

CoE RPT OVERVIEW AY 24/25

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Overview of RPT

Reappointment (Critical) Review

- Non-tenured faculty
- Happens during 3rd academic year at GT → means paperwork due Early Fall at start of 3rd year
- **Packages typically due late Summer**

Tenure Review

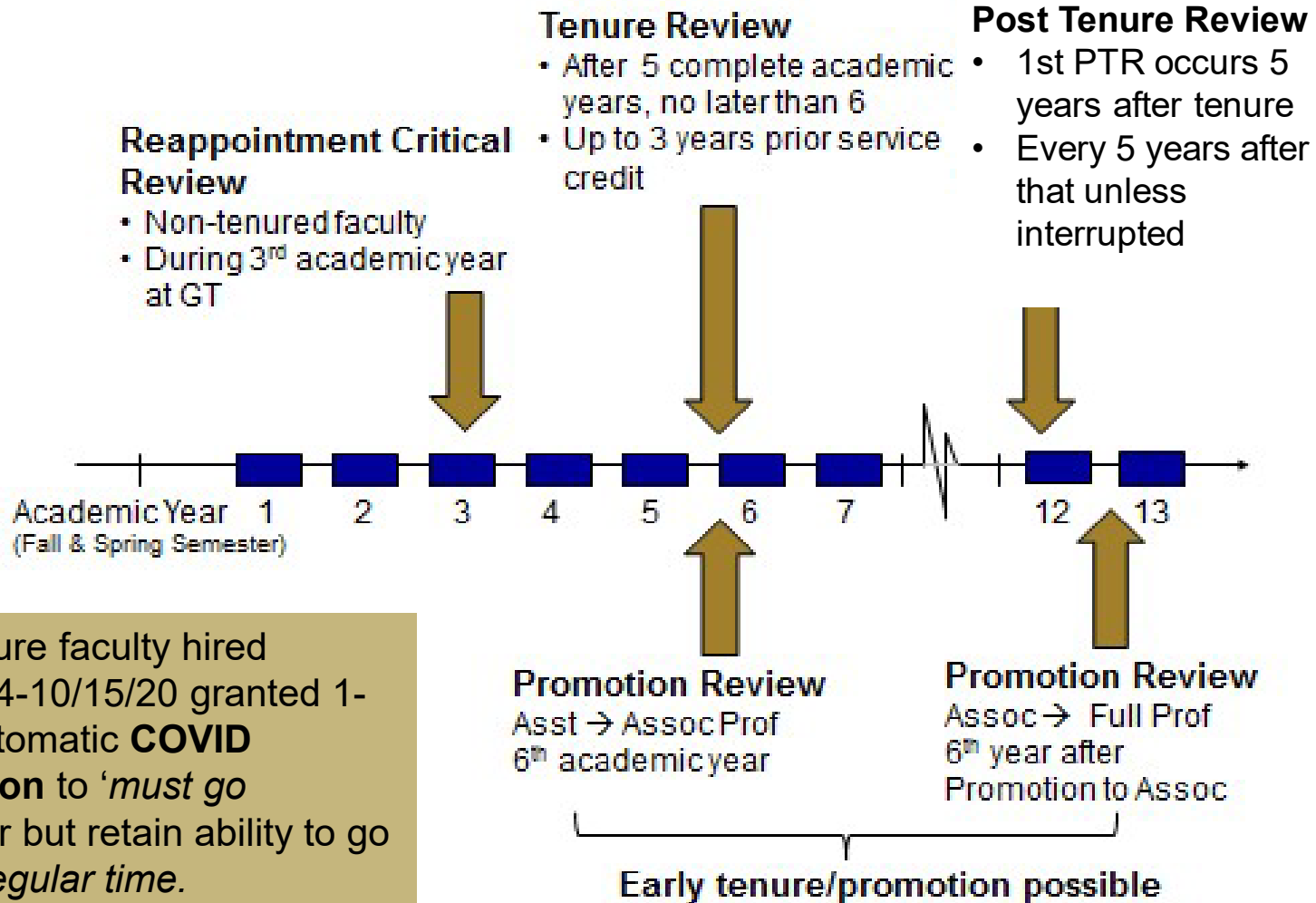
- After 5 complete academic years, no later than 6 → paperwork typically due April/May of 5th year
- May include up to 3 years credit for time at previous institutions
- Cases for early tenure
- **Packages typically due May 1**

Promotion Review

- Asst → Assoc Prof: during 6th academic year
- Assoc → Full Prof: 1st eligible during 6th year after Assoc promotion
- Cases for early promotion
- **Packages typically due May 1**

Post Tenure Review (PTR)

- 1st PTR occurs 5 years after tenure
- Subsequently, every 5 years unless interrupted by a promotion or administrative appointment
- **Packages typically due November 1**



Pre-tenure faculty hired 10/16/14-10/15/20 granted 1-year automatic **COVID extension** to 'must go up' year but retain ability to go up *on regular time*.

All pre-tenure faculty may apply for an additional 1-year extension, within a year of the affecting event

Considering going up early?
Discuss with your chair.

