

Opportunities and Procedures for Promotion and Advancement for Research Faculty

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Today's Panelists



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Promotion Guidelines from the Faculty Handbook

- Up-to-date documentation can be found on [this page](#).
- Relevant sections
 - 3.2 – Non-Tenure Track Faculty
 - 3.2.1 – Research Faculty: Hiring and Promotion Guidelines
 - 3.2.2 – Non-Tenure Track Academic Faculty: Hiring and Promotion Guidelines
- However, please note that while these are the official guidelines, there are more granular requirements that must be addressed. The following pages go through these in detail.
- More information can be found on the [Faculty Affairs website](#).

Research Faculty Titles and Ranks

- Titles

- Research Scientist
- Research Engineer
- Research Technologist

} Similar in levels of responsibility, but differences in focus and skills

- Research Associate – title used when scientist, engineer, or technologist is not appropriate
- Extension Professional – title used when primary purpose is engaging external audiences (e.g., economic and business development, education programs for business and industry)

- Ranks

- I (entry level)
- II
- Senior
- Principal

Differences in Promotion

Criteria:		
Research Faculty	Academic Faculty	Non-Tenure Track Academic Faculty
Varies by Rank Sought (see next page)	Superior teaching	Superior teaching, if applicable
	Academic achievement	Outstanding research, scholarship, creative activity, or academic achievement
	Outstanding service to GT	Outstanding service to GT
	Professional growth	Professional growth
	Student success	Effective w/assigned administrative duties
Titles:		<i>Some example titles:</i>
Research _____ I (entry) Research _____ II Senior Research _____ Principal Research _____ I	Assistant Professor (entry) Associate Professor Professor	Associate Academic Professional (entry) Academic Professional Senior Academic Professional Principal Academic Professional Professor of the Practice (special)

Years-in-Rank and Experience Requirements

Rank Applied	Objective Requirements		Subjective Requirements
	Years in Rank	Degree + Years Experience	
Research II	3	<ul style="list-style-type: none"> • Master's + 3 yrs work exp since Master's • Master's + 5 yrs work exp since Bachelor's • Doctorate 	<ul style="list-style-type: none"> a) Papers published or products created b) Managerial efforts & sponsor relationships
Senior Research	4	<ul style="list-style-type: none"> • Master's + 7 yrs work exp since Master's • Master's + 9 yrs work exp since Bachelor's • Doctorate + 4 yrs work exp since Bachelor's <ul style="list-style-type: none"> • <i>Minimum of 2 years in rank must be at GT</i> 	<ul style="list-style-type: none"> a) Mastery of complex field b) Technical contributions c) Supervision d) Program development e) Representation to outside orgs
Principal Research	5	<ul style="list-style-type: none"> • Master's + 11 yrs work exp • Doctorate + 7 yrs work exp 	<ul style="list-style-type: none"> a) Innovative contributions/external peer review (Evaluator letters) b) Development & management of a technical thrust c) Service to Institute/state/nation/profession d) Recognition/technical stature

General Principles for Promotion

- Candidate and supervisor set objectives for promotion based on Faculty Handbook criteria and working within unit guidance
 - NEW as of 2023! Aim to align individual promotion objectives with your unit's annual performance evaluations for research faculty.
- Based on merit of the individual's work
- Externally validated (review committees, external evaluators for Principal rank)
- Requires letters of support from unit director, others
 - *Promotion to Principal requires 3 review letters from external evaluators in your field*



Promotion Criteria for Research Faculty [\(link\)](#)

Research II	Senior Research	Principal Research
<i>Progress toward developing the capabilities of a senior researcher, for example:</i>	Mastery of a complex & difficult field	Consistent performance in the making of original and innovative contributions that are nationally recognized
Papers published or contributed to	Technical contributions & innovation	Leadership in developing and managing a technical thrust involving related projects
Significant managerial efforts on sponsored projects	Sponsored program development	Substantial contributions to GT by service to the Institute, state, nation or profession
Products developed and delivered to sponsor community	Representation of GT externally	Broad recognition of technical stature (invited papers, seminars, chairperson at national symposia, etc.)
Equivalent teaching responsibilities	Project management / supervision	

Each unit is responsible for determining the requirements that address these criteria. Where appropriate, Research Faculty should work with their supervisors to establish a conversion matrix...

