Overview of RPT

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

Promotion Review
• Asst \(\rightarrow\) Assoc Prof 6th academic year
• Assoc \(\rightarrow\) 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.
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.
Tenure and Critical Review Decisions:

• One-year automatic extension to the probationary period for each individual untenured tenure-track faculty member hired between Oct. 16, 2014, and Oct. 15, 2020 (that is, faculty currently serving their first through sixth year of service as of the 20-21 AY). 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.

• 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 or critical review, but it does change the last year that they must go up.

• Several special cases are clarified; when in doubt, check!

• Notify your school chair if you plan to use the extension.

https://provost.gatech.edu/coronavirus-response
## Flexibility due to COVID-19

<table>
<thead>
<tr>
<th>Normal Timeline</th>
<th>Extended Timeline</th>
<th>Options Due to COVID-19</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tenure Track Start Date</strong></td>
<td>8/15/2019</td>
<td><strong>Timeline</strong></td>
</tr>
<tr>
<td><strong>Year 1</strong></td>
<td>2019-2020</td>
<td></td>
</tr>
<tr>
<td><strong>Year 2</strong></td>
<td>2020-2021</td>
<td></td>
</tr>
<tr>
<td><strong>Year 3</strong></td>
<td>2021-2022</td>
<td><strong>Normal Critical Review Year</strong></td>
</tr>
<tr>
<td><strong>Year 4</strong></td>
<td>2022-2023</td>
<td></td>
</tr>
<tr>
<td><strong>Year 5</strong></td>
<td>2023-2024</td>
<td><strong>Early tenure year</strong></td>
</tr>
<tr>
<td><strong>Year 6</strong></td>
<td>2024-2025</td>
<td><strong>Required (normal) tenure year</strong></td>
</tr>
<tr>
<td><strong>Year 7</strong></td>
<td>2025-2026</td>
<td><strong>Terminal year without tenure</strong></td>
</tr>
<tr>
<td><strong>Year 8</strong></td>
<td>2026-2027</td>
<td></td>
</tr>
</tbody>
</table>

**Extended Timeline Options Due to COVID-19**

| **Tenure Track Start Date** | 8/15/2019 | **Timeline** |
| **Year 1** | 2019-2020 | |
| **Year 2** | 2020-2021 | |
| **Year 3** | 2021-2022 | **Normal Critical review year or candidate can delay Critical Review due to COVID-19** |
| **Year 4** | 2022-2023 | **Critical Review due to COVID-19 Extension** |
| **Year 5** | 2023-2024 | **Early tenure year on normal timeline** |
| **Year 6** | 2024-2025 | **Normal tenure year or candidate can extend timeline due to COVID-19** |
| **Year 7** | 2025-2026 | **Terminal year on normal timeline or new Required year due to COVID-19 extension** |
| **Year 8** | 2026-2027 | **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 may 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

Candidates upload materials into PROMOTE
DUE: MAY 3, 2021

Use CoE CV format
Candidate must be added to the system by school RPT administrator before uploading materials

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

• Summary of candidate’s career at Georgia Tech
• 150-word limit
• 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
• Entered into the PROMOTE system
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 required 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
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/2021/03/coe-standard-cv-format-for-rpt-march2021.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 as an addendum to the CV at the end of the CV
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 a separate document to the CV. This is uploaded into PROMOTE under the additional documents section.
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 scholarship, education, & 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

• Should **not** summarize examples of the 3-5 intellectual products but rather place them in context of the school, college, Institute, and discipline
• **Must** contain normative data for the candidate’s college and school at the top of the table → 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://coe.gatech.edu/sites/default/files/page/2021/03/smart-evals_reporting-guide-item-10-reports_1.pdf
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

Spring/Summer
Summer
Fall
Late Fall
January/February
March
UPDATING MATERIALS

- Candidate updates done via PROMOTE
  - Updates as addendum to original materials; no changes to originally submitted materials
  - Two updates allowed total
  - Deadlines for updates: COE – 11/8/2021 for P&T and 1/31/2022 for CR
  - Check with your school for internal deadlines

- 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
DOCUMENTING COVID IMPACTS

Can be done in any or all of the following ways:

• In 5-pg narrative
  ➢ Add a section “Covid-impacts on professional activities”

• In CV
  ➢ Conferences, seminars “cancelled due to COVID”
  ➢ Advisees “returned to home country due to COVID”

• In 2-pg addendum
  ➢ Limited to 2-pages
  ➢ Additional document, uploaded into PROMOTE in background section
  ➢ Not visible to outside reviewers
UNDERSTANDING COVID IMPACTS

Faculty committees should consider the many dimensions by which a candidate’s progress may have been affected, including but not limited to:

• Changing household circumstances due to lockdown, including school and childcare closures, spread of illness, and unemployment of family members.