Tenure Clock Extensions

(Extension of the Tenure Probationary Period)

- Must file for tenure clock extensions within 12 months of the event related to the request – a completed [form](#) in a GT TRACS package
- Extends the '**must** go up' year, but the '**can** go up' year remains the same; provides flexibility
- This request is made in addition to ASMD, LOA, FMLA or other request that may involve an event that may qualify for a tenure clock extension
 - [ASMD](#) – Active Service-Modified Duties – academic faculty work 100% time but have more flexibility. Can be used to care for family member (e.g., partner, child, parent) or self (**new**). Does *not* automatically extend the tenure clock.
- Maximum of two tenure extensions may be applied for by a faculty member

EXAMPLE (NORMAL) TIMELINE CASES

Tenure Track Faculty Hired Without Tenure – Tenure Timeline*					
	No Prior Service Credit	Hired after October 15	1 Year of Prior Service Credit	2 Years of Prior Service Credit	3 Years of Prior Service Credit
Year 1 at GT		Does not count towards tenure clock			
Year 2 at GT					Early Eligible
Year 3 at GT	Critical Review Year		Critical Review Year	Early Eligible, Critical Review Year	Eligible, Critical Review Year
Year 4 at GT		Critical Review Year	Early Eligible	Eligible	Eligible
Year 5 at GT	Early Eligible		Eligible	Eligible	Eligible
Year 6 at GT	Required	Eligible	Required	Required	Required
Year 7 at GT	Terminal Year	Required	Terminal Year	Terminal Year	Terminal Year
Year 8 at GT		Terminal Year			

*Tenure clock “Years” start August 15 annually.
Hire dates after October 15 do not count toward Year 1.
The candidate’s tenure clock will start the following year.

RULES FOR RPT

Board of Regents Policy Manual

<https://www.usg.edu/policies/>

Georgia Tech Faculty Handbook

https://policylibrary.gatech.edu/faculty_handbook

Section 3.3.3 Reappointment of Tenure Track Faculty without Tenure (includes critical review)

Section 3.3.4 Tenure and Promotion Overview

Section 3.3.5 Tenure

Section 3.3.6 Promotion

Section 3.3.7 Promotion and Tenure Evaluation

Section 3.3.8 Promotion and Tenure Procedures

Section 3.3.9 Periodic Peer Review Policy

TENURE CRITERIA

From [Section 3.3.5](#) of the GT Faculty Handbook on **Tenure** Minimum expectations in all professorial ranks are:

- Superior teaching, demonstrating excellence in instruction.
- **Outstanding involvement in student success activities, as evidenced by activities within teaching and instruction, academic achievement, and service.**
- Academic achievement, as appropriate to the mission.
- Outstanding service to the Institute, profession or community.
- Professional growth and development, **within the context of rank and responsibilities.**

Noteworthy achievement **is required in at least two of the above categories but is not required in all categories.**

Tenure may be awarded upon completion of a probationary period of at least **5 years** of full-time service at the rank of Assistant Professor or higher.

PROMOTION CRITERIA: ANY RANK

From [Section 3.3.6](#) of the GT Faculty Handbook, below are the criteria for **promotion**.

Minimum expectations in all professorial ranks are:

- **Excellent** teaching and effectiveness in instruction. ~~Superior teaching.~~
- **Noteworthy involvement in student success activities, as evidenced by activities within teaching and instruction, academic achievement, and service.**
- **Noteworthy** ~~Outstanding~~ professional service to the Institute, and/or the community.
- **Noteworthy** ~~Outstanding~~ research, scholarship, creative activity or academic achievement.
- **Continuous** professional growth and development, **within the context of rank and responsibilities.**

Noteworthy achievement in all the above areas is not required but should be demonstrated in at least **three** ~~two~~ areas.

PROMOTION CRITERIA: TO ASSOC PROF

From Assistant to Associate Professor

- Sufficient time in grade. Generally, five (5) or more years in grade are expected. **Four (4) years in rank at the time of promotion**, at least two (2) of them at Georgia Tech, or two (2) years of relevant professional experience plus two (2) 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
- A doctorate in an appropriate discipline or experience which is of value comparable to the doctorate in preparing the candidate for the role of an educator
- Clear evidence of effective teaching **and involvement in student success activities.**
- Clear evidence of creativity while at Georgia Tech
- Clear evidence of contributions to Georgia Tech in meaningful ways by service to the Institute, to the public, or to appropriate professional organizations

A candidate for **promotion to Associate Professor** should satisfy the first four (4) of these qualifications. Marginal qualifications in any of these areas might be compensated for by strength in the fifth.

PROMOTION CRITERIA: TO PROF

From Associate to Professor

- Sufficient time in grade. Generally, six (6) or more years in rank are expected. **Four (4) years of relevant professorial experience at the time of promotion**, at least two (2) of them at Georgia Tech, or two (2) years of relevant professional experience plus two (2) years as an Associate Professor at Georgia Tech are considered a minimum requirement before promotion. Credit for previous academic or professional experience should be explicitly stated at the time of employment
- A doctorate in an appropriate discipline or experience which is of value comparable to the doctorate in preparing the candidate for the role of an educator
- Significant contributions as an educator
- **Clear evidence of significant involvement in student success activities**
- Clear evidence of significant creativity
- Evidence that the candidate is making substantial contributions to Georgia Tech by service to the Institute, to the public, or to the profession
- Broad recognition in terms of visiting professorships, invitations to give papers or seminars, memberships on national committees, offices in professional societies, or other appropriate honors.