The Conversion Matrix (a.k.a. Translation Matrix)

This is an example conversion matrix. The goal is to take the existing promotion criteria and define how they apply to the candidate. It is *vital* that the candidate for promotion work with their supervisor to establish a conversion matrix well in advance of applying for promotion. (Annual evaluation season [Jan. - Mar.] is a good place to start.)

The unit-level review committee's evaluation and the unit director's letter need to be aware of and speak to the Analogous Achievements and Examples provided by the candidate.

Senior Research Scientist Criteria – Translation for Senior Research Associate for <i>candidate</i>			
	PERFORMANCE REQUIREMENT	ANALOGOUS ACHIEVEMENTS	EXAMPLES
1	Peer recognition of mastery of a complex and difficult field of specialization as demonstrated through authorship of refereed papers and/or products developed and delivered to the sponsor community such as software or hardware, and documented impacts of these products. The latter may come in the form of sponsor satisfaction testimonials. ¹	Peer recognition of mastery of a complex and difficult field of specialization as demonstrated through the facilitation, development and delivery of formal instruction and technical material.	Ms. Candidate was requested to serve on a task force with GTPE as one of two representatives from GTRI in support of professional education. <i>"Thanks again for an amazing SOC class – the instructors and material were excellent. Very practical info that I can apply immediately. Your efforts to make sure each student is set up and the class runs smoothly make a positive impact. I've highly recommended the GTPE program to several colleagues."</i> – Cybersecurity Student, Florida Power & Light <i>"...you have helped NAVAIR build the best and most economical training in cybersecurity for weapon control systems – it is the envy of the nation (not kidding – we get comments from every organization we talk to)..."</i> – Program Manager, NAVAIR Cyber Warfare Detachment Standardization of short course format and implementation of instructional design practices.
2	Important technical contributions and innovation as documented in formal reports of several projects over a minimum time of four years prior to recommendation for promotion. For candidates holding the Doctoral degree, the last two years of employment prior to employment at Georgia Tech will be considered if adequately documented, and the four-year time in grade requirement be reduced to two years for candidates so qualified.	Contributions and innovation in processes and process improvements.	Implemented process improvements including student access to instructional materials via a secure website, a central repository for course material, review of P&Ls and submission for extra-compensation. Worked with Enterprise Systems Department to create a secure workflow ensuring traceability and accountability from submission of student roster and grades to delivery of student certificates. Implemented process improvements for course closeout reducing the average time of submission of course expenses and extra-compensation from five months to one month.
3	Supervision of others' work by virtue of being a program manager, project director/principal investigator, co-project director/principal investigator, or task leader on sponsored research of such magnitude as to require guidance and supervision of other professionals.	Supervision of others' work by virtue of being a program manager, project director/principal investigator, co-project director/principal investigator, or task leader on sponsored research of such magnitude as to require guidance and supervision of other professionals.	Ms. Candidate supervised over 70 researchers in their capacity as short course instructors with respect to the creation and delivery of professional educational offerings. Ms. Candidate manages two direct reports (RSII and Project Support Specialist). She is responsible for the budget and profit and loss for courses across five labs.
4	Substantial documented contributions in sponsored program development.	Substantial documented contributions in sponsored program development. (Selling short courses, creating new programs putting courses in the catalogue)	Ms. Candidate has served as Project Director for 19 new courses with 250+ offerings resulting in over \$5.9M in funding. Ms. Candidate was approached by the Savannah Army Corp of Engineers to put together a tailored certificate program, resulting in two new courses and a new certificate.

