

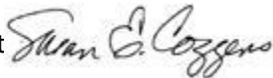
Georgia Tech Graduate Education and Faculty Development

Office of the Provost

MEMORANDUM

Date: 7 December 2016

To: Vice Provosts, Vice Presidents, Deans, and School Chairs

From: Susan Cozzens, Vice Provost 

Copy: Jeanne Balsam, Secretary to the Faculty
Steven Girardot, Associate Vice Provost, UE
Kim Harrington, Associate Vice President, OHR
Jennifer Herazy, Associate Provost, Office of the Provost
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Associate Deans
Assistants to the Deans, Vice Provosts, and Vice Presidents

Subject: Implementation of the Promotion Process for Academic Professionals and Lecturers

On October 18, 2016, the Academic Faculty Senate approved the new appointment and promotion guidelines for the non-tenure track faculty in the academic professional and lecturer titles. These guidelines are applicable to about 300 members of our academic faculty. I am pleased that there is now a transparent and equitable process for these valuable members of our community to seek promotion. Please share this memo with your full-time academic professionals and lecturers.

The new guidelines can be found in the Georgia Tech Faculty Handbook, section 3.2.2 at: <http://www.policylibrary.gatech.edu/faculty-handbook/3.2.2-non-tenure-track-academic-faculty-members-hiring-and-promotion-guidelines>. Please read the guidelines carefully as they contain essential information not included in this memo.

The first round of promotions will be considered under these new guidelines during this academic year. I am writing to provide guidance on the implementation process, which has been developed in collaboration with the Associate Deans for Faculty Development. At the end of this academic year, we will re-evaluate the processes and make any necessary changes, including, but not limited to timeline, documentation, levels of review, etc. *Any exceptions to the policy or this memo should be requested in writing to Dr. Susan Cozzens, Vice Provost for Graduate Education and Faculty Development.* As in the past, all academic professionals and lecturers must be reappointed annually, regardless of rank or percent time.

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In the near future, the Office of the Vice Provost for Graduate Education and Faculty Development will host a meeting to discuss these new guidelines and the responsibilities of the schools, colleges, and other units in ensuring that this process goes smoothly. Below are some questions that have been asked about the new guidelines and the implementation process.

Who is Eligible?

Associate academic professionals, academic professionals, senior academic professionals, and lecturers who are appointed as full time and have been in rank for at least the minimum time specified in the policy. Time in rank does not guarantee promotion.

How does the process begin?

The supervisor and the faculty member should discuss the eligibility and readiness of the faculty member to pursue promotion considering the criteria outlined in the policy as well as unit-level criteria and expectations. The candidates will then prepare their dossiers as described below and submit them to their supervisors to start the review process.

Is this process confidential?

As with the tenure-track process, the process of promotion within the academic professional and lecturer tracks should be kept confidential until there is a final decision. The confidentiality should extend to who is being considered, what is said in internal committee meetings and included in memos, and votes taken. Who writes external letters as well as the letters themselves will be kept confidential permanently. After the final decision, the candidate may request a copy of the file from the Office of Faculty Affairs. OFA will removed all reference to external letters from that copy.

What will the unit-level review promotion process look like?

Each College and/or School (or other unit) may establish its own unit-level process as long as it is consistent with and not less rigorous than the Institute policy. At a minimum there should be at least two levels of review, one of which should be a committee review, before it is submitted to the Office of Faculty Affairs during the spring semester. *Units should have their unit-level review processes outlined and communicated to the potential candidates no later than January 27, 2017 and prior to the due date for the candidates' submission of materials to their supervisors. This information should be clearly accessible to all academic professionals and lecturers. The link should be sent to the Office of Faculty Affairs.*

What will the Institute-level review process look like?

The completed package will be submitted to the Provost for final review through the Office of Faculty Affairs. Each year, the Provost will establish a committee to review the packages and make a recommendation regarding the approval or disapproval of the promotion. The Provost will review the packages and all levels of recommendations to make a final decision that will be communicated in a letter from the President to the faculty member through the dean of the College or appropriate Unit Head.

What should be in the promotion package for an academic professional promotion?

The promotion package should include the following:

1. Coversheet (provided by Faculty Affairs)
2. 100-word Biosketch submitted by the candidate
3. Letter from the appropriate Dean, Vice Provost, or Vice President*

4. Unit-level Committee Letter^
5. Supervisor's Letter^
6. Sample request letter to external reviewers**
7. External letter selection table**
8. External reviewer biosketches
9. External Letters, in order by assigned number
10. Position Description
11. Candidate Personal Narrative
12. Curriculum Vitae (does not have to be in the Institute Standard Format)
13. Teaching Scores in Table form with Normative Information (if applicable)**
14. CV addendum or updates (if applicable)
15. Signed Statement of Completeness**
16. Signed Waiver**

*Before submission to the Office of the Provost/Faculty Affairs, the appropriate Dean, Vice President, or Vice Provost must write a brief letter indicating a recommendation on the promotion.