A candidate **for promotion to Professor** should satisfy clearly the first **five (5)** of these qualifications and should have some demonstrable accomplishments in the last two.

P&T PACKAGE COMPONENTS

- Coversheet
- **Candidate Bio**
- Dean Letter
- College Committee Letter
- School Chair Letter
- School RPT Committee Letter
- Area Committee Letter
- **Candidate's CIOS**
- **Reference List**
- Sample Reference Request Letter
- **Reviewer Biosketches**
- Reference Letters
- **Candidate's Statement of Accomplishments**
- **Candidate's CV** →
- **Candidate's Statement of Completeness**
- **Candidate's Waiver**

5 Intellectual Products

Indicates items
submitted by candidate

Under additional documents in PROMOTE

- **Unfunded proposals section of CV**
- **COVID Statement**
- **Additional, optional teaching documentation (if submitting)**

Use CoE CV format

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

CRITICAL REVIEW PACKAGE COMPONENTS

- Coversheet
- **Candidate Bio**
- Dean Letter
- College Committee Letter
- School Chair Letter
- School RPT Committee Letter
- Area Committee Letter
- **Candidate's CIOS**
- **Candidate's Statement of Accomplishments**
- **Candidate's CV (with table of contents)**
- **Candidate's Statement of Completeness**

5 Intellectual Products

**Indicates items
submitted by candidate**

Use COE
CV Format

Under additional documents in PROMOTE


- **Unfunded proposals section of CV**
- **COVID Statement**
- **Additional, optional
teaching documentation (if submitting)**


SUBMITTING YOUR MATERIALS: PROMOTE




PROMOTE

 Home

 Processes ▾

 About

 Support

 Logout

Academic Promotion & Tenure

Research Faculty Promotion

Critical Review

Academic Non-Tenure Track Faculty

Candidate must be added to the system by School RPT Administrator before uploading materials.

<https://www.techtools.gatech.edu/pt/#/>



SUBMITTING YOUR MATERIALS: PROMOTE

Components:

Biosketch 100% Edit	Teaching Effectiveness 0% Add	Personal Narrative 0% Add
CV 0% Add	Examples of Relevant Work 0% Add	Access Waiver 0% View
External Reviewer 0% Manage Add	Additional Documents Add	

When you submit your package in Promote, that is when you finalize the statement of completeness

Candidate must be added to the system by School RPT Administrator before uploading materials.

<https://www.techtools.gatech.edu/pt/#/>

BIOGRAPHICAL SKETCH

- Summary of candidate's career at Georgia Tech
- 150-word limit, 12 point or larger font
- Written in third person
- First sentence states candidate name, current rank, and school
- **Should explain candidate's research area briefly including why it is important**
- List candidate's degrees, give general description of educational and scholarly activities, and name a few major awards
- 1-2 sentences on impact can be included
- Entered into PROMOTE

INSTITUTE/COE CV FORMAT

- Institute CV format required for all candidates; COE faculty use additional headings
https://sites.gatech.edu/coe-rpt/files/2024/02/COE_Std_Format_CV_for_RPT-Feb272024-1-7497276737321c63.docx
 - **New 2023:** “Patents Licensed” and prompts on Entrepreneurial and Commercialization activities
 - **New 2024:** **Prompts** for demonstrating support for student success
- Do not delete or change the top-level (Institute) headings so that they maintain consistency with Institute format
 - Report “no data” under (Institute template) sections where there is nothing to report
 - Can delete COE headings (**blue** in the template) where you have no data
- Items required
 - Table of contents
 - CV must be **bookmarked** by major sections
 - Page numbers
 - Date on CV – date CV was generated/submitted
 - 11 points **or higher** font
 - Margins no less than $\frac{3}{4}$ inch

COE CV FORMAT

Helpful hints to organize your CV:

1. Number your lists – Avoid using bulleted items where numbered items would make the CV easier to evaluate.
2. Choose chronological or reverse order and use consistently. (most faculty choose reverse chronological order, with newer contributions first)
3. Separate keynote/plenary talks, invited conference/workshop presentations, and invited seminars (universities, companies, national labs, etc.) from conference/workshop presentations. The invitations show “broader recognition” and these talks have different purposes and audiences and should be listed separately.
4. Separate national/international awards from School/Institute awards (as in CoE CV version). Put student awards with students mentored/graduated.
5. List proposals submitted not funded or projects in a non-disclosure phase as an appendix to the CV in a separate document, uploaded into PROMOTE under “additional documents”.*

*Additional documents do not go to external reviewers

COE CV FORMAT (continued)

Helpful hints to organize your CV – Continued

Item G: Society and Policy Impacts – Examples of what other faculty have included in this section include:

- Social media activities (e.g., Twitter handle, YouTube channel, podcasts, etc), along with statistics on engagement/reach
- Media coverage/features/releases (Web, TV, Radio, Print), including links
- Descriptions of the impact of candidate's research relative to field, in industry, or policy (global or national)
- Testimony to legislative panels, state senate, US congress, etc.
- Activities related to outreach including K-12 students, high school teachers, and underrepresented groups in engineering
- Participation in local/national science and engineering festivals

5 EXAMPLE INTELLECTUAL PRODUCTS

Selection is entirely up to the candidate.

