

**COLLEGE OF SCIENCES**  
**PROCESSES AND CRITERIA FOR PROMOTION OF ACADEMIC PROFESSIONALS**

In addition to this College of Sciences document, please review the policies and procedures related to appointments and promotions for non-tenure-track academic faculty:

(1) Faculty Handbook, section 3.2.2.:

[www.policylibrary.gatech.edu/faculty-handbook/3.2.2-non-tenure-track-academic-faculty-members-hiring-and-promotion-guidelines](http://www.policylibrary.gatech.edu/faculty-handbook/3.2.2-non-tenure-track-academic-faculty-members-hiring-and-promotion-guidelines)

(2) Guidance provided by the Office of Faculty Affairs:

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

(3) College of Sciences webpage:

<https://cos.gatech.edu/promotion-non-tenure>

Applications for promotion will be assessed based on performance over the entire set of activities listed in the position description. For Academic Professionals, teaching and research account for <50% time.

#### Deadlines

- The school sets a deadline for submission of the promotion package from the candidate (generally in the summer). This package is sent to those who will write letters of evaluation.
- The college sets a deadline for submission of the entire package from the schools (generally in late fall semester) that accommodates a committee review and submission of the application to the institute.

#### The Review Process

Please note, in the College of Sciences, the committee review will be conducted at the college level. The review procedure for all school promotion dossiers is:

- (1) Supervisor **or** chair
- (2) *College* committee (the school RPT committee does not review)
- (3) Dean
- (4) Institute committee
- (5) Provost

The following pages outline requirements for applications for promotion in the Academic Professional faculty track submitted in the College of Sciences, effective starting AY 2018-19 and beyond.

Starting Summer 2020, the AP-track promotion process will occur on [PROMOTE](#). Components of the dossier will need to be uploaded to PROMOTE, reviewed by Erin Nagle, and then locked before external reviewers can be contacted. Please plan school deadlines accordingly.

## PROCEDURES

### 1 - Initiation of the application for promotion

School chairs should inform faculty members of their eligibility to apply for promotion based on time in rank. The Office of the Dean will provide school administrators with a list of faculty members who are eligible to be considered for promotion based on time in rank.

Faculty members are encouraged to meet with the supervisor to discuss their readiness for promotion and set a schedule to prepare the promotion package.

### 2 - The candidate's list of potential external reviewers

For applications for promotion in the College of Sciences, letters should **not** be requested from individuals who have served as a supervisor (including, for example, doctoral and post-doctoral advisors, and previous employers), or from past and current collaborators. Letter writers external to Georgia Tech should not have had prior employment at Georgia Tech. The letters must address the accomplishments of the candidate *in their current position at Georgia Tech*.

Promotion to Senior Academic Professional: The candidate should develop a list of potential reviewers that includes a minimum of four individuals external to the College, of which a minimum of two must be external to Georgia Tech.

Promotion to Principal Academic Professional: The candidate should develop a list of potential reviewers that includes a minimum of four individuals external to the College, of which a minimum of three must be external to Georgia Tech.

The supervisor selects individuals on this list from whom letters will be sought. Letters may also be solicited from individuals other than those on the candidate's list.

### 3 - The candidate prepares components of the package to be loaded into PROMOTE

A faculty member who wishes to be considered for promotion will provide the following components to the school RPT administrator by the school's deadline.

- **Biosketch**

Brief background (including education), a description of the individual's role and accomplishments in his/her current position in 150 words or less. This will be entered into a text box in PROMOTE.

- **Position Description**

**Note: The College of Sciences requires a position description for all promotions.**

*Maximum of two pages, one-inch margins, single-spaced, 12-point serif font.*

A position description must accompany all applications for promotion within the College of Sciences. This should be developed in discussion with the supervisor. It should provide a description of current professional responsibilities in a small set of broad areas (e.g., classroom instruction, instructional support, advising, supervision of GTAs, program management, etc.) with an indication of the percentage of time dedicated to each. If duties are to change after promotion, these changes should be outlined in a separate paragraph.

- **Personal Narrative**

*Maximum of five pages, one-inch margins, single-spaced, 12-point serif font.*

This statement is the candidate's "voice" in the promotion process and should provide perspective on, and context for, the candidate's scholarly accomplishments at Georgia Tech with regard to the five criteria for Academic Professionals (see Faculty Handbook, section 3.2.2).

● **Curriculum Vitae**

Use the [Institute standard template](#) for Academic Professionals. Using this template will automatically generate the document's bookmarks when converted to PDF.

At a minimum, all main headings of the CV must be bookmarked before being loaded in PROMOTE:

- I. Earned Degrees
- II. Employment History
- III. Honors and Awards
- IV. Summary of Higher Education Administrative and Leadership Experience
- V. Education and Mentorship
- VI. Research, Scholarship, and Creative Activities
- VII. Service
- VIII. Professional Growth and Development

● **Teaching Effectiveness**

This component is comprised of the DOTE letter followed by the CIOS table (in landscape orientation), together in one PDF. School administrators pull CIOS scores on behalf of the candidate. Candidates are expected to review for accuracy. Scores since your last promotion or date of hire should be pulled. A DOTE report summarizing your teaching over the years represented by your CIOS table is required. This should be a narrative summarizing your teaching based on student feedback and class visits.

