



Date: May 21, 2013

To: Deans

From: Rafael Bras

Subject: External Peer Review Letters For Promotion And Tenure Decisions

For external peer review letters requested for promotion and tenure decisions to be made in 2013-14, I write to remind you of the procedures required in the Faculty Handbook and my expectations, which are based in part on recommendations from the Promotion and Tenure Process Review Task Force. The Task Force has developed a template for letters to request external reviews. The template is available at <http://www.academic.gatech.edu>. The newly-organized and clarified faculty handbook wording is available at <http://dev2013facultyhandbook.gatech.edu/3.3.9-promotion-and-tenure-procedures>.

External Peer Review

Action	Faculty Handbook Requires	Additional Guidance And Clarification
Who should write?	“The individuals from whom letters are sought should be clear leaders in the field.”	Full professors preferred. Institution should be equal to or better than GT in the field. Letter writers must hold at least the rank and tenure status that the candidate is seeking. Letters from practitioners are welcome in appropriate cases.
How are they selected?	“The list of individuals from whom letters are to be obtained should be developed jointly by the candidates for promotion and/or tenure and the Unit Head(s). The final decision regarding who shall be selected to provide recommendations from the list shall rest with the Unit Head(s) and the Faculty committee....A candidate for Promotion and Tenure may request that a particular individual not be	A full list of reviewers proposed by the candidate, by the School Chair, and by the unit P&T committee should be included in the file. The listing should indicate which ones the Chair selected to contact and what reply was received, including reasons for not reviewing if that is the case.

Georgia Institute of Technology
Atlanta, Georgia 30332-0325 U.S.A.
PHONE +1.404.385.2700
FAX +1.404.894.1277

<p>How are they selected? (Continued)</p>	<p>contacted as an external reviewer. Such requests are typically honored. If the School Chair or Dean concludes that circumstances require use of that reviewer, the letter must be in addition to those normally required, identified as such, and filed separately from the other external letters. A justification for including the letter must be included in the package.” “... [T]he list provided by the candidate for external evaluators should be included in the package.”</p>	<p>A majority of letters are expected to come from people proposed by the Chair or the P&T Committee.</p>
<p>Controlling conflicts of interest</p>	<p>“Generally, the letter writers should not have a personal or professional connection to the candidates (e.g., dissertation advisor, postdoctoral mentor, research collaborator). If letters from such individuals are included, they must be in addition to those normally required, identified as such, and filed separately from other external letters. A justification for including letters from these individuals must be included in the package.”</p>	
<p>Who should request?</p>	<p>“External evaluations shall be solicited by the Unit Head(s) and supplied to the office of the Dean.”</p>	<p>The School Chair (or Dean designate in Business) should request the letters and receive them back.</p>
<p>How many?</p>		<p>A minimum of five letters is expected in the file.</p>
<p>Use letters twice?</p>	<p>“It is appropriate to use the same letter for two (2) consecutive years of the process.”</p>	<p>This is a judgment call on the part of the School Chair or Dean designate.</p>