

## Tenure and Promotion Package Preparation -- Candidate Responsibilities

### The Biosketch

- Keep to around 150 words and include key information that speaks to a general audience.
- Include name, rank, school, degrees, and history at GaTech. Next include your research area and importance of it. Follow with awards or grant totals, if applicable.
- Write in third person voice.

### Teaching Assessment

- The school RPT administrator will produce the CIOS table, which evaluates question 10 on effective teaching. **You must review and check for accuracy.** Errors will follow the package all the way through the process.
- CIOS classes should match your CV section V.A. Please work with the school administrator where there are discrepancies.
- The Director of Teaching Effectiveness (DOTE) in your school will provide a letter summarizing your teaching spanning the time you are under review. You have a right to see this letter prior to completion of the package.
- Additional information about teaching effectiveness, for example your interpretation of student and peer evaluations or your use of experimental teaching approaches based on training you received, should be included in your personal narrative, not as supplemental documentation added to the teaching assessment section.

### The Personal Narrative

- This is your voice in the package; it needs to address your research, teaching, creativity, and service.
- The narrative is your opportunity to place your work and contributions in context, not merely summarize.
- The narrative must be between 3 and 5 pages (5 pages max), with one-inch margins, minimum 10 point font, and single spaced is acceptable. Anything outside of these parameters will be returned for modification.
- Please use fonts with serifs, e.g., Times New Roman, which are preferred by the reviewers (applies to all your documents).
- You can use first-person or third-person voice.
- Include your teaching philosophy and any action taken as a result of evaluation scores and student feedback.

### The CV

- Create/update CV using the Tech standard. Follow Tech style CV **exactly**. If a subsection does not pertain, write “no data”.
- Table of Contents, date, and page numbers for CV are required.
- List advisor names for your degrees and postdoc position(s).
- We recommend you set up a google scholar profile and add link on your CV under section IV.
- Use a legend to define symbols, which identifies particular aspects of your scholarship in section IV, e.g., work published while at Tech, work done with undergraduate or graduate student, or postdoctoral co-authors.
- Make clear which co-authors are your own students or postdocs and indicate when you have acted as corresponding/senior author, if relevant to your discipline.
- In the Grants and Contracts section, list grants using the formatting in the example CV (see section IV. E).
- In the Courses Taught section (V.A), the courses you list should match the course information provided by the school in the CIOS table.
- Adding subsections is acceptable, but make sure to add them after the standard section ordering (see example in section V. B.)
- Please read [CoS Notes] that have been added as guidance throughout the sample CV we provided.

### An Addendum (if applicable)

- If you receive an award, a grant, a paper is accepted for publication, or a PhD student graduates after the package has left your or the school's hands, you can submit a one-page addendum. See addendum example in this package. It must follow the Tech-style CV conventions.
- There should be **no substantive changes** in your portfolio after the external reviewers have read it and before the Institute Committee sees it. Updates in information must be put on an addendum.
- Addendum must be signed and dated. You must also then sign and date a new statement of completeness.
- Erin Nagle will send out an email to notify all candidates when it is time to submit an addendum – typically early December for tenure and promotion cases.

## The Statement of Completeness and Waiver of Right of Access

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- The school administrator provides both forms for your signature and date.
- Sign the statement of completeness only after you've reviewed the above materials and documents look complete and accurate.
- If you need to add an addendum after package has been turned in (see next section on addendums), you must sign and date a new statement of completeness.
- The Waiver of Right of Access should be signed before the school sends out requests for external letters. This form states that you will not see the letters of review from the external reviewers.

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*Any documents not adhering to the above guidelines will be returned by the College for correction/modification before it heads to the Institute Committee. There is a very short window of time to make corrections. Please make every attempt to avoid needing to make corrections.*

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## School Responsibilities:

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- Alert you to deadlines and offer guidance on document preparation.
- The school will solicit external reviewer letters, with some input from you on forming a list of possible reviewers.
- Gather DOTE reports, CIOS scores, and letters from the Chair and School RPT Committee.
- Organize and compile the final package for submission to the College.
- Act as liaison with the College of Sciences for any edits or missing documentation.

## Candidate Resources:

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- The CoS example CV and more CoS details on the process: [www.cos.gatech.edu/promotion-tenure](http://www.cos.gatech.edu/promotion-tenure)
- Guidance from the Institute: [faculty.gatech.edu/sites/default/files/images/rpt\\_guidance\\_10.14.17.pdf](http://faculty.gatech.edu/sites/default/files/images/rpt_guidance_10.14.17.pdf)
- The Institute CV and tenure handbook links: [faculty.gatech.edu/current-faculty/promotion-tenure](http://faculty.gatech.edu/current-faculty/promotion-tenure)
- Erin Nagle - Faculty Affairs Manager in CoS - [erin.nagle@cos.gatech.edu](mailto:erin.nagle@cos.gatech.edu)
- Associate Deans Julia Kubanek and David Collard – [julia.kubanek@cos.gatech.edu](mailto:julia.kubanek@cos.gatech.edu), [david.collard@cos.gatech.edu](mailto:david.collard@cos.gatech.edu)