

## Tenure and Promotion Package Preparation for Candidates

### Biosketch

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- Maximum of 150 words; include key information that speaks to a general audience.
- Include name, rank, school, degrees, history at GaTech, your research area, and awards/grant totals, if applicable.
- Write in third person voice.

### Teaching Effectiveness

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- The school RPT administrator will produce the CIOS table, which evaluates question 10 on effective teaching. **You must review and check for accuracy.**
- 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.

### Personal Narrative

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- 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, and minimum 10-point font.
- Include your teaching philosophy and any action taken as a result of evaluation scores and student feedback.
- You may include a section in the narrative entitled *Covid-19 impacts on professional activities*.

### CV (Institute style)

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- 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 advanced degrees and postdoc position(s).
- Use a legend to define symbols, which identifies 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 table-style format as presented in the template.
- Adding new subsections is acceptable, but make sure to add them after the required subsections. For example, a commonly added subsection is *V. B6 - Mentorship of High School Students*
- You should indicate in your CV activities that were affected by Covid, for example, canceled seminar talks, loss in funded awards, graduate students who discontinued their studies, etc, with a notation in the legend.

### Addendum (up to two submissions, once your dossier is locked)

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- If you receive an award, a grant, a paper is accepted for publication, or a PhD student graduates after the dossier has been locked in, you can submit an addendum. **It must follow the Tech-style CV naming convention.**
- Addenda are not seen by external reviewers, only internal committees.
- The addendum must be dated. You will need to log in to PROMOTE and confirm the addendum.

### Waiver of right of access and submitting the dossier

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- Only the candidate can log in to certify the access waiver and to officially submit the dossier.
- Submit the dossier only after you've reviewed your submitted materials and all documents look complete and accurate.
- The teaching effectiveness component will likely be loaded well after you submit your dossier (in order to get it out to external reviewers). Make sure you request to see the teaching effectiveness file when it becomes available for loading to PROMOTE.