

COE Candidate Critical Review Document Checklist

Refer to the following web page for templates and further guidance:

<http://www.coe.gatech.edu/rpt-information-forms-guidelines>

<i>All items must be submitted by the candidate as individual documents.</i>	<i>Completed?</i>
<p>Biosketch: <i>Written in third person, one paragraph, and 150 words maximum.</i> The biosketch should begin with the candidate's name, rank, and school; degrees; and history of time at Georgia Tech. It should then briefly explain the candidate's research area, including why it is important. A sentence or two on awards and impact may be included. This is done in PROMOTE directly by the candidate.</p>	
<p>Institute Standard Format CV (COE Version): <i>Candidates are <u>required</u> to use the institute's CV template (COE version) and follow the instructions carefully.</i> The CV should have 3/4 inch margins, be single-spaced with 11-point minimum font, and be bookmarked, with date, table of contents, and numbered pages. Do not change, add or delete headings unless indicated and insert "No Data" where applicable. All lists should be numbered and usage of bullets should be kept to a minimum. Standardized citations should be used consistently and correctly; an asterisk (*) should be used to indicate publications from work performed at GT; and student or trainee co-authors should be in boldface. This is uploaded in PROMOTE.</p>	
<p>Unfunded Proposals for the Last Two Years: <i>A separate, numbered list of unfunded proposals for the last two years (See Section IV.E5. in Institute CV template).</i> This list is required for internal review only and therefore should be submitted separately from the CV. This is uploaded in PROMOTE under "Additional Documents".</p>	
<p>Personal Narrative: <i>Written in third person, 3 page minimum/5 page maximum, 1 inch margins, standard single-spaced, and 10-point minimum font.</i> The statement should provide perspective on the candidate's scholarly accomplishments at Georgia Tech with regard to <u>scholarship, education, and service.</u> All three areas must be addressed in this statement per the GT Faculty Handbook or package will be returned. This is the candidate's "voice" in the file, the place that provides an opportunity to explain context, significance, and impact of your work. Candidates should point out innovative elements of their scholarship, educational contributions, and their impact. This narrative can be used to clarify their contributions in collaborative work and describe their teaching, advising, and mentoring styles and results. Outreach and activities to broaden participation and inclusion can be described, as they relate to scholarship, education, or service. This narrative should not merely summarize the examples of creative contributions but rather place them in the context of the school, college, institute, and discipline. This is uploaded in PROMOTE.</p>	
<p>Examples of Relevant Works: <i>Candidates are required to submit evidence of 3 to 5 examples of their relevant, creative products.</i> Most faculty in COE submit 5 examples. These may include published papers, books, software, patents, art productions, or other relevant examples. It is suggested that the majority of the examples derive from the time since your last promotion or during your tenure at Georgia Tech. This is uploaded in PROMOTE.</p>	

<p><u>CIOS Table:</u> <i>Candidates are required to use the institute's Excel template and follow the instructions in the second tab. For promotion from Associate to Full Professor, this should be limited to the last 5 years. Candidates should prepare or supervise the preparation of their own tables of student evaluation scores from CIOS. This is uploaded in PROMOTE.</i></p>	
<p><u>List of 5-8 Potential External Reviewers (with bios for each):</u> <i>Bios for external reviewers are limited to 100 words max, and the first sentence of the bio should state why the potential reviewer is a leader in their field. Potential reviewers should be leaders in their field at the Professor level with tenure or senior leaders in industry research. If a suggested external reviewer has any personal or professional connection to the candidate, or there is a potential conflict of interest, this should be indicated by the candidate when entering reviewer details into the PROMOTE system. For candidates up for promotion to Full Professor, the list must include at least one potential international reviewer. If there are any individuals that the candidate would like <u>not</u> to be contacted as an external reviewer, this should be notated in a separate list along with the reason for not including the individual. This list is entered in PROMOTE directly by the candidate.</i></p>	
<p><u>Statement of Completeness:</u> After all documents have been finalized, the candidate will have to declare that all materials their package are accurate, complete and ready to be submitted to the next level of approval. This is done in PROMOTE directly by the candidate.</p>	
<p><u>Waiver of Right to Access Confidential Statements:</u> This is done in PROMOTE directly by the candidate.</p>	

USEFUL LINKS

PROMOTE:

promote.gatech.edu

Candidate User Guides & tutorials for PROMOTE:

<https://docs.tag.gatech.edu/display/PKB/Candidate+User+Guides>

COE RPT Forms:

<https://coe.gatech.edu/rpt-information-forms-guidelines>

COE RPT Process:

<http://coe.gatech.edu/rpt-process>

Faculty Affairs RPT:

<http://www.academic.gatech.edu/current-faculty/promotion-tenure>