- **Peer-review** of these is often viewed as important by the internal committees
 - Many faculty select 5 journal or selective conference papers (typically published or accepted for publication)
 - Funded proposals, awarded patents, other items have also been included.
- Select products that demonstrate your expertise and impact
 - Products with your students
 - Collaborations where you are lead or corresponding author (varies by community)
- Think about balance between contributions at GT and those prior to GT (which may have more time for demonstrated impact)

CANDIDATE STATEMENT

- 3-5 pages (10-point min.) font with 1-inch margins, single spaced.
- Candidate’s “voice” in the package.
 - Provide perspective on the candidate’s accomplishments at GT with regard to scholarship and creativity, education (teaching mentoring, **student success activities**) & service
 - Should point out innovative elements of their scholarship and educational contributions and their **impact**
 - Clarify contributions in collaborative work
 - Describe advising styles and results, teaching and advising philosophies, innovations, and responses to teaching evaluations
- Should **not** summarize the 3-5 example intellectual products but rather **place them and their impact in context** of their discipline, School, College, and/or Institute.

STUDENT SUCCESS ACTIVITIES

- [Faculty Affairs Student Success Guidance Document](#) new version imminent
- GT faculty handbook [Section 3.3.7](#)

Involvement in High Impact Practices

- UG research
- Capstone
- Project-based learning
- Live-Learn Communities

Contributions to Learning & Education

- New courses
- Redesign existing course
- Advising, mentoring, recruiting
- Research -> learning

Student Service Activities

- Advising clubs, organizations
- Mentoring faculty & staff
- Professional or community groups to support students

Support of Strategic Plans

- Transformational learning experiences
- New courses, certs, minors
- Dev of co- or extra-curricular activities
- Groups to support students

Research Mentorship

- Career, personal, prof dev of students
- Skill development
- Career guidance
- Role model, mentor
- Respectful/inclusive climate

Faculty Professional Development

- Prof dev to improve teaching (CTL, GTPE, etc)
- Lab culture, research ethics, project management, student well-being

Contributions to Lifetime Education

Promote Student Health & Wellness

MUST DOCUMENT STUDENT SUCCESS ACTIVITIES

(1) Activities listed on CV and/or in annual evaluations

- Students or post-docs advised, graduated, placed
- Student/post-doc awards/honors
- Student/post-doc authorship
- Course development/improvement
- Mentoring of student groups, organizations, REUs
- Professional service activities or development involving education, etc.

(2) Responses to one or more questions from CIOS that relate to the learning environment

- Possible Questions include:
 - Instructor's respect and concern for students
 - Instructor's level of enthusiasm about teaching the course
 - Instructor's ability to stimulate interest in the subject matter
 - Instructor provided a positive environment in which to learn, regardless of my race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status
- Normative data for the College, and Institute should be included for any CIOS questions used

(3) 5-page Statement- Faculty may provide as part of their narrative statement descriptions of a small subset of the activities

CIOS – One element of Teaching Effectiveness

- All candidates provide a CIOS table, reporting responses to *Considering everything, the instructor was an effective teacher*
- **Must** contain normative data for the Institute and candidate's College at the top of the table → these data can be found at <https://www.academiceffectiveness.gatech.edu/surveys/cios/norm-data>
 - Template for CIOS data table - https://rpt.coe.gatech.edu/files/2022/03/rpt_cios_template_cross-listed-coe_2022.xlsx
 - Instructions for accessing CIOS reports <https://rpt.coe.gatech.edu/files/2022/04/Smart-Evals-Reporting-Guide-Item-10-Reports.pdf>
 - Faculty members teaching a cross-listed course with a small number of students in each section may combine the scores using the standard table format and use normative data for the combined size
 - The CIOS table is required to be in landscape orientation.
- Upload the CIOS table, with other documentation (as 1 file), under the “Teaching Effectiveness” tab in PROMOTE
- For guidance on discussing teaching effectiveness in the 3-5 page narrative statement, candidates are encouraged to review section 3.3.7 in the Faculty Handbook and the RPT Guidance document from the Office of the Vice Provost for Faculty.

Teaching Effectiveness – **NEW in 2022**

- **Still optional for AY 24/25 cycle –**

- Can add separate table, with additional CIOS scores. This is in addition to the Institute CIOS table with normative data for the ***“Considering everything, the instructor was an effective teacher”*** question.
- Additional evidence of teaching effectiveness, limited to 2 pages, as guided by the “Teaching Skills and Methods” entry on the [GT Faculty Handbook Section 3.3.7](#)
- Additional optional document (Additional Score table and 2-Page summary in a single pdf) should be uploaded under the “Teaching Effectiveness” tile in PROMOTE **after** the required standard Institute CIOS table in one pdf document.