• Loss of access to labs, both Georgia Tech facilities and national labs, a circumstance likely to have impacts beyond the next year, due to cascading scheduling.

• Long-term disruption of research involving human subjects or fieldwork due to Institute-required stoppages and also the difficulty of recruiting participants during the pandemic.

• Shift in intellectual focus of scholarship from experiments to modeling, which may be less effective or publishable in some research areas.

• Loss of previous funding and lack of new funding, particular concerns for those relying on industry relationships.

• Impacts of changes to less familiar instructional modes (i.e., online and hybrid) influencing student evaluations of teaching, perhaps based on individual student preference for in-person or online mode of delivery.
UNDERSTANDING COVID IMPACTS (CONT’D)

• Being enlisted to teach less familiar or new courses due to program needs.

• Fewer opportunities to teach specialized, smaller-enrollment courses because of fewer on-campus students.

• Fewer opportunities to teach since some faculty were encouraged to reduce program budgets by buying out courses, resulting in fewer teaching evaluations.

• Slowed student progress toward a degree. For example, expectations that assistant professors will have graduated doctoral students in some degree programs prior to tenure should be moderated.

• Fewer new international graduate students and postdocs being able to enter the United States, impacting advising of students and research productivity of faculty.

• Students and visiting scholars interrupting or discontinuing their studies and work to return to their home countries.

• Cancelled opportunities to present at conferences, which diminishes opportunities for networking, visibility, and professional service.
Faculty committees should consider the many dimensions by which a candidate’s progress may have been affected, including but not limited to:

- Lost opportunities for seminar visits.
- Diminished research outcomes due to lockdown and budgetary problems affecting publication venues (e.g., journals and presses).
- Greater difficulty in obtaining external references, due to increased faculty workload around the world.
- Taking on different roles to help with budgets, teaching, and student expectations/needs during this challenging time.
- Some of these effects can be quantified. Other effects cannot be captured in a CV or a narrative statement, and reviewers are encouraged to reflect on the well-documented effects of Covid, especially on women, black, and LatinX faculty.

https://provost.gatech.edu/sites/default/files/2020-12/FAQ%20on%20COVID%20Extension%20to%20Tenure%20and%20other%20Faculty%20Events.pdf

DETAILS
253 pages | 6 x 9 | PAPERBACK

CONTRIBUTORS
Eve Higginbotham and Maria Lund Dahlberg, Editors; Committee on Investigating the Potential Impacts of COVID-19 on the Careers of Women in Academic Science, Engineering, and Medicine; Committee on Women in Science, Engineering, and Medicine; Policy and Global Affairs; National Academies of Sciences, Engineering, and Medicine
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**

Candidates upload materials into PROMOTE (GT system).

DUE: SEPT 7, 2021
LEVELS OF REVIEW – CRITICAL REVIEW

Turn in Packet Materials
Area Committee
School RPT Committee
School Chair
College Committee
Dean
Institute Committee
Provost
President

- Fall
- Late Fall
- January
- February/March
- April/May
COE P&T OUTCOMES: 2015-20

CoE Promotion & Tenure Outcomes -- 2015-2020

<table>
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<th>Category</th>
<th>2015-2020</th>
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<td>Tenure Total</td>
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<td>96%</td>
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<tr>
<td>Promotion Asst Prof</td>
<td>51</td>
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<td>96%</td>
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<tr>
<td>Promotion Assoc Prof</td>
<td>59</td>
<td>3</td>
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</table>
CoE Critical Review Outcomes -- 2015-2020

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

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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
• COVID Guidance  https://provost.gatech.edu/coronavirus-response
• Research Faculty Promotions  
  https://faculty.gatech.edu/research-faculty-promotion/guidelines-and-process
• Faculty Handbook  
  http://www.policylibrary.gatech.edu/faculty_handbook
• Board of Regents Policy Manuals  http://www.usg.edu/policies/
• Faculty Governance  http://wwwfaculty senate.gatech.edu/
QUESTIONS?