College of Engineering
Research Faculty Promotions Workshop

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Agenda

• Review Georgia Tech research promotion guidelines
• Discuss promotion package review process
• Review CoE promotion process timeline
• Review PROMOTE system
Promotion Guidelines

<table>
<thead>
<tr>
<th>Years in Rank</th>
<th>Requirement</th>
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<tbody>
<tr>
<td>Researcher II (RII)</td>
<td>3 Years as RI</td>
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<tr>
<td>Senior Researcher (SR)</td>
<td>4 Years as RII</td>
</tr>
<tr>
<td>Principal Researcher (PR)</td>
<td>5 years as SR</td>
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- ‘Researcher’ = Scientist, Engineer, Associate, Technologist, or Extension Professional
- Cutoff date for calculations of years in rank and full-time relevant experience: July 1, 2021
- Master’s degree must be obtained by: December 2020
- Faculty Handbook Policy 3.2.1 Research Faculty: Hiring and Promotion Guidelines
Promotion to Researcher II

• Researcher II –
  • Three years as a Researcher I AND
  • One of the following:
    • A Master’s degree and three (3) years of relevant full-time experience after completion of Master’s degree, or
    • A Master’s degree and five (5) years of relevant full-time experience after completion of a Bachelor’s degree, or
    • A Doctoral Degree
  • Substantive evidence of progress towards performing more senior level work
    • Papers published or contributed to
    • Significant management of sponsored projects
    • Products developed or delivered to sponsor community and impact of those products
    • Teaching in instructional unit
Promotion to Senior Researcher

• Senior Researcher –
  • Four (4) years as a Researcher II
  • For candidates holding the Doctoral degree, employment prior to employment at Georgia Tech will be considered if adequately documented, and the four-year time in rank requirement reduced to two (2) years for candidates so qualified. Employment prior to Georgia Tech plus employment at Georgia Tech must be four years or more with a minimum of two (2) years in rank at Georgia Tech AND
  • One of the following
    • A Master’s degree and seven (7) years of relevant full-time experience after completion of that degree, or
    • A Master’s degree and nine (9) years of relevant full-time experience after completion of the Bachelor’s degree, or
    • A Doctoral Degree and four (4) years of relevant full-time experience after completion of a Bachelor’s degree.

• Demonstrated achievements at a level of scholarly achievement and technical, managerial, and entrepreneurial productivity commensurate with the highest standards of Georgia Tech
  • Recognized contributions to specific discipline
  • Supervision of their research professionals through review of proposals, technical reports and other communications
  • Represent Georgia Tech to external organizations
Promotion to Senior Researcher

In addition to basic requirements, demonstrated superior performance of professional duties is required as follows (A and 2 of B-E areas):

A. **Peer Recognition of mastery of a complex and difficult field of specialization demonstrated through authorship of refereed papers and/or products**

B. Important technical contributions and innovation in formal reports of several projects over a minimum of four (4) years

C. Supervision of others’ work – project or task leader, PI, Co-PI

D. Substantial documented contributions in sponsored program development

E. Superior ability in representing school/center/lab/GT in service to and dealings with outside organizations
Promotion to Principal Researcher

• Principal Researcher –
  • Five(5) years as a Senior Researcher **AND**
  • One of the following
    • A Master’s degree and eleven (11) years of relevant full-time experience, **or**
    • A Doctoral Degree and seven (7) years of relevant full-time experience.
  • At least the most recent three (3) years of relevant experience shall have been at a responsible technical or managerial level.
  • Three (3) letters of evaluation from highly qualified persons in the candidate’s professional field not employed by Georgia Tech
Promotion to Principal Researcher

In addition to basic requirements, candidate must be outstanding in A and have demonstrated capabilities in at least two (2) of the research or service activities B-D.

A. **Demonstrated consistent performance in the making of original innovative contributions that are nationally recognized for excellence**

B. Leadership in developing and managing a technical thrust involving related projects.

C. Substantial contributions to Georgia Tech by service to the Institute, the State, the Nation, or the candidate’s profession.