EI²'s Peer Review Summary (Example, page 1)

Principal Extension/Research Title – Peer Review Summary

Prefix (Ms./Mr./Mx./Dr.)	Candidate Name	Proposed Rank	Current Rank
Mr.	Michael Stonecipher	Principal Extension Professional	Senior Extension Professional
Years & Months in Current Rank	Years & Months Experience since Masters/PhD Degree	Is Candidate an Exception (Yes/No)	Describe Exception
8 Years & 3 Months @ time of promotion	27 Years	No	

<i>Principal Extension/Research Title: Demonstrated a level of scholarly achievement and technical, managerial, and entrepreneurial productivity commensurate with the highest standards of Georgia Tech (A + 2 of B-D)</i>				
A. Original and Innovative Contributions and Innovation with National Recognition	B1. Development and Management of a Technical Thrust with related Projects/Funding	B2. General/Addendum (where technical thrust is less specific...e.g., Region Manager of GaMEP)	C. Service to the Institute, the State, the Nation or the Candidate's Profession	D. Broad Recognition of Technical Stature
<p>Field of Expertise</p> <ul style="list-style-type: none"> Expertise: Organizational Excellence (OE) 11 Key delivered products Created the standard for Organizational Excellence and its 4 pillars: <ul style="list-style-type: none"> Business Health Organizational Alignment Leadership Development Forward Thinking <p>Significant contributions (Services Developed and Delivered)</p> <ul style="list-style-type: none"> OE Assessment Managing for Daily Improvement Strategy Development and Deployment Hoshin Kanri 	<p>Leadership/Management Roles</p> <ul style="list-style-type: none"> Group Manager for Strategy and Leadership Development, plus Technology. Directly responsible for (2) Research Ext. Professional II, (2) Senior Ext. Professional, and (1) Faculty Administration Automotive Industry Mngr. <p>Technical Thrusts</p> <ul style="list-style-type: none"> Developed and managed services for: Advanced Manufacturing, Industry 4.0, and Cybersecurity. Led multi-state initiative for the training and technology transfer of AIAG Automotive Industry Quality Core Tools and TPM (Total Productive Maintenance) services. PE course development for Creating Metrics to Drive Performance (PM) and Leading for OE (Co-PM) 	<p>Project Management</p> <ul style="list-style-type: none"> 69 Projects as PM 28 Projects as Co-PM: \$436K Revenue as PM & Co-PM \$768K Total Team Revenue <p>Sponsored Project Development</p> <ul style="list-style-type: none"> Co-PI B2S (Build-to-Scale) Center for MedTech Excellence; 2022-24; Sponsor: EDA; Funding: \$1,200,000 (Under Review by EDA) Co-PI Automotive B2B Network Pilot; 2014-16; Sponsor: U.S. Dept. of Commerce/NIST; Funding: \$250,000 Co-PI Southeastern Automotive Manufacturing Technology Acceleration Center, SA-MTAC; 2014-15); Sponsor: U.S. Dept. of 	<p>Roles Representing the Institute</p> <ul style="list-style-type: none"> Current Georgia Tech Faculty Senate Member, 2nd term Current Board Chair for SAE (Society Automotive Engineers), AL & GA Section-6 Years Current Advisory Board Member for GAMA (Georgia Automotive Manufacturing Association), 6 Years Current chairman for Southern Automotive Conference ITT (Innovation Test Track), an Annual International Shark Tank Competition, 2 Years Current SAE International Advisory Board Member Advisory Board member for GT New Era of Automotive Electronics, '16 - '18 Organizing Committee Member for GT Future Car, 2016 	<p>Technical Contributions</p> <ul style="list-style-type: none"> 44 Courses Taught 19 Publications 55 Presentations 16 Technical Reports <p>Awards/Certifications</p> <ul style="list-style-type: none"> Five documented client success stories Ga MEP Top Revenue 2019, > \$150K Ga MEP Outstanding Citizen 2019 Ga MEP Outstanding Teamwork 2016 & 2017 Certified Green Belt/6-Sigma Certified DDI Facilitator Patent #6,167,992B1 Red Cross Exceptional Volunteer Service Award 2017 AlliedSignal CEO Technological Achievement Award for Short Cycle Warm Press

