

# RESEARCH FACULTY PROMOTION PROCESSING

Office of Faculty Affairs  
April 11, 2023

# PROMOTE - promote.gatech.edu



PROMOTE

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Please select a process below

Academic Promotion & Tenure

Research Faculty Promotion

Critical Review

Academic Non-Tenure Track Faculty

# PROMOTE User Guides Available

<https://docs.tag.gatech.edu>

- ▼ Candidate Records and Dossiers
  - Adding Candidates and Confirming Candidate Dossiers
  - Helping Candidates with their Dossiers
- Email Notifications in PROMOTE
- ▼ External Review
  - Overview: How to Manage External Reviewers and Evaluators
  - Sending Letter Request Emails to External Reviewers and Evaluators
  - Working in the Details Section of External Reviewers and Evaluators
- ▼ Internal Review
  - Academic Faculty Promotion & Tenure Internal Review Workflows
  - Critical Review Internal Review Workflows
  - Overview: How to Manage Internal Review Committees
  - Research Faculty Promotion Internal Review Workflows
- User Role Breakdown

\*\*\*Candidate and Committee/Coach user guides and tutorials also available!\*\*\*

# PROCESS TIMELINE

## **Spring/Summer**

Faculty Affairs available to work with colleges/divisions to review list of potential candidates.

## **Spring**

Unit Head meets with the candidates to determine eligibility and timeline.

## **Spring**

School/Unit Admin creates [Candidate Profile in PROMOTE](#)

Candidate uploads a Summary, Qualifications Statement, CV, Covid Impact Statement and list of External Evaluators (Principal Candidates only), Statement of Completeness and submits their package.

## **Summer**

Unit sends out External Reviewer Requests.

## **Summer/Fall**

Unit Confirmer (College/GTRI/Central Research Admin) and Faculty Affairs review package to ensure that all dates, relevant experience, degrees, etc. are correct on the dossier and all uploaded documentation is in the correct format and properly bookmarked.

# **\*NEW\* RESOURCES FOR 2023-2024**

*Revised documents available via Faculty Affairs website:*

“Current Faculty” menu → [Promotion & Tenure](#)

- 1. Research Faculty CV Guidance Document & CV Format Template**
- 2. Research Faculty Promotion Package Guidance Document**

# WHAT SHOULD CONFIRMERS LOOK FOR (CANDIDATE PROFILE)

- Rank effective dates are correct (*keep in mind job code changes in 2020*)
- Ensure candidate is [eligible](#) to go through the process
- Degree list is complete and correct
  - Note that degrees must match the official transcripts
- Remove any part-time Georgia Tech relevant experience experience that is pulled in from OneUSG
  - If Tech Temp work is applicable, please update to the working title.
  - Affiliates are not considered GT employees. Please add that experience to other relevant experience, if applicable. The working title and company should be listed.
- Other Relevant Full-Time Experience is complete and accurate and only experience that should count is marked as being included. Ensure that no part-time experience is marked as included.
- All exception boxes that apply should be checked.

# WHAT SHOULD CONFIRMERS LOOK FOR (Components)

- Summary is limited to 1 page
- Qualifications Statement is 3-5 pages
- CV is in Georgia Tech format
  - New CV [format and guidance](#) for the 2023-2024 cycle
- Covid Impact Statement uploaded in Additional Documents section.
  - *Can be up to 2 pages long or can be as short as one sentence stating that the candidate experienced no impacts.*
- The correct number of External Reviewer Suggestions are entered, and their information is complete (Principal candidates only)

# EXTERNAL REVIEWS

- Required for Principal candidates.
- The Unit Head or Admin [manages the External Reviewer Module](#).
- The Unit Head (and possibly unit/school/ad-hoc committee) determine whom to contact from the list of potential reviewers, selecting reviewers from both the Supervisor list and the candidate list.
- The Unit Head or Committee Chair contacts potential reviewers.
  - The Unit Head may [appoint a delegate in PROMOTE](#) to manage this task
  - Standard Institute template language is used for all reviewer requests, but a personalized message may be included at the top of the messaged.
- Potential conflicts of interest should be noted by the Unit Head in PROMOTE.
  - In cases where the supervisor is not a unit head, the supervisor should provide this information to the Unit Head and/or Admin.



# REVIEW PROCESS IN PROMOTE

Before and after review at each level, the Admin at level should ensure:

1. Appropriate committees (including Chair/Lab Director and Dean/VP) are created at their respective level, include correct individuals, and have appropriate access. Note that the Committee Chair has the ability to enter votes and upload letters.
2. Meeting dates, votes, and all committee members names are included in the letters and the votes in the letters match the votes entered PROMOTE.
3. Ensure that no external reviewer names are included in letters; reviewers should be referred to by number only.
4. Letter is signed by a committee member/chair/Lab Director/Dean/VP.

Note that the status must be set to “Review in Process” in order for the committee members to see the dossier(s).

# INSTITUTE COMMITTEE UPDATE

- Starting with the past promotion cycle the Institute committee expanded the use of Consent Agenda voting.
- Candidates that had 2/3 majority “yes” votes and were not an exception were placed on a proposed Consent Agenda.
- Committee members were able to review all dossiers and given time to pull any candidate of the Consent Agenda for full discussion/vote.
- The Consent Agenda candidates were voted on as a group move forward with promotion.

# RESOURCES

- Faculty Handbook - Section 3.2.1  
<https://www.policylibrary.gatech.edu/faculty-handbook/3.2.1-research-faculty-hiring-and-promotion-guidelines>
- Faculty Affairs Promotion and Tenure webpage  
<https://faculty.gatech.edu/faculty-affairs-reps/promotion-tenure>
- Promotion and Tenure Calendar (includes dates for all processes)  
[https://faculty.gatech.edu/sites/default/files/images/2023-2024\\_rpt\\_calendar.pdf](https://faculty.gatech.edu/sites/default/files/images/2023-2024_rpt_calendar.pdf)
- PROMOTE User Guides  
<https://docs.tag.gatech.edu/>
- Research Faculty Promotion Guidance Document  
[https://faculty.gatech.edu/sites/default/files/images/research\\_faculty\\_promotion\\_dossier\\_guidance\\_-\\_2023-02.pdf](https://faculty.gatech.edu/sites/default/files/images/research_faculty_promotion_dossier_guidance_-_2023-02.pdf)

# Q & A

