For minimum timelines and requirements for promotion and tenure, we must follow the Board of Regents policy (Policy Manual of the Board of Regents, February 2004, Section 803.09). Key sections of the GA Tech Faculty Handbook (www.academic.gatech.edu/handbook) include:

- Section 17.3 “… ‘Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher.’”

- Section 18.2.2 “From Assistant to Associate Professor

  1. Sufficient time in grade. Generally, five or more years in grade are expected. Three years in grade, at least two of them at Georgia Tech, or two years of relevant professional experience plus two 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;”

As a result of these requirements, if a school chair is strongly in favor of “fast-tracking” an outstanding young faculty member, then we proceed as follows. We encourage him or her to submit a packet for promotion from Assistant to Associate Professor, typically at the end of his/her third year or beginning of the fourth academic year of service. Routine promotion review steps are followed, including the acquisition of external reference letters, and we receive the final results of the promotion review about March of the candidate’s 4th year of service.

Then just a few months later, in May or June (end of 4th year of service, beginning of 5th), the candidate submits an updated CV for the following year’s tenure review. To keep the effort minimal, we can “reuse” the external letters (although we extend a courtesy to the external letter writers by allowing them to update their letters if they would like). Either all letters are reused or none of them can be reused. The candidate’s packet goes through the regular tenure review steps and we receive the results of the tenure review about March of the candidate’s 5th year of service.