# From “RPT Guidance,” March 1, 2014

# Candidate Materials

Each candidate prepares several documents that form the basis for the file: a biosketch, a personal statement, a curriculum vitae, and a table of normalized CIOS scores. In addition, the candidate submits three to five examples of their relevant creative capabilities. The unit head should provide guidance and advice to the candidate in preparing these documents, to help assure that they communicate well to an interdisciplinary audience, are accurate, and neither over- nor under-represent the candidate’s accomplishments. Candidates also sign a statement of completeness to indicate that their documents are complete.

## Biosketch[[1]](#footnote-1)

The file should begin with a brief biosketch for the candidate. The biosketch should explain the candidate’s research area briefly, including why it is important. It should list the candidate’s degrees; give a general description of his or her educational and scholarly activities; and name a few major awards if the candidate has received them. A sentence or two on impact can be included.

The biosketch should be written in the third person; be no longer than 150 words; be printed in a 12-point or larger font; and be provided on a separate page. No picture of the candidate should be included. The biosketch will be the first item that appears (after the cover sheet) in the file that goes to the Provost.

## Personal Narrative

Candidates must write a brief summary of their major accomplishments at Georgia Tech with regard to teaching, research, and service. This is the candidate’s “voice” in the file, the place that provides an opportunity to explain context and significance.Candidates should point out innovative elements of their work and the impact it is having. They can use the statement to clarify their contributions in collaborative work. The personal narrative should not merely summarize the examples of creative capabilities but rather place themin the context of the school, college, Institute, and discipline.

The Faculty Handbook requires that “these personal narratives shall be three to five pages with one-inch margins, standard single-spaced and 10 point minimum font.” Although some colleges have had longer formats in the past and split the three topics into separate statements, these formats will not be accepted for Institute-level review starting with the 2014 cycle.

## Curriculum Vitae

The curriculum vitae (CV) should be provided in the Institute standard format, which is posted on the [Faculty Affairs web site](http://www.academic.gatech.edu/main/rpt/). The format provides a top-level outline of key elements to be listed; colleges are free to fill in more detailed levels that are appropriate in their areas while maintaining the overall order. Unit heads should work with candidates to make sure that activities are reported in the correct categories, particularly peer-reviewed publications and grants as principal investigator, and ensure that collaborative efforts are appropriately represented.

The CV must include a table of contents and page numbers. Since CVs tend to be long, it is helpful to provide links between the table of contents and the sections of the document. The CV should not use a type font less than 11 points or margins less than 3/4 of an inch.

## Statement of Completeness

After the candidate’s materials are complete, he or she should sign a “Statement of Completeness.” The form is available on the Faculty Affairs web site. Each document covered by the statement should be dated and should not change after the form is signed. The candidate may update the materials at the start of the fall semester, with new dates and a newly signed and dated statement of completeness. Otherwise, any updates or corrections should be provided in a separate memo in the file, also dated and signed by the candidate.

1. The biosketch is not required by the Faculty Handbook but has been the practice in some schools. As of 2014, it is being adopted for general use based on the recommendation of a cross-college task force. [↑](#footnote-ref-1)