For Academic Professional promotions, they do not need to be loaded in time for the external review. External reviewers will not see the CIOS table and DOTE report.

● **Examples of Relevant Work (also referred to as Portfolio)**

*For external, school, and college level review only*

This section requires three to five examples of work representing the candidate's administrative, instructional, and/or scholarly accomplishments. These may include, for example, curricula and co-curricula materials, software, patents, published papers, reports to sponsoring agencies, and other relevant items that reflect superior performance and which will be recognized as such by the candidate's peers. Any student information in these items must be redacted for compliance with FERPA.

● **Access Waiver**

The candidate must submit this component before external reviewers can be contacted.

● **External Reviewer**

The candidate's external reviewers (section 2 of this guidance document) are entered inside the "+Add" link. School RPT Administrators will enter the supervisor's recommended reviewers inside the "Manage" link.

The supervisor is responsible for soliciting letters of evaluation from some of the individuals on the candidate's list of suggested evaluators. Letters may also be solicited from individuals other than those on the candidate's list.

Promotion to Senior Academic Professional requires a minimum of three letters from individuals who are outside of the College and at least one of these must be external to Georgia Tech.

Promotion to Principal Academic Professional requires a minimum of three letters from individuals who are outside of the College and at least two of these must be external to Georgia Tech.

- **Submit Dossier (also referred to as Signed Statement of Completeness)**

Once all documents are loaded and have been reviewed for completeness and accuracy, the candidate will be advised to submit the dossier, which automatically produces the statement of completeness.

- Please note, The College of Sciences does not use the “Additional Documents” component.

#### 4 - The school adds components to the dossier on PROMOTE

##### **Supervisor’s letter**

The supervisor will provide a letter of evaluation addressed to the dean. This letter should provide an analysis of the candidate’s experience and performance using the relevant criteria (see the Faculty Handbook), a summary of the external letters (referring to the assigned numbers, not using reviewer names), and a recommendation for or against promotion. Additional professional responsibilities to be undertaken upon promotion should also be described.

##### **External reviewer biosketches**

If the external reviewer does not provide the biosketch inside PROMOTE, please add a short biosketch detailing the highlights of their career.

##### **Teaching Scores in Table form with Normative Information and DOTE Report**

Template provided by the Office of Faculty Affairs, with an example CIOS table also provided by CoS. The CoS example shows examples of how to list multi-sectioned classes and taking weighted averages. In CoS, school administrators typically pull the data and the faculty member reviews it for accuracy.

#### 5 - The college adds components to the package

##### **Letter from the dean**

The dean will write a letter to the provost summarizing the main strengths and/or weaknesses of the case and whether promotion is recommended or not.

##### **College-level committee letter**

The dean will convene a committee of three or more faculty members to review the promotion package. For promotion to the rank of Senior Academic Professional (SAP), the committee will consist of SAPs and/or tenured Associate or Full Professors. For promotion to the rank of Principal Academic Professional (PAP), the committee will consist of PAPs and/or tenured Full Professors. The committee will vote on the promotion and write a letter to the dean describing the rationale of their recommendation.

## CRITERIA

Besides the requirement of a terminal degree and time in rank, promotion to the rank of Senior Academic Professional “requires evidence of superior performance in the chosen field, recognition by peers (whether national, regional, or local), and successful and measurable related experience.”

Promotion to the rank of Principal Academic Professional requires, in addition, “successful and measurable related experience including but not limited to *supervision of others’ work, significant responsibility and authority within program area, and demonstrated impact.*”

The following are examples of activities that have been recognized as valuable contributions by recent review committees. This is not a check list of requirements. The specific ways in which individuals demonstrated some of these characteristics varies widely, which is understandable given the broad scope of duties of non-tenure-track academic faculty.

### ***Some of the characteristics of recent packages for promotion to Senior Academic Professional were:***

- excellence in instruction (required for all non-tenure track faculty who have an instructional role).
- successful execution, and emerging independent leadership, in areas related to assigned duties.
- contributions in areas beyond those in the original job description; an expanding scope of responsibilities.
- external engagement (e.g., participation in regional/national workshops/conferences that are relevant to the position).
- a record of bringing evidence-based instructional approaches to the role at GT (e.g., from workshops/conferences/literature) and influencing others in the unit to adopt these practices.
- a record of disseminating work at GT to internal and external constituencies (e.g., through conferences, publication).

### ***For promotion to Principal Academic Professional, packages had some of the following characteristics:***

- excellence in instruction (required for all non-tenure track faculty who have an instructional role).
- a record of initiating and sustaining programs that have a high impact on student learning, advising, and/or experiences at a variety of levels and which are central to, and expand on, the mission of the unit.  
Candidates obtained significant funds to support these programs (programs included, for example, lab instruction, student financial aid, undergraduate research, other experiential learning, etc.)
- institute-level or external recognition of service, advising, teaching and/or scholarship (through, for e.g., awards, peer-reviewed papers, peer-reviewed nationally-competitive grants, etc.)
- extensive service engagement in campus-wide initiatives with evidence of growing leadership.
- a strong record of supervision (which may include non-tenure track faculty and classified staff, as well as extensive supervision of teams of graduate teaching assistants).