There is a new task force on teaching evaluations being formed.

Teaching Effectiveness Summary

- Upload under the teaching effectiveness tile in PROMOTE **one pdf** containing the following elements:
 1. Institute CIOS table (with normative data based on class size) for the question “Considering everything, the instructor was an effective teacher”
 2. OPTIONAL - Add additional CIOS metrics that document Student Success. (Note: Faculty members may choose the documentation method for Student Success that is most relevant to their role and responsibilities.)
 3. OPTIONAL – COE 2nd measure of teaching effectiveness with the two-page teaching summary and additional chosen CIOS tables (which may be the same tables chosen as evidence of student success)

DOCUMENTING COVID IMPACTS

- For the current RPT review cycle (AY24-25), all candidates are required to submit a COVID Impact Statement
 - **Upload under “Additional Documents” in PROMOTE**
 - Limited to 2 pages, but can be as short as 1 sentence, "the candidate experienced no impacts"
 - Not visible to outside reviewers
 - Candidates are discouraged from disclosing personal/family/health information. Instead, focus on the impact on your work and not the specific sources of the disruption.
 - When you add the Covid Impact Statement, include changes, if any, to your research, teaching, service activities and the impact on your work.
 - Do these adaptations demonstrate resilience?
 - “Because of Covid restrictions ... [discuss specific impact to your work]”
 - Example: It was very difficult for you to hold meetings, do research, or teach during the day. You compensated by working a disrupted day, including early mornings and late at night – times when it was hard to collaborate with graduate students or other faculty. It is difficult to conduct research without having long periods of uninterrupted time.
- Can also document COVID impacts in:
 - **5-page narrative:** Add a section “COVID-19 Impacts on Professional Activities
 - **CV:** Mark cancelled seminars or conference talks, loss in funded awards, graduate students who discontinued their studies, etc., with a notation, “Cancelled due to Covid-19” or “Returned to home country due to Covid-19.”

For additional information, see the memos from [Provost McLaughlin](#), and the [Covid-19 Impact FAQs](#).

EXTERNAL REVIEWERS

- Candidates suggest external reviewers in PROMOTE; no upper limit, but 3-5 names is typical
- Should be
 - Full professors or senior leaders in industry research
 - From “clear leaders in the field” represented by the scholarship of the candidate
 - From Institutions of similar or higher stature than GT
 - For promotion to full – should include one international reviewer on the list
 - Associate professors should be avoided, but if used their tenure must be verified
- Can have personal or professional connection but this relationship must be declared, and the majority of the letters must come from those references with no professional or personal connections to the candidate
- Candidates can request a particular individual is *not* contacted as an external reviewer
- Final selection of reviewers contacted per GT faculty handbook is up to School Chair and/or Unit RPT Committee

EXTERNAL REVIEWERS - PROMOTE

What do they see in your package?

- Reviewers are contacted via PROMOTE in a two-step process
 1. Initial contact – They get your biosketch and CV
 2. If they agree to write a letter, then, in addition to your biosketch and CV they get
 - A set of standard instructions from Faculty Affairs
 - Access to Personal Narrative, and 5 Examples of Relevant Work
- Reviewers are given an opportunity to update their contact information, write their own biosketch, and upload their letter.

ANNUAL EVALUATIONS

New: Annual evaluations now used for Critical Review, Tenure, and Promotion processes

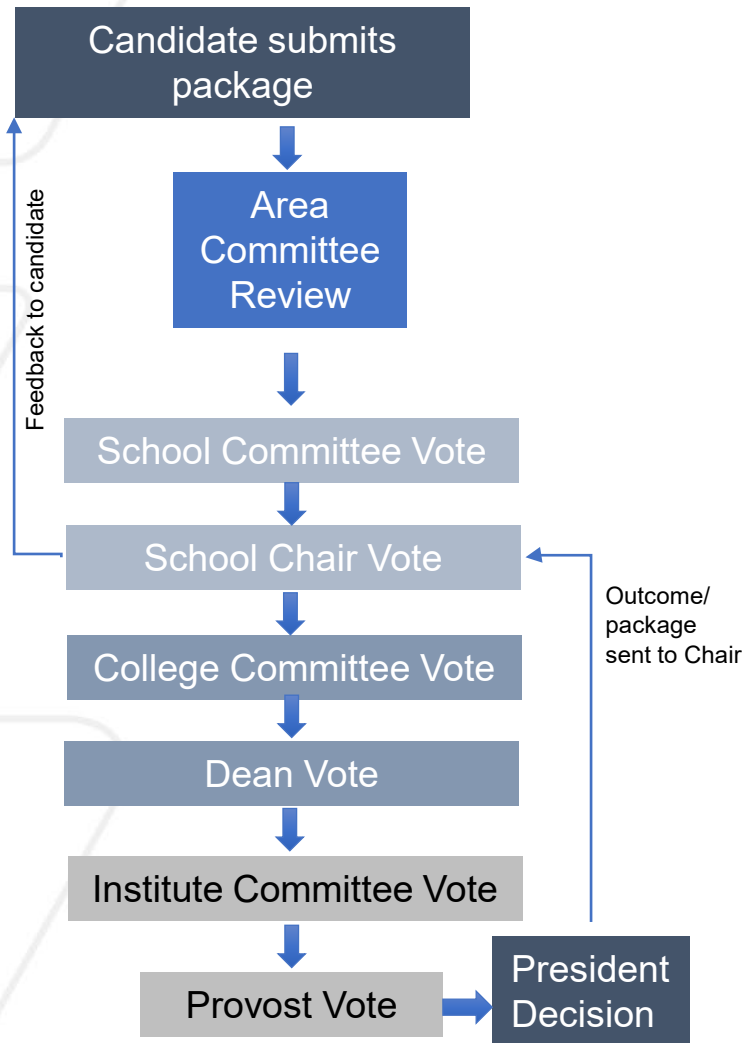
- Only annual evaluations from 2023 and beyond will be used
- These evaluations will be available to the Dean and the Provost's Advisory Committee (i.e., Institute Committee) during their review of candidates.
- Chairs and Deans are required to address the annual reviews in their letters
- Not visible or used by area, School- and College-level committees or by external reviewers.

