go up.

• Several special cases are clarified in the policy email; when in doubt, check!
  ➢ Faculty members who have not yet gone through the Third Year Critical Review would have a choice of going up in their third year (if they chose not use the tenure extension) or the following year (if they do use the tenure extension). Their choice to use or not use the extension when they go up for tenure is independent of the choice that they made for Critical Review.
## Flexibility due to COVID-19

<table>
<thead>
<tr>
<th>Normal Timeline</th>
<th>Extended Timeline Options Due to COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Hire Date</strong></td>
<td>10/16/2017-10/15/2018 Timeline</td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td>2018-2019</td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>2019-2020</td>
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<tr>
<td><strong>Year 3</strong></td>
<td>2020-2021 Normal Critical Review Year</td>
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<tr>
<td><strong>Year 4</strong></td>
<td>2021-2022 Early tenure year</td>
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<tr>
<td><strong>Year 5</strong></td>
<td>2022-2023 Required (normal) tenure year</td>
</tr>
<tr>
<td><strong>Year 6</strong></td>
<td>2023-2024 Terminal year without tenure</td>
</tr>
<tr>
<td><strong>Year 7</strong></td>
<td>2024-2025 Terminal year without tenure</td>
</tr>
</tbody>
</table>

| **Hire Date**   | 10/16/2017-10/15/2018 Timeline           |
| **Year 1**      | 2018-2019                                |
| **Year 2**      | 2019-2020                                |
| **Year 3**      | 2020-2021 Normal Critical review year or candidate can delay Critical Review due to COVID-19 |
| **Year 4**      | 2021-2022 Critical Review due to COVID-19 Extension |
| **Year 5**      | 2022-2023 Early tenure year on normal timeline |
| **Year 6**      | 2023-2024 Normal tenure year or candidate can extend timeline due to COVID-19 |
| **Year 7**      | 2024-2025 Terminal year on normal timeline or new Required year due to COVID-19 extension |
| **Year 8**      | 2025-2026 New Terminal Year due to COVID-19 extension |
Flexibility due to COVID-19

**Promotion:** There are no automatic changes to the timelines for any faculty promotion process since there is no designated last time that a COE faculty member must go up for promotion.

**Periodic Peer Review (PPR):** Since this is a peer review process, adjustments to the standard review process and timelines should be done with oversight by faculty governance. The standard process does allow for exceptions to be considered on a case-by-case basis.
RULES FOR RPT

Board of Regents Policy Manual
http://www.usg.edu/policies/

Georgia Tech Faculty Handbook
http://www.policylibrary.gatech.edu/faculty_handbook

Section 3.3.3 Reappointment of TTK Faculty without Tenure (includes critical review)
Section 3.3.4 Tenure and Promotion Overview
Section 3.3.5 Tenure
Section 3.3.6 Promotion
Section 3.3.7 Promotion and Tenure Evaluation
Section 3.3.8 Promotion and Tenure Procedures
Section 3.3.9 Periodic Peer Review Policy
PROMOTION CRITERIA

From Section 3.3.6 of the GT Faculty Handbook, below are the criteria for promotion.

Minimum expectations in all professorial ranks are:

- Superior teaching.
- Outstanding professional service to the Institute, and/or the community.
- Outstanding research, scholarship, creative activity or academic achievement.
- Professional growth and development.
PROMOTION CRITERIA

From Assistant to Associate Professor

• Sufficient time in grade. Generally, five (5) or more years in grade are expected. Three (3) years in grade, at least two (2) of them at Georgia Tech, or two (2) years of relevant professional experience plus two (2) years as an Assistant Professor at Georgia Tech, are a minimum requirement. Credit for previous academic or professional experience should be explicitly stated at the time of employment

• A doctorate in an appropriate discipline or experience which is of value comparable to the doctorate in preparing the candidate for the role of an educator

• Clear evidence of effective teaching

• Clear evidence of creativity while at Georgia Tech

• Clear evidence of contributions to Georgia Tech in meaningful ways by service to the Institute, to the public, or to appropriate professional organizations

A candidate for promotion to Associate Professor should satisfy the first four (4) of these qualifications. Marginal qualifications in any of these areas might be compensated for by strength in the fifth.
PROMOTION CRITERIA

From Associate Professor to Professor

• Sufficient time in grade. Generally, six (6) or more years in rank are expected. Three (3) years at the Associate Professor rank, at least two (2) of them at Georgia Tech, or two (2) years of relevant professional experience plus two (2) years as an Associate Professor at Georgia Tech are considered a minimum requirement before promotion. Credit for previous academic or professional experience should be explicitly stated at the time of employment.

• A doctorate in an appropriate discipline or experience which is of value comparable to the doctorate in preparing the candidate for the role of an educator.

• Significant contributions as an educator.

• Clear evidence of significant creativity.

• Evidence that the candidate is making substantial contributions to Georgia Tech by service to the Institute, to the public, or to the profession.

