Research Faculty Promotion : Reviewers Workshop

September 22, 2021

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Agenda

- Promotion Process Briefing

- Panelist Introductions

- Panelist Discussion (with Q&A)

- Final Q&A

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Introduction

- **Thank you** for your willingness to participate in research faculty promotion.

- Requirement all reviewers have taken the **Implicit Bias workshop** within three years of being a voting reviewer.

- Today:
  - A quick overview of the promotion process and responsibilities of promotion committee members.
  - Discussion of topics such as interpretation of promotion criteria for different job roles, handling exceptions, preparing committee letters etc.

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Workshop Mission

- Motivate RF evaluators to feel confident in their understanding of the process

CONFIDENTIALITY

- All materials, discussions, and votes are private
- Committee recommendations should not be disclosed
- Printed materials – shred
- Electronic downloads – delete & empty Trash/Recycle

CRITERIA

- Georgia Tech *Faculty Handbook* section 3.2.1, Research Faculty: Hiring and Promotion Guidelines
  - http://policylibrary.gatech.edu/faculty-handbook/3.2.1-research-faculty-hiring-and-promotion-guidelines

- Read prior to reviewing packages

- Evaluate each candidate against the criteria, not each other

- Taking notes about why or why not a candidate meets the criteria will help identify strengths and weaknesses

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PROMOTION CANDIDATES
Minimum Time Requirement

➡️ Calculated as of July 1, **2022**

- Number of years in title

  AND

- Number of years of relevant full-time experience:
  - After a Master's Degree OR
  - After a Bachelor's Degree OR
  - After a PhD

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Time and Experience Requirement

- Time calculations based on July 1 of year the promotion would take effect (you will have had X years by this time).

- Experience is defined as "relevant" and "full-time"

Rank Applied	Objective Requirements		Subjective Requirements
	Years In Rank	Degree + Years Experience	
Research II	3	• Master's + 3 yrs since Master's • Master's + 5 yrs since Bachelor's • Doctorate	a) Papers published or products created b) Managerial efforts & sponsor relationships
Senior Research	4	• Master's + 7 yrs since Master's • Master's + 9 yrs since Bachelor's • Doctorate + 4 yrs since Bachelor's: • *Minimum of 2 years in rank must be at GT*.	a) Mastery of complex field b) Technical contributions c) Supervision d) Program development e) Representation to Outside Orgs
Principal Research	5	• Master's + 11 yrs • Doctorate + 7 yrs	a) Innovative contributions/External peer review (Evaluator letters) b) Dev/Mgmt technical thrust c) Service to institute/state/nation/prof. d) Recognition/Technical stature

More information: **Section 3.2.1** of the **Faculty Handbook (link)** and
http://rf.cc.gatech.edu/promotions

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PRINCIPAL LETTERS OF EVALUATION

- Other levels can have optional letters of support
- At least three (3) letters of evaluation must be obtained by the Institute from highly qualified persons in the candidate's professional field who are not now or previously employed by the Institute.
- Evaluators (preferred):
  - Have technical background and experience to appropriately evaluate the candidate's capabilities as a function of the principal promotion criteria
  - Nationally or internationally known
  - Not a Georgia Tech employee (now or in the past)
  - Should not be a colleague

EXCEPTIONS

- Rare
- Candidate must be exceptional to earn an exception
- Exception **should** be stated in summary page and in letters from peer committee and unit head (support/or not)
- Typical exceptions:
  - Time-in-rank exception
  - Experience time since degree
  - No master's degree
- Reviewer/voter guidance
  - If candidate was not an exception, would you support their promotion? If yes:
  - Are you willing to accept the exception?

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Research Faculty Titles

- Engineer
- Scientist
- Associate
- Technologist
- Extension Professional

EVALUATE

- Similar/Different
- Standards of evaluation will generally be based on the standards of that field (*Faculty Handbook*)
- Take into consideration the role an individual serves in GT
- Translation matrix (may be included – identify analogous achievements between promotion criteria and job responsibilities)
- Title Changes

TRANSLATION MATRIX: example Senior

Performance Requirement	Analogous Achievements	Examples
Criteria from Faculty Handbook for Senior	Translation of candidate's job duties to demonstrate similar achievements	Candidate experience that demonstrates fulfillment of the analogous criteria
Mastery of a complex and difficult field …		
Technical contributions and innovation …		
Supervision …		
Program development …		
Service …		

Promotion Committee Members

- Ideally, should be Research Faculty

- OK to have members from outside the unit

- If Academic Faculty: understand RF criteria and evaluate against RF criteria, not AF criteria; this is not tenured track faculty promotion.

- Voting by RF who are at or above the level the candidate is seeking:
  - Principal committee vote on all candidates
  - Senior committee vote on candidates for RII and Senior
  - RII vote on RII candidates

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Promotion Committee Meetings

- Attend the meeting prepared to discuss and vote on each candidate
- Be prepared to introduce and discuss candidates from your unit
- Identify why the candidate should earn a promotion or not (needed for committee letter).
  - Discussion "scoring" of each criteria (superior, acceptable, not demonstrated)
  - Notes taken regarding thoughts on individual criteria
- We each have a vote and the total votes do not have to be unanimous
- During discussions, it is acceptable to modify your vote, but in the end, the vote needs to be your vote
- Allowed one vote: if serving as peer chair and on the Institute Committee, then vote at only one committee.

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Letters of evaluation

- Letters seen by all reviewers after the level of the reviewer
- Information in the peer committee letter should be **unique** and should provide useful information for reviewers.
- Do not repeat information that is in the candidate's summary page.
- Explain **why the committee believes the promotion candidate has earned a promotion**; detail the candidate's mastery and contributions that demonstrate the promotion criteria.
- If Principal candidate, evaluation of external letters.
- If there was a **mixed vote** or different opinions about the candidate overall or for any of the criteria, please do explain the discussion and opinions of the committee members.
- If the candidate is an **exception**, the letter must explain the exception and state whether the committee, all or a subset, supports the exception.

Unit Leader Letters

- Include opinion why the candidate has earned a promotion; the impact the candidate has on the unit
- If opinion is different than previous peer committee, do explain why there is a different opinion and/or why there is agreement

QUESTIONS - RESOURCES

- PROMOTE:
  - https://www.techtools.gatech.edu
  - docs.tag.gatech.edu
  - support@tag.gatech.edu
- Faculty Affairs
  - faculty.gatech.edu/faculty-affairs-reps/promotion-tenure
  - David Bamburowski, Director, Academic and Research FA
  - Brittany Smith, Faculty Affairs Coordinator

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WORKSHOP PANEL

- Jeanne Balsam, Chair of Institute Committee and Co-chair RF Promotion Review Committee
- Maribeth Gandy Coleman, Co-chair RF Promotion Review Committee
- Russ Clark, Senior RS, CoC
- David Gaul, Senior RS, CoS
- Johannes Leisen, Principal RS, CoS
- Michael Rogers, Regents Researcher, CoE
- Valerie Thomas, Professor, CoE

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Questions?

Q&A

- How does RF promotion expectations differ from tenure-track RPT?

- Mapping diverse RF job roles to promotion criteria

- How exceptions impact assessment of candidates
  - Credit for previous jobs and past accomplishments?

- Attributes of a meaningful committee letter

- How candidates can get feedback given the confidentiality requirement?

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