UPDATING MATERIALS

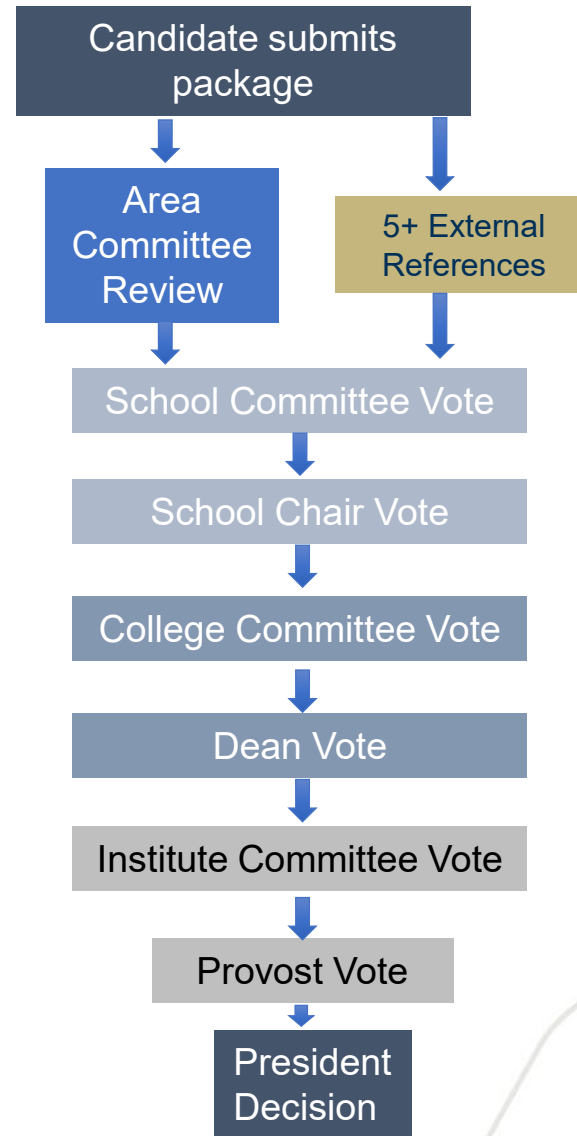
- Candidate updates done via PROMOTE after final submission
 - Updates as addendum to original materials; no changes to originally submitted materials
 - **Two updates allowed total**
 - Deadlines for updates: Forthcoming
 - Check with your school for internal deadlines
 - COE template for CV addendum - https://rpt.coe.gatech.edu/files/2022/02/COE_Template_for_CV_Updates-2022.docx
 - When update is made, candidate will certify via the PROMOTE system
- Only submit an **update for definite events**:
 - New publication
 - Student graduation
 - New funding awarded
 - New award
 - *NOT* publication submissions, proposal submissions, etc. -- items that are possibilities

REVIEW PROCESS

Critical Review



Promotion and Tenure



P&T CANDIDATE DEADLINES

Due Date	Task
Tenure Track Faculty P & T Candidate Deadlines/Important Dates	
4/1/2024	Candidate should be drafting materials and getting feedback. Confirm profile in PROMOTE is correct.
5/1/2024	Candidate Materials are due to RPT Administrator for review
5/8/2024	Feedback due to candidate to correct any errors
5/15/2024	Final Version of Candidate Materials are due to RPT Administrator <u>No Changes</u> Allowed After this Submission; Candidate is allowed 2 total updates via PROMOTE for the duration of the review process
8/1/2024	School Deadline for Candidate Updates to School RPT Administrator for approval if you want update considered by school committee REMINDER: Candidate is allowed two updates total
9/3/2024	School Deadline for Candidate Updates to School RPT Administrator for approval if you want update considered by school chair REMINDER: Candidate is allowed two updates total
9/27/2024	College Deadline for Candidate Updates to College RPT Administrator for approval if you want update considered by the college committee REMINDER: Candidate is allowed two updates total
11/1/2024	College Deadline for Candidate Updates to College RPT Administrator for approval if you want update considered by the Dean REMINDER: Candidate is allowed two updates total
March-April 2025	Final results are distributed from Faculty Affairs
7/1/2025	Effective date of promotion/tenure if you are on a Fiscal Year Contract
8/15/2025	Effective date of promotion/tenure if you are on an Academic Year Contract