• Broad recognition in terms of visiting professorships, invitations to give papers or seminars, memberships on national committees, offices in professional societies, or other appropriate honors.

A candidate for promotion to Professor should satisfy clearly the first four (4) of these qualifications and should have some demonstrable accomplishments in the last two.
TENURE CRITERIA

From Section 3.3.5 of the GT Faculty Handbook

Minimum expectations in all professorial ranks are:

• Superior teaching, demonstrating excellence in instruction.
• Academic achievement, as appropriate to the mission.
• Outstanding service to the Institute, profession or community.
• Professional growth and development.

Noteworthy achievement in all four (4) of the above need not be demanded, but should be expected in at least two (2).

Tenure may be awarded upon completion of a probationary period of at least 5 years of full-time service at the rank of Assistant Professor or higher.
P&T PACKAGE COMPONENTS

- Coversheet
- **Candidate Bio**
- Dean Letter
- College Committee Letter
- School Chair Letter
- School RPT Committee Letter
- Area Committee Letter
- **Candidate’s CIOS**
- Reference List
- Sample Reference Request Letter
- **Reviewer Biosketches**
- Reference Letters
- **Candidate’s Statement of Accomplishments**
- **Candidate’s CV**
- **Candidate’s Statement of Completeness**
- **Candidate’s Waiver**

- 5 Intellectual Products
- Indicates items submitted by candidate
- **NEW!** Candidates upload materials into PROMOTE (new GT system).
- **DUE: MAY 1, 2020**
- Use CoE CV format
- Coming? Education statement as a new element in package
Candidate must be added to the system by school RPT administrator before uploading materials

https://www.techtools.gatech.edu/pt/#/
BIographyAL SKETCH

• Summary of candidate’s career at Georgia Tech
• 150 word limit, 12 point or larger font
• Written in third person
• First sentence states candidate name, current rank, and school
• Should explain candidate's research area briefly including why it is important
• List candidate’s degrees, give general description of educational and scholarly activities, and name a few major awards
• 1-2 sentences on impact can be included
• No picture
CV FORMAT

• Items required
  ➢ Table of contents
  ➢ Page numbers
  ➢ Date on CV – date CV was generated/submitted
  ➢ 11 points of higher font
  ➢ Margins no less than ¾ inch

• CV must be bookmarked by major sections
  ➢ If the candidate has no data for a heading – keep heading and indicate no data
  ➢ Do not change the headings so that they maintain consistency with Institute format [http://www.academic.gatech.edu/current-faculty/promotion-tenure](http://www.academic.gatech.edu/current-faculty/promotion-tenure)
CV FORMAT - 2

• CoE version with suggested subheadings – any headings in blue need not be maintained, any in black (Institute) must be maintained.

https://coe.gatech.edu/sites/default/files/page/2019/03/standard-cv-format-for-rpt-02.22.19-coe_version-march112019.docx

III. HONORS AND AWARDS

List all professional honors and awards, such teaching citations, research awards, recognitions for outstanding service, honorary degrees, etc.

A. International or National Awards
B. Institute or School Awards

• Unfunded proposals, awards, or projects in a nondisclosure phase that you do not want sent to external reviewers, may be put in a separate document that is uploaded into PROMOTE under “Additional Documents” tab
COE CV FORMAT

- CoE version is modified to provide consistency across the college on dimensions associated with CoE faculty contributions in scholarship, teaching, and service.

Helpful hints to organize your CV:

- **Number your lists** – Avoid using bulleted items where numbered items would make the CV easier to evaluate.

- **Separate keynote/plenary talks, invited conference/workshop presentations, and invited seminars.** These have different purposes and audiences and should be listed separately.

- Separate national/international **awards** from school/institute awards (Like CoE CV version)

- Provide proposals submitted not funded as an **additional document** to the CV
Helpful hints to organize your CV:

- Society and Policy Impacts (Item G) – Examples of what other faculty have included in this section include
  - Media coverage/features/releases (Web, TV, Radio, Print)
  - Social media presence (Twitter, ResearchGate, blogs)
  - Descriptions of the impact of candidate’s research relative to field, in industry, or policy (global or national)
  - Activities related to outreach including K-12 students, high school teachers, and under-represented groups in engineering (minorities and women)
  - Participation in local/national science and engineering festivals
CANDIDATE STATEMENT

• 3-5 pages with 10 point min. font with 1 inch margins, single spaced

• Candidate’s “voice” in the package
  ➢ Provide perspective on the candidate’s accomplishments at GT with regard to teaching, research, creativity & service
  ➢ Should point out innovative elements of their scholarship and teaching and its impact
  ➢ Clarify contributions in collaborative work
  ➢ Describe advising styles and results, teaching philosophies, innovations, and responses to teaching evaluations
  ➢ Address impacts of COVID-19, if relevant