^At a minimum there should be at least two levels of review, one of which should be a committee review, before it is submitted to the Office of Faculty Affairs.

**Sample templates of these items may be found at: <http://faculty.gatech.edu/faculty-affairs-reps/promotion-tenure>

What is the review schedule for a Lecturer?

Each year a unit-level committee will review a teaching portfolio as part of the annual evaluation of lecturers. In addition to this annual evaluation, lecturers will receive a third-year review initiated by the school chair or unit head that includes review by a unit-level committee. This third-year review will also be used to determine progress toward promotion to Senior Lecturer. Promotion from Lecturer to Senior Lecturer may be considered after six (6) years at the Institute. While the annual evaluations of the teaching portfolio and the third-year reviews are internal processes that should end with the appropriate dean, the results of these evaluations should be submitted to the Office of Faculty Affairs to be filed in the faculty member's file.

What does the unit-level annual evaluation of the teaching portfolio and third-year review processes look like?

The unit-level processes should be clearly outlined and communicated to the faculty before January 27, 2017. This information should be readily available to all lecturers. The link should be sent to the Office of Faculty Affairs.

What is included in the completed promotion package to Senior Lecturer?

1. Coversheet (provided by Faculty Affairs)
2. 100-word Biosketch submitted by the candidate
3. Letter from the appropriate Dean, Vice Provost, or Vice President*
4. Unit-level Committee Letter^
5. Supervisor's Letter^
6. Teaching portfolio including all materials for the course(s) taught, self-evaluation, Teaching Scores in Table form with Normative Information,** and other related information;
7. Sample request letter to external reviewers**
8. External letter selection table**
9. External reviewer biosketches

10. External Letters, in order by assigned number
11. Curriculum vitae including service and professional development activities; and
12. CV addendum or updates (if applicable)
13. Signed Statement of Completeness**
14. Signed Waiver**

Before submission to the Office of the Provost/Faculty Affairs, the appropriate Dean, Vice President, or Vice Provost must write a brief letter indicating a recommendation on the promotion.

^At a minimum there should be at least two levels of review, one of which should be a committee review, before it is submitted to the Office of Faculty Affairs.

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What does external peer review mean?

External letters of evaluation must be solicited by the supervisor or unit head. These letters should be external to Georgia Tech and can be local, regional, or national depending on the candidate's responsibilities. The letter of solicitation should include an explanation of the criteria for evaluation, as appropriate. Sample template request for external review letters will be available at: <http://faculty.gatech.edu/deans-chairs/promotion-tenure>.

How many letters are needed and who decides who is solicited?

There should be at least three external review letters and need not be more than five, but each letter should address the substance of the candidate's accomplishments and be solicited either by the supervisor or Unit head with an explanation of the criteria for evaluation, as appropriate. The list of individuals from whom letters are to be obtained should be developed jointly by the candidate for promotion and the supervisor. The final decision regarding who shall be selected to provide recommendations from the list shall rest with the supervisor. A candidate for promotion may request that a particular individual not be contacted as an external reviewer.

Who is eligible to serve on a promotion review committee?

For Academic Professional promotions, the unit-level and institute committees may include tenured faculty as well as academic professionals at or above the rank being considered (the members of the committee may be external to the home unit). For promotions to Principal Academic Professional, the committee should be made up of Principal Academic Professionals and/or tenured full Professors (Principal Research Engineers and/or Principal Research Scientists may also serve, if appropriate).

For promotions to Senior Lecturer, the unit-level and institute committees may include tenured faculty as well as senior lecturers (the members of the committee may be external to the home unit).

How do partial years count toward years in rank?

The first year of hire, if the individual is hired after October 15, does not count, unless credit for prior experience is specified in the offer letter and approved by Faculty Affairs.

Can new hires receive credit toward promotion?

Faculty hired in in the Academic Professional titles can be given up to three year's credit upon hire, as long as the credit is specified in the offer letter and approved by Faculty Affairs. *Lecturers cannot be given credit toward promotion per the Faculty Handbook, which reads "lecturers who have served for a period of at least six (6) years at the Institute may be considered for promotion to Senior Lecturer."*

Can candidates for promotion withdraw their packages?

Yes, the candidate can withdraw the package at any time prior to submission to the Office of Provost via Faculty Affairs.

What is the timeline for the process during AY2017?

The promotion package with the earlier levels of review should be submitted no later than March 24, 2017 to the Office of Faculty Affairs. For subsequent years, the Office of Faculty Affairs will set the deadline for submission to OFA for early in the spring semester. Promotions will be effective on July 1 for fiscal-year employees and August 15 for academic-year employees.