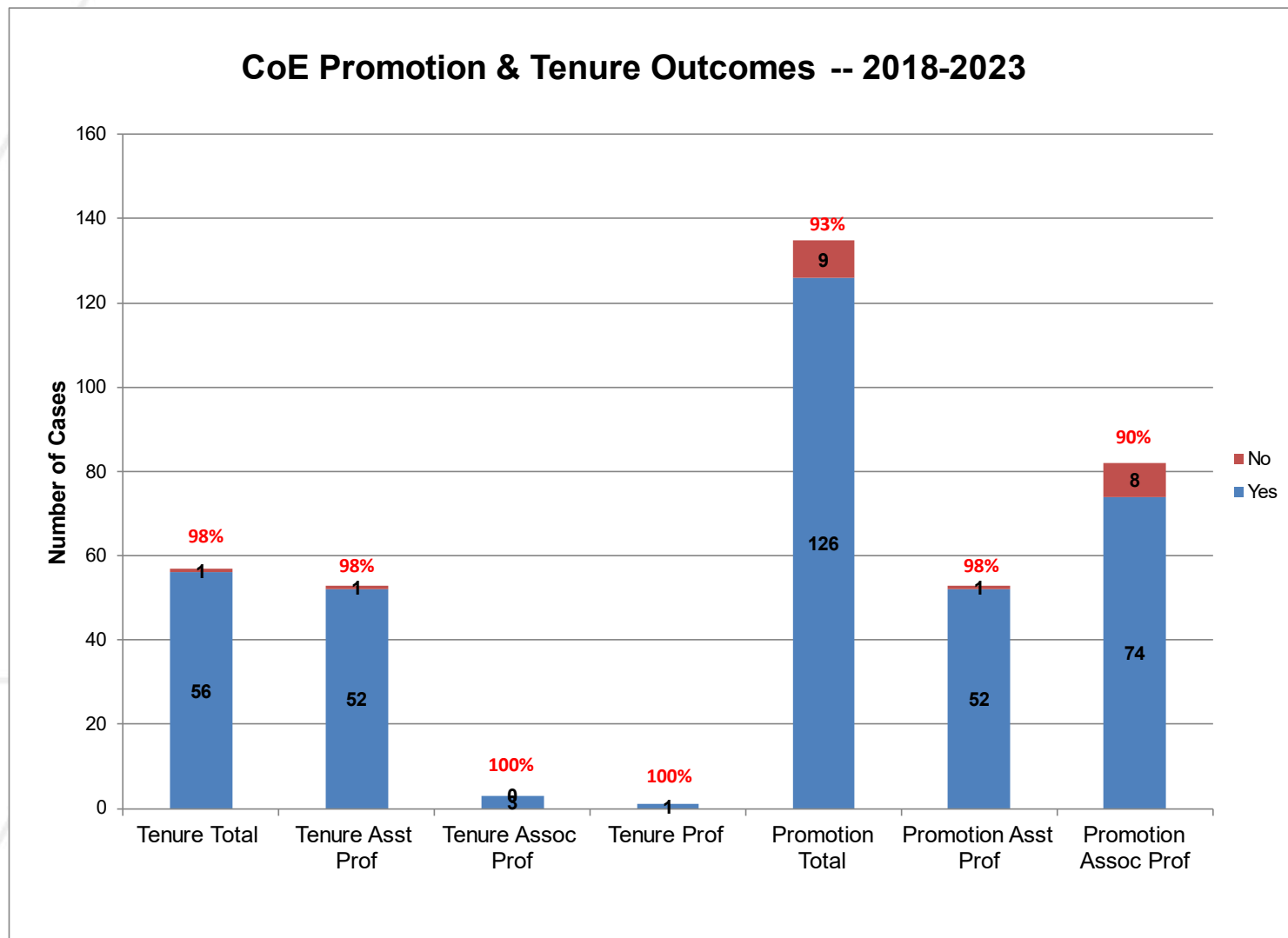


CRITICAL REVIEW CANDIDATE DEADLINES

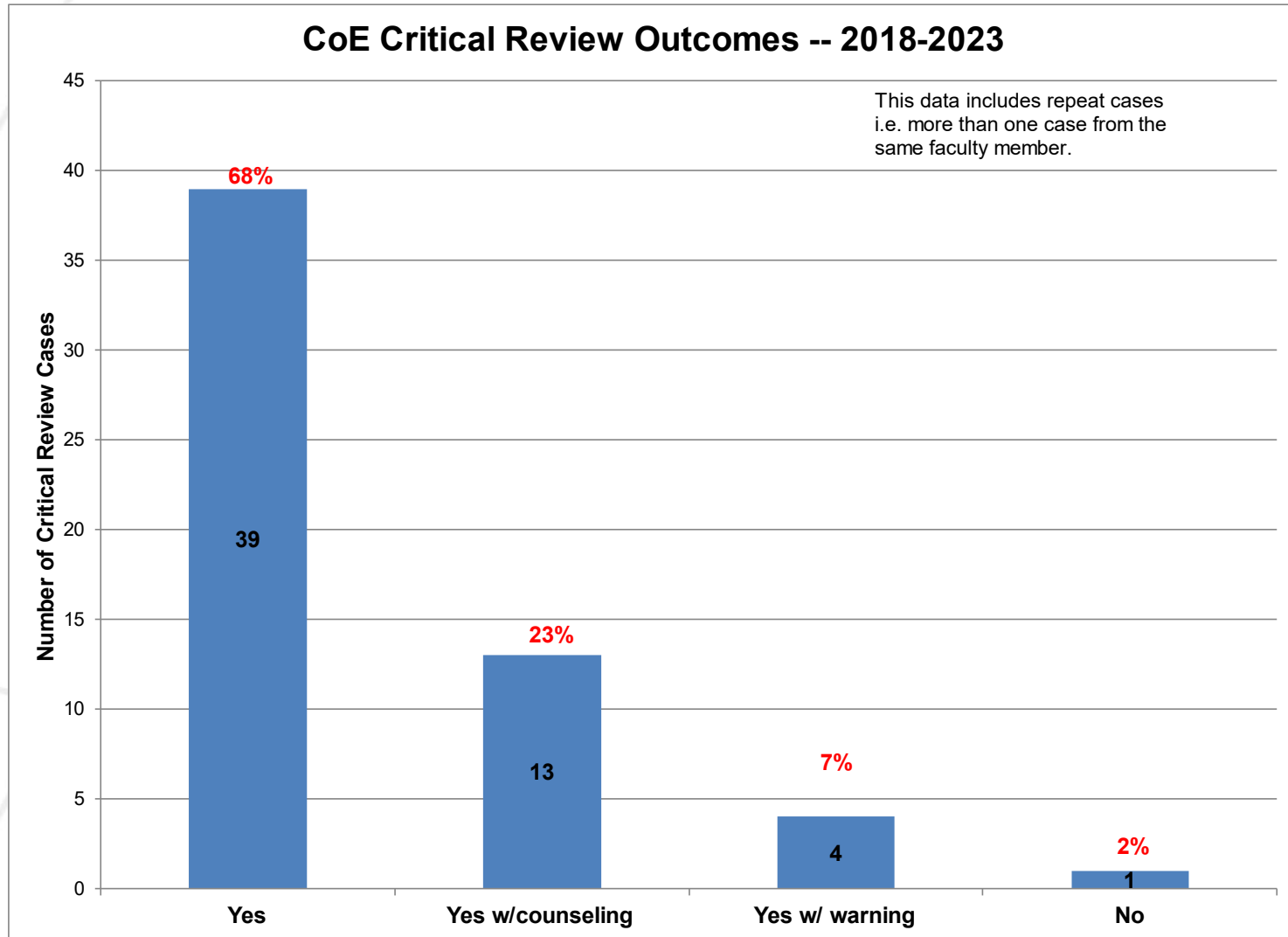


Due Date	Task
Third Year Critical Review of Tenure-Track Faculty School Deadlines	
7/1/2024	Deadline for Candidate profile in PROMOTE
7/1/2024- 9/2/2024	Candidate should be drafting materials and getting feedback. Confirm profile in PROMOTE is correct.
9/4/2024	Candidate Materials are due to RPT Administrator for review
9/11/2024	Feedback due to candidate to correct any errors
9/18/2024	Final Version of Candidate Materials are due to RPT Administrator No Changes Allowed After this Submission; Candidate is allowed 2 updates via PROMOTE for the duration of the review process
11/18/2024	School Deadline for Candidate Updates to School RPT Administrator for approval if you want update considered by school chair REMINDER: Candidate is allowed two updates total
1/3/2024	College Deadline for Candidate Updates to College RPT Administrator for approval if you want update considered by the college committee REMINDER: Candidate is allowed two updates total
1/31/2024	College Deadline for Candidate Updates to College RPT Administrator for approval if you want update considered by the Dean REMINDER: Candidate is allowed two updates total
April-May 2025	Final Results of Critical Review are Distributed by Faculty Affairs

CoE P&T OUTCOMES: 2018-23



CoE CR OUTCOMES: 2018-23



RESOURCES

Dr. Kimberly Kurtis

Associate Dean, COE

Faculty Development & Scholarship

kkurtis@gatech.edu

One-on-one meetings available

via https://calendly.com/markyta_holton/30min

Dr. Terri Lee

Assistant Dean of Faculty Affairs and Accreditation, COE

terri.lee@coe.gatech.edu

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

WEB RESOURCES

- CoE website
<https://rpt.coe.gatech.edu/>
- Forms and Guidelines
<https://rpt.coe.gatech.edu/rpt-information-forms-guidelines/>
- Faculty Affairs
<https://faculty.gatech.edu/current-faculty/promotion-tenure>
- Faculty Handbook
https://policylibrary.gatech.edu/faculty_handbook
- Board of Regents Policy Manuals
<https://www.usg.edu/policies/>
- Faculty Governance
<https://facultygovernance.gatech.edu/>

QUESTIONS?