EI²'s Peer Review Summary (Example, page 2)

<ul style="list-style-type: none"> Leadership Needs Assessment, Training and Coaching National Recognition: Two time NIST National Conference best practice presenter for Strategy Development & Deployment Process; and, OE Std. & Assessment Process. Facilitated the creation of the Ga MEP Strategy <p>Highlights</p> <p>Mr. Stonecipher has fulfilled the role as trusted advisor for executive leadership. Three of the companies he serves have achieved 2X to 3X revenue in less than four years. He has facilitated the scaling-up strategy for PHX Holdings, LLC, who has experienced 5X growth over the past six years. PHX CEO will be featured in IW 2021 because of this success.</p>	<ul style="list-style-type: none"> Organized and hosted first SOAR (Supplier Opportunities in Automotive Resources) Matchmaking Conference in 2018 <p>Impacts (Preliminary Results)</p> <ul style="list-style-type: none"> \$443M Incremental Sales Over 338 new jobs \$56M Capital Investments <p>Highlights</p> <p>Leading multi-state initiatives to advance technical services has been a strength for Mr. Stonecipher. During the COVID 19 travel restrictions, he created a Total Product Maintenance cohort virtual service and trained 5 project managers across three states to deliver the service within each state. He then partnered with the Alabama Technology Network to develop content and instructors to deliver Automotive Quality Core Tools in a virtual cohort setting. Impact: \$97,000 in new revenue over past 12 months and several new clients served.</p>	<p>Commerce/NIST; Funding: \$750,000</p>	<ul style="list-style-type: none"> Northeast Georgia Red Cross Board Chair, 2017 PPI Board of Director '15 - '17 <p>Highlights</p> <p>Mr. Stonecipher has showcased Georgia Tech at several events. Through the SAE, he has sponsored Georgia Tech's Student Competition Center to participate and showcase their vehicles at the 2018 Southern Automotive Conference. Mr. Stonecipher has arranged over 20 events in the past five years for students and professionals. He has chaperoned Georgia Tech students to tour Kia and meet with members of their leadership team. In 2017, he met with the EVP for Research to share his industry knowledge and university programs available to serve the industry. His recommendations were used to help frame Georgia Tech's automotive strategy.</p>	<p>global process standardization</p> <ul style="list-style-type: none"> AlliedSignal Premier Achievement Award for OEM Rapid Product Development
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**Principal Research Scientist Criteria – Translation for Principal Extension Professional for
[Candidate Name]**

From the Faculty Handbook...

	PRINCIPAL RESEARCH SCIENTIST PERFORMANCE REQUIREMENT	PRINCIPAL EXTENSION PROFESSIONAL ANALOGOUS ACHIEVEMENTS	CANDIDATE EXAMPLES
1	Clear Evidence that the candidate has demonstrated consistent performance in the making of original and innovative contributions that are nationally recognized for their excellence as documented by external peer review of the candidate's work.		
2	Leadership in developing and managing a technical thrust involving related projects. Special consideration to be given to programs involving a broad participation by research and instructional faculty and students.		
3	Substantial contributions to Georgia Tech by service to the Institute, the State, to the Nation, or to the candidate's profession.		
4	Broad recognition of technical stature as evidenced by invited papers or seminars, session chairperson at national symposia, memberships on national committees, offices in professional societies, or other appropriate honors.		

...to the candidate's analogous achievements...

