Candidate PPR Package Checklist

Candidate Submitted Item ***All items must be submitted as individual documents.*** Refer to the following web page for templates: http://www.coe.gatech.edu/rpt-information-forms-guidelines	Completed?
Approved Individualized Review Criteria - Only included if the default review criteria of research, teaching, and service are not used. This plan is agreed upon by the school chair and the faculty member and documented in a signed letter, memo, or copy of an email. When the default criteria are not used, this section should include any written communications between the School Chair and the faculty member describing the alternative review criteria. If there is no agreement on criteria, the Faculty member may request a hearing by a committee established by the Faculty of the Unit. The Committee's decision on criteria is final.	
CIOS – A table summarizing a candidate's student evaluation scores from CIOS. Candidate can use the Institute CIOS formatted table or other approved format as determined by your school. Only the scores on the question "Is the instructor an effective teacher?" are required. A table summarizing all courses taught by the candidate at Georgia Tech must be included for the first PPR review. For subsequent PPR reviews, only courses taught within the last five years should be included. No additional material from the candidate should be included with the CIOS table. <u>The table should include normative data for the Institute and college for perspective.</u>	
Statement of Accomplishments and Goals - A statement of up to five pages detailing accomplishments during the period of review and **goals for the next five years** period provided by the faculty member. In the case of individuals undergoing a second or subsequent periodic peer review this will include specific information on how goals from the previous review have been met. This statement should focus on the candidate's most noteworthy accomplishments for the years under consideration; five page maximum.	
CV - May use own format but the GT standard format is highly recommended. Must be dated. The COE version of the Institute's standard format CV with a **table of contents, submission date, and numbered pages**. Refer to the templates on the website listed above. **An abbreviated CV that covers activities over the review period is highly encouraged.**	
PPR Statement of Completeness – It is the candidate's responsibility to prepare and review his/her package after it is assembled and sign a statement to that it is accurate and complete. Date must match date on CV.	