• Should not summarize examples of the 3-5 intellectual products but rather place them in context of the school, college, Institute, and discipline
CIOS

• **Must** contain normative data for the Institute and candidate’s college → this data can be found at https://www.academiceffectiveness.gatech.edu/resources/cios/norm_data/
  Faculty members teaching a cross-listed course with a small number of students in each section may combine the scores using the standard table format and use normative data for the combined size

• No additional materials other than the CIOS table can be included for the candidate

• Template for CIOS data table
  https://coe.gatech.edu/sites/default/files/page/2020/03/rpt_cios_template_cross-listed-coe_2020_0.xlsx

• Instructions for accessing CIOS reports
  https://www.academiceffectiveness.gatech.edu/resources/cios/norm_data/
  COE can help with CIOS data for those REQUIRED to go up this year.

• **No Spring 2020 CIOS evaluations**
EXTERNAL REFERENCES

• Candidates suggest external references in PROMOTE; no upper limit, but 3-5 names is typical

• Should be ....
  ➢ Full professors or senior leaders in industry research
  ➢ From “clear leaders in the field” represented by the scholarship of the candidate
  ➢ From Institutions of similar or higher stature than GT
  ➢ For promotion to full – should include international reviewers
  ➢ Associate professors should be avoided, but if used their tenure must be verified

• Can have personal or professional connection but this relationship must be declared and the majority of letters must come from those references with no professional or personal connections to the candidate

• Candidates can request a particular individual is not contacted as an external reviewer
LEVELS OF REVIEW – P&T

Turn in Packet Materials

External Reviewers

Area Committee

School RPT Committee

School Chair

College Committee

Dean

Institute Committee

Provost

President

All prior levels of review are advisory to the president

Spring/Summer

Summer

Fall

Late Fall

January/February

March
UPDATING MATERIALS

• NEW! Candidate updates done via PROMOTE
  ➢ Updates as addendum to original materials (required format); no changes to originally submitted materials
  ➢ Two updates allowed total
  ➢ Deadlines for updates: COE – November 9, 2020 for P&T Cases and January 5, 2021 for Critical Review Cases
  ➢ Check with your school for internal deadline

• When update is made, candidate will certify via the PROMOTE system

• Only submit an update for definite events:
  ➢ New publication
  ➢ Student graduation
  ➢ New funding awarded
  ➢ New award
  ➢ NOT publication submissions, proposal submissions, etc. -- items that are possibilities
CRITICAL REVIEW PACKAGE COMPONENTS

- Coversheet
- **Candidate Bio**
- Dean Letter
- College Committee Letter
- School Chair Letter
- School RPT Committee Letter
- Area Committee Letter
- **Candidate’s CIOS**
- **Candidate’s Statement of Accomplishments**
- **Candidate’s CV (with table of contents)**
- **Candidate’s Statement of Completeness**

5 Intellectual Products

**Indicates items submitted by candidate**

NEW! Candidates upload materials into PROMOTE (new GT system).

**Coming?**
Education statement as a new element in package
LEVELS OF REVIEW – CRITICAL REVIEW

All prior levels of review are advisory to the president.
COE P&T OUTCOMES: 2014-19

CoE Promotion & Tenure Outcomes -- 2014-2019

- Tenure Total: 66 (93% Yes, 5 No)
- Tenure Prof: 54 (93% Yes, 4 No)
- Tenure Assoc Prof: 10 (91% Yes, 1 No)
- Tenure Prof: 2 (100% Yes)
- Promotion Total: 108 (94% Yes, 7 No)
- Promotion Prof: 54 (93% Yes, 4 No)
- Promotion Assoc Prof: 54 (95% Yes, 3 No)
CoE Critical Review Outcomes -- 2014-2019

This data includes repeat cases i.e. more than one case from the same faculty member.

- Yes: 45 (67%)
- Yes w/counseling: 17 (25%)
- Yes w/ warning: 4 (6%)
- No: 1 (2%)

Creating the Next
RESOURCES

Dr. Kimberly Kurtis  
Associate Dean, COE  
Faculty Development & Scholarship  
kim.kurtis@coe.gatech.edu

Dr. Terri Lee  
Assistant Dean of Faculty Affairs and Accreditation, COE  
terrri.lee@coe.gatech.edu

https://coe.gatech.edu/rpt-information-forms-guidelines
WEB RESOURCES

• CoE website  http://coe.gatech.edu/rpt-process
and forms https://coe.gatech.edu/rpt-information-forms-guidelines

• Faculty Affairs
  http://www.academic.gatech.edu/current-faculty/promotion-tenure

• Research Faculty Promotions
  http://www.research.gatech.edu/faculty-and-staff-resources/research-faculty/promotions

• Faculty Handbook
  http://www.policylibrary.gatech.edu/faculty_handbook

• Board of Regents Policy Manuals http://www.usg.edu/policies/

• Faculty Governance http://www.facultysenate.gatech.edu/
QUESTIONS?