D. Broad recognition of technical stature as evidenced by invited papers or seminars, session chairperson at national symposia, memberships on national committees, offices in profession societies, or other appropriate honors.
A case is considered an exception when a candidate does not meet
• Time in rank requirement
• Relevant full-time experience requirement
• Degree requirement

Candidate can still submit case for consideration, but promotion case may face more scrutiny as an exception case
• CoE College Research Promotions Committee consists of select tenured academic faculty members and researchers at the Principal level
• GT Institute Committee consists of select research and tenured academic faculty from the Institute and is coordinated by Faculty Affairs
## CoE Research Faculty Promotion Timeline

<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>August 3, 2020</td>
<td>Candidate Materials are due to RPT Administrator for review</td>
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<td>August 10, 2020</td>
<td>Feedback due to candidates to correct any errors</td>
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<td>Candidate Profiles are due in the PROMOTE system</td>
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<tr>
<td>August 17, 2020</td>
<td>Final Version of Candidate Materials are due to RPT Administrator</td>
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<tr>
<td>August - October</td>
<td>Unit level review and recommendation of promotion packages</td>
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<tr>
<td>October 26, 2020</td>
<td>Promotion packages are due to COE Dean’s Office</td>
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<tr>
<td>November 10, 2020</td>
<td>Deadline for updates to be considered by the college committee</td>
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<tr>
<td>November - December</td>
<td>College level review and recommendation of promotion packages</td>
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<tr>
<td>January 11, 2020</td>
<td>Deadline for updates to be considered by the Dean</td>
</tr>
<tr>
<td>January 15, 2021</td>
<td>All units submit packages to Faculty Affairs for Institute review</td>
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<tr>
<td>February 2021</td>
<td>Institute Advisory Committee meets</td>
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<tr>
<td>April 2021</td>
<td>Promotion decision letters are sent to units</td>
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<tr>
<td>July 1, 2021</td>
<td>Effective date for research faculty promotions</td>
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Note: These are the college suggested deadlines. Please consult with your school for any internal deadlines.
Components of a Research Promotion Dossier

- **Promotion Candidate Profile** (formerly the coversheet) done in PROMOTE
  [https://www.techtools.gatech.edu/pt/#/](https://www.techtools.gatech.edu/pt/#/) or promote.gatech.edu
Components of a Research Promotion Dossier

- Check correctness/completeness of the degree information, years in rank, experience, etc.
- Upload package components here
Components of a Research Promotion Dossier

- **Summary Page for Institute Review** – one-page limit
- **Qualification Statement** – Narrative to address the qualifications that are required for the appropriate rank as described in Section 3.2.1 of the GT Faculty Handbook. Requirement is that this statement be no longer than 5 pages.
- **Matrix** for Research Associate/Technologist Candidates
- **CV** – two different formats
  - Researcher II and Senior Research CV format
  - Principal Research CV format
- **External Evaluator Information** – contact information and 100-word biosketch for each external evaluators entered into PROMOTE for Principal candidates for promotion ONLY
- **Supervisor letter of support** – not required but highly recommended. Uploaded into PROMOTE in the additional documents section
- **Additional letters of support** – uploaded into PROMOTE in the additional documents section
6-Year Summary of CoE Research Promotion Case Results

2014-20, COE had 41 Research Faculty promotion cases

• Researcher II: 7 cases
  ➢ 86% successful
  ➢ 1 exception case (successful)

• Senior Researcher: 28 cases
  ➢ 82% successful
  ➢ 3/5 exception cases were successful

• Principal Researcher: 6 cases
  ➢ 67% successful
  ➢ No exception cases in this group

Note some of these cases are repeats from the same candidate
Resources

- **GTRI Website on Research Faculty Promotion Process**
  - Must have GT login to access
  - Has successful example GTRI promotion packages available to review
- **Faculty Handbook Section 3.2.1**
- **CoE Research Faculty Promotion**
- **CoE Research Faculty Promotion Guidelines**

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Any Questions or Comments?
College of Engineering
Research Faculty Promotions
Workshop

Mentoring Panel:
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John Pierson, Principal Research Engineer, GTRI
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