PERIODIC PEER REVIEW PROCESS AT GEORGIA TECH
FACULTY AFFAIRS STAFF

Welcome & Introductions

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• In accordance with BOR Academic and Student Affairs Handbook Policy 4.6 on Post-Tenure Reviews and Georgia Tech Faculty Handbook Policy 3.3.9, faculty are required to undergo a post-tenure review every five years.

• The Periodic Peer Review Process at Georgia Tech is a retrospective and prospective review of tenured faculty to assess their effectiveness in teaching, research, and service based on their interests and the needs of the Institute.

• Assessment of professional activities over a relatively long period of time encourages faculty members to undertake projects and initiatives that may not readily lend themselves to annual evaluation.
WHO SHOULD UNDERGO A PERIODIC PEER REVIEW

• All tenured faculty whose administrative duties comprise less than half of their effort should undergo a PPR in the fifth year following the award of tenure and will continue at intervals of 3-5 years.

• The review schedule may be reset if the faculty member is awarded a promotion to Professor, awarded the Regents’ Professor title, or if the faculty member returns to a regular faculty position after serving in a position with administrative duties comprising at least half of their effort.
An extension to the PPR schedule may be requested if the faculty member has:

- Taken an approved leave of absence that inhibited productivity
- Had a documented medical leave during the previous five years
- Plans to retire within the next two years and has submitted a letter of resignation
PROCEDURES FOR REQUESTING AN EXCEPTION

• The faculty member submits a memo requesting an extension to the PPR schedule.

• Requests are entered into GT-TRACS and must be approved by the Chair, the Dean, and the Vice Provost for Graduate Education and Faculty Development.

• In rare cases involving an emergency situation, a chair or dean may request an extension on a faculty member’s behalf.

• Faculty members requesting an exception due to impending retirement must submit a letter with the retirement date, and a PSF must be processed.
**SCHOOL CHAIR’S RESPONSIBILITIES**

- Consult with the candidate regarding criteria for the review.
- Appoint a committee of three faculty members who fit **one** of the following:
  - Whose last PPR resulted in a five-year decision
  - Who was successfully promoted through the institute P&T process in the last five years
  - Who have been awarded the Regents’ Professor title within the last five years.
- Work with the School Administrator to collect the materials from the candidate.
- Provide the following to the committee
  - candidate’s materials
  - a summary letter based upon the agreed criteria
  - the candidate’s last five annual evaluations, including rebuttals
- The School Chair should **NOT** make a recommendation on the outcome of the review.

*The Dean performs these duties if the college does not have schools*
After meeting with the School Chair or Dean to review the criteria, the faculty member shall provide:

- Coversheet
- Copy of approved individual criteria, if applicable
- Current CV
- Statement, which may be up to five pages
- Teaching evaluations
  - All teaching evaluations should be provided for the first PPR
  - Only teaching evaluations from the past five years are necessary after the first review
- The last five annual reviews, including any rebuttals
  - Should be prepared by the School Chair and reviewed by the candidate
COMMITTEE’S RESPONSIBILITIES

• Examine the documentation provided based upon the agreed criteria and make a recommendation (either three years or five years)

• Provide a narrative report that includes:
  • Narrative text commending satisfactory or better performance
  • Critique of substandard performance (if any)
  • Recommendations for corrective actions of any substandard performance
  • A record of committee’s vote
  • Comments on faculty development and resources appropriate for execution
  • For Associate Professors, the report should include activities to enhance prospects for successful promotion to Professor

• Submit the narrative report to the School Chair and Dean, along with all supporting materials provided to them by the School Chair

• Include committee votes and signatures on the coversheet
THE COLLEGE’S RESPONSIBILITIES

• *The Dean shall provide a letter that includes the results and the package to the faculty member.

• Provide a spreadsheet, which includes the results for everyone who underwent a PPR, along with the final packages to the Office of Faculty Affairs.

• *In cases with three-year outcomes, the College shall work with the school and faculty member to establish a Faculty Development Plan and submit the Plan to Faculty Affairs by May 15.

• *In cases resulting in subsequent three-year outcomes, the Dean may choose to refer the case to the Faculty Status and Grievance Committee for further review.

*The Office of the Vice Provost for Graduate Education and Faculty Development handles these duties for colleges that do not have schools.
The faculty member must meet with the chair and dean to develop a formal Faculty Development Plan together.

Faculty Development Plans should include:

- Specific goals or outcomes
- A timeline
- Mutually agreed upon monitoring strategies
FACULTY AFFAIRS’ RESPONSIBILITIES

- Collect files
- Review files to ensure that all components are included and policies were adhered to throughout the review
- Follow up on cases with three-year outcomes to ensure that a Faculty Development Plan has been developed or the case was referred by the Dean (or the Vice Provost for Graduate Education and Faculty Development for colleges that do not have schools) to the Faculty Status and Grievance Committee
- Maintain review schedule and files
Questions and Answers