	PRINCIPAL RESEARCH SCIENTIST PERFORMANCE REQUIREMENT	PRINCIPAL EXTENSION PROFESSIONAL ANALOGOUS ACHIEVEMENTS	CANDIDATE EXAMPLES
1	Clear Evidence that the candidate has demonstrated consistent performance in the making of original and innovative contributions that are nationally recognized for their excellence as documented by external peer review of the candidate's work.	Clear evidence that the candidate has demonstrated consistent performance in the making of original and innovative contributions in mastery of Organizational Excellence within Economic Development ¹ as documented by new practice areas, an expansion of existing program scope/ reach, and/ or other peer recognition. Original and Innovative contributions may be recognized within a state or region but should have national and/or international implications.	
2	Leadership in developing and managing a technical thrust involving related projects. Special consideration to be given to programs involving a broad participation by research and instructional faculty and students.	Leadership in developing and managing a technical thrust in Organizational Excellence and Automotive Industry as evidenced by funded projects that extend research and technical expertise and result in measurable impact. Special consideration to be given to programs involving participation with multidisciplinary teams which includes research, extension faculty and/or students.	
3	Substantial contributions to Georgia Tech by service to the Institute, the State, to the Nation, or to the candidate's profession.	Substantial contributions to Georgia Tech by service to the Institute, the State, the SE region, to the Nation, or to the candidate's profession. <i>Candidate's contributions need not be specific to their technical stature or specific area of mastery.</i>	
4	Broad recognition of technical stature as evidenced by invited papers or seminars, session chairperson at national symposia, memberships on national committees, offices in professional societies, or other appropriate honors.	Broad recognition of technical stature in Organizational Excellence as evidenced by conference presentations and panels, continuing education courses provided, participation on committees, offices in professional societies, or other appropriate honors.	

¹ Economic development includes: technology based economic development activities such as technology commercialization and deployment, entrepreneurship, startup company incubation, services to business and industry for growth, professional education, and innovation ecosystem development.

...to clear examples of the candidate's accomplishments.

Principal Research Scientist Criteria – Translation for Principal Extension Professional for [Candidate Name]

	PRINCIPAL RESEARCH SCIENTIST PERFORMANCE REQUIREMENT	PRINCIPAL EXTENSION PROFESSIONAL ANALOGOUS ACHIEVEMENTS	CANDIDATE EXAMPLES
1	Clear Evidence that the candidate has demonstrated consistent performance in the making of original and innovative contributions that are nationally recognized for their excellence as documented by external peer review of the candidate's work.	Clear evidence that the candidate has demonstrated consistent performance in the making of original and innovative contributions in mastery of Organizational Excellence within Economic Development ¹ as documented by new practice areas, an expansion of existing program scope/ reach, and/ or other peer recognition. Original and Innovative contributions may be recognized within a state or region but should have national and/or international implications.	Mr. Stonecipher led the development and standardization of Organizational Excellence (OE) and the following 12 services: OE Assessment; Leadership Development; Strategic Planning; Hoshin Kanri; Leadership Needs Analysis; Managing for Daily Improvement; Industry 4.0; Advanced Manufacturing; Total Productive Maintenance; Automotive Industry Core Tools; Cybersecurity; and, Post-Acquisition Integration. Client impact: \$447M increased sales; 410 new jobs; and \$36M plant and equipment investment. Four services gained national recognition at the NIST MEP best practice conference.
2	Leadership in developing and managing a technical thrust involving related projects. Special consideration to be given to programs involving a broad participation by research and instructional faculty and students.	Leadership in developing and managing a technical thrust in Organizational Excellence and Automotive Industry as evidenced by funded projects that extend research and technical expertise and result in measurable impact. Special consideration to be given to programs involving participation with multidisciplinary teams which includes research, extension faculty and/or students.	Mr. Stonecipher was PI and Co-PI on three grant projects totaling \$1.9M, two professional education courses and six technical services. He manages a team of five and delivered 130 client paid projects generating \$695,760 in revenue. Mr. Stonecipher holds a patent for advanced friction materials for automotive braking system. He is recognized as an expert in the field of Organizational Excellence and automotive. He has international experience in project management of manufacturing processes.
3	Substantial contributions to Georgia Tech by service to the Institute, the State, to the Nation, or to the candidate's profession.	Substantial contributions to Georgia Tech by service to the Institute, the State, the SE region, to the Nation, or to the candidate's profession. <i>Candidate's contributions need not be specific to their technical stature or specific area of mastery.</i>	Mr. Stonecipher is currently the Board Chair for SAE Atlanta representing two states and 692 members; Chairman of the national Innovation Test Track® technology pitch competition, Board Advisory member for Georgia Automotive Manufacturing Association; SAE International Advisory Board, and, GT Faculty Senate. In 2019 Mr. Stonecipher received the GaMEP "Outstanding Citizen Award."
4	Broad recognition of technical stature as evidenced by invited papers or seminars, session chairperson at national symposia, memberships on national committees, offices in professional societies, or other appropriate honors.	Broad recognition of technical stature in Organizational Excellence as evidenced by conference presentations and panels, continuing education courses provided, participation on committees, offices in professional societies, or other appropriate honors.	Mr. Stonecipher has delivered 58 presentations, taught 69 on-site and open enrollment GTPE courses, written 33 technical reports. He has published 11 non-refereed articles. He was the recipient of GaMEP's "Top Revenue Award" for generating \$154,740 in client paid services.

