



# CAREER DEVELOPMENT:

PROMOTION AND TENURE AT  
GEORGIA TECH

CREATING THE NEXT®

# OVERVIEW OF RPT



## 1) Administrative Reappointments

- To second year; to third year

## 2) Third Year Critical Review

- You prepare your packet of materials (summer/fall of third year)
- Reviewed by your colleagues (fall/winter)
- You get feedback (late spring)

## 3) More Administrative Reappointments

## 4) Promotion and Tenure

- You prepare packet (spring 5<sup>th</sup> year)
- External letter requested (summer year 5-6)
- Reviewed by your colleagues (fall 6<sup>th</sup> year)
- Decision (spring 6<sup>th</sup> year)
- If yes, celebrate. If no, terminal 7<sup>th</sup> year contract

## OTHER PROCESSES



- Tenure Alone
  - Exactly the same as just described
- Promotion from Associate to Full Professor
  - Exactly the same as just described, with higher levels of expectation on performance
- Periodic Peer Review (every five years after last promotion)
  - Done entirely within units
- Regents' Professor or Researcher
  - Nominations from deans/directors
  - An ad hoc Committee makes a recommendation
  - Provost and EVPR decides slate to recommend to President
  - BOR Makes final Decision

# CRITERIA

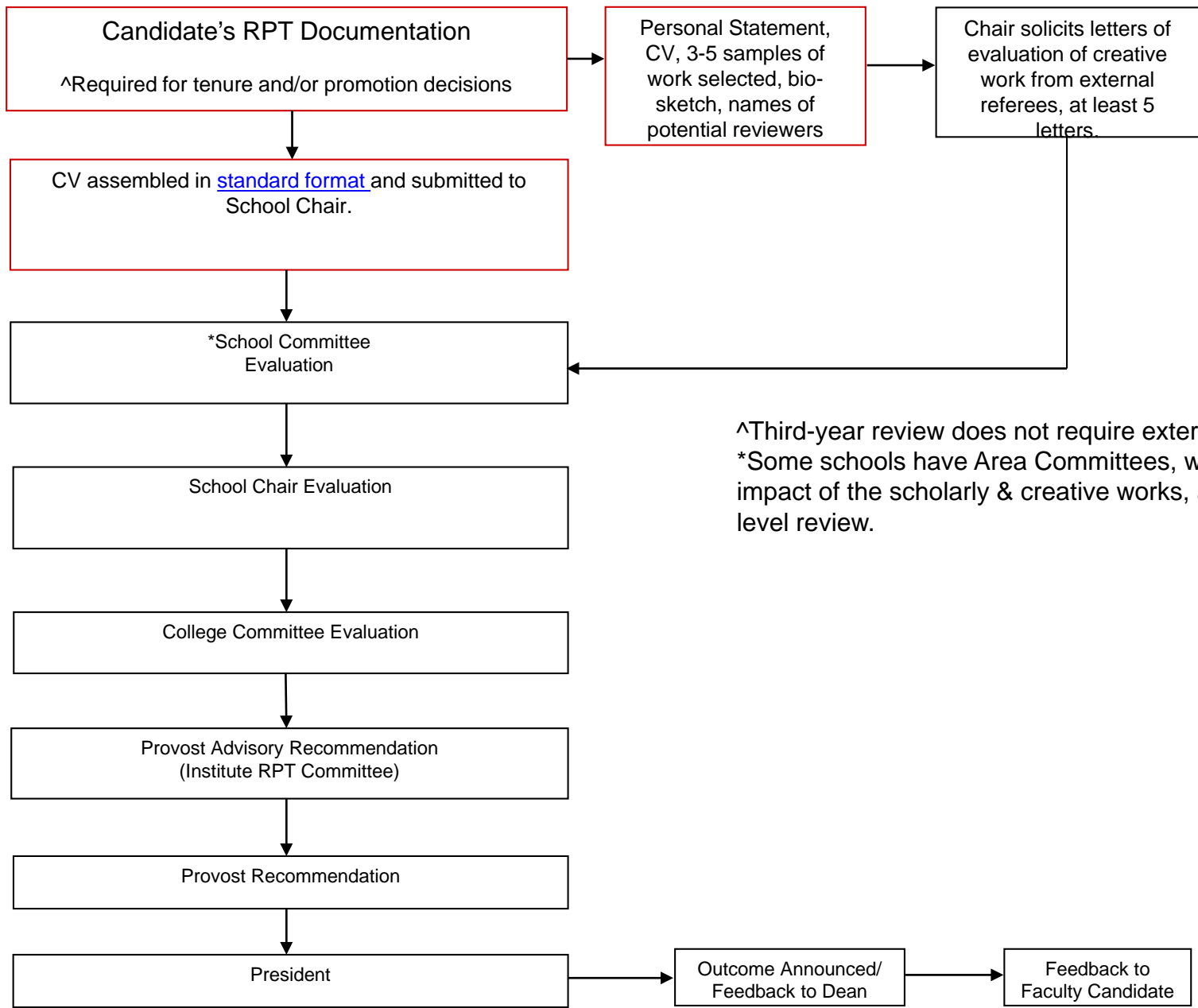


**Instruction:** The quality of instructional performance should be evaluated by peers, students, and unit heads. Student evaluation should be ascertained on a systematic basis. Contribution to curriculum development, such as the development of new courses or new laboratory experiences, should be evaluated by the unit head. The number of independent study courses, theses, dissertations, etc. supervised. Quality should be evaluated by peers and the unit head.

**Creativity:** ... research grants applied for and funded; publications in scholarly journals; and presentations at conferences and workshops. The quality of these contributions should be evaluated by recognized leaders in the field. Professional honors and awards as well as invited Instructional techniques can be evaluated by peers, students, and unit heads.

**Service:** The quality of service to students, such as academic advising, directing field trips, etc., should be evaluated by students, peers, and unit heads. Service to the academic community might take the form of presenting lectures or seminars, or serving on various types of committees... The service might take the form of presenting lectures, participating in panel discussions, appearing on appropriate radio and television programs, or judging science fairs.

[GIT Faculty Handbook Section 3.3.2]



^Third-year review does not require external letters.  
\*Some schools have Area Committees, who review the impact of the scholarly & creative works, as the first-level review.

## REVIEW BY YOUR COLLEAGUES



- 1) Many schools use a specialist review process to review research credentials.
- 2) School promotion and tenure committees review all three criteria.
- 3) School chair writes a letter.
- 4) College promotion and tenure committee reviews the file.
- 5) Dean writes a letter.
- 6) Provost Advisory Committee (Institute RPT Committee) reviews the file.
- 7) Provost makes recommendation to president.
- 8) President decides, and informs you and the Board of Regents.

# Package: Clarifications & Guidance



- [Faculty Handbook, Section 3.2.2](#)
- [Guidance on the Promotion and Tenure Process](#) (note: this is for administrators, but it will be helpful)

## Package/Candidate Provides:

- Biosketch
- Personal Narrative
- Curriculum vitae (using the [Institute Standard Resume](#))
- 3-5 Examples of Best Work
- [Table of student evaluation scores](#)
- Names of Potential External Reviewers
- Signed [Statement of Completeness](#) and [Waiver of Access](#) forms



# Provost Advisory Committee (Institute RPT) will review:



- Coversheet
- Biosketch
- Dean's letter
- College Committee letter
- School Chair's letter
- School Committee
- Area Committee, if applicable
- CIOS score template
- Sample request letter to reviewers
- External letter selection table
- External reviewer biosketches
- External letters, in order by assigned number
- Candidate personal narrative
- Candidate standard CV, with table of contents and page numbers
- CV addendum with significant updates or unfunded proposals or grants/projects in nondisclosure phase
- Any updates to the CV, signed and dated by the candidate
- Signed statement of completeness
- Signed waiver of access right to see letters

# CAREER DEVELOPMENT RESOURCES



- 1) Teaching: Center for Teaching (CTL) and Learning is a fantastic resource
- 2) Research:
  - Largely within colleges (ADRs)
  - Some training offered by Office of Sponsored Research
- 3) Your Mentoring Skills: Primarily developed within schools (school chair)
- 4) Professional Exposure: Resources are within schools/colleges
- 5) Responsible Conduct of Research ([rcr.gatech.edu](http://rcr.gatech.edu))
- 6) Writing and Communication (CTL, Communications Center, and Language Institute)

## INFORMAL ADVICE



- 1) Ask lots of people about the expectations in your unit. Expect some scatter in views. See what the central tendency is.
- 2) Start right now to pay attention to all the parts of the expectation. Don't expect to catch up later on something.
- 3) If you need help with teaching, go to CTL.
- 4) If you encounter challenges in advising graduate students, go to your school chair for help.
- 5) Publish, publish, publish in good places.
- 6) [On most of the campus] immediately start to seek external funding for your research/scholarship/creative activity.
- 7) Get to know more senior people in your field; be visible to them.
- 8) Don't try to game the system. Get to know your colleagues, but don't feel you have to play politics.

# Helpful resources

- [Faculty Handbook, Section 3.2.2](#)
- [May 26, 2017 Memo on the Implementation of the Promotion Process](#)
- [Waiver of Right to Access Confidential Information](#)
- [Statement of Completeness](#)
- [CIOS Scores Table.](#)
- [CIOS Normative Data from 2001-Present](#)
- [External Reviewer List](#)
- [Guidance on the Promotion and Tenure Process](#)
- [College of Engineering RPT Resources.](#)
- [Faculty Affairs Promotion & Tenure Page](#)

# College RPT Contacts:



- **College of Design:** Michelle Rinehart
- **College of Computing:** Beki Grinter or Marcus Johnson
- **College of Engineering:** Kim Kurtis or Terri Lee
- **College of Sciences:** Matt Baker or Erin Nagle
- **Ivan Allen College of Liberal Arts:** Carol Colatrella or Joanna Jeskova
- **Scheller College of Business:** Peter Thompson

# Questions?



Please contact:

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