¹ Economic development includes: technology based economic development activities such as technology commercialization and deployment, entrepreneurship, startup company incubation, services to business and industry for growth, professional education, and innovation ecosystem development.

Packet Outline*

- Summary
 - Limited to 1 page
- Qualifications Statement
 - Limited to 5 pages
 - Helpful hint: organize your statement around the promotion criteria ([listed previously](#))
 - Make your case, demonstrate what's in your CV, and write so that someone who is *not* in your field can understand what you have accomplished!
- Curriculum Vitae
 - This is the “raw data” on your career. This term literally translates to “course of one’s life.” Tell the *entire* story of your academic/professional life, organized into the categories in the template. Note that in Europe and elsewhere outside the U.S., “CV” refers to what Americans usually refer to as a “résumé,” a work and skills history that is only a few pages at most. The CV for promotion is *much more detailed* than a standard résumé.
 - There is no page limit!
 - A new template is available on the [Faculty Affairs website](#) along with a guidance document on how to use the template.
- COVID Impact statement – can be as short as a sentence stating no impact or as long as 2 pages
- Conversion Matrix (optional)

NOTE: Many GT websites use the terms *package*, *packet*, *portfolio*, and *dossier* interchangeably. They are the same thing – the info you submit for consideration for promotion. In the PROMOTE online system, it is called ‘dossier.’

Get another pair of eyes on your packet!



If you are a candidate for promotion, please consider having a colleague who is aware of the Research Faculty promotion process take a look at your packet. Your supervisor knows your work very well. Ask someone who could view your packet with an external perspective, the way that the review committees may also see you.

The Review Process

1. Consult with supervisor, then submit CV/package to PROMOTE
2. For Principal promotion, 3 external *review* letters are sought
3. Unit convenes peer review committee, reviews package, votes, submits recommendation letter
4. Unit director adds recommendation letter (in PROMOTE)
5. EVPR's office convenes a Central Committee that reviews packet and letters, votes, submits recommendation letter to executive
6. Executive at dean or director level adds recommendation letter (colleges only)
7. Unit submits entire package to Faculty Affairs
8. Faculty Affairs submits packet to Institute Committee, which votes on each package
9. Package reviewed by EVPR and Provost, adds recommendation
10. Package reviewed by President, decision made

See detailed steps at: <https://faculty.gatech.edu/research-faculty-promotion/guidelines-and-process>

The Review Process

1. Consult with supervisor
2. For Principal promotion
3. Unit convenes peer review
4. Unit director adds recommendation
5. EVPR's office convenes peer review
6. Executive at dean's office
7. Unit submits entire package
8. Faculty Affairs submits package
9. Package reviewed by Dean
10. Package reviewed by Faculty Affairs

See detailed steps at: <http://www.gatech.edu/faculty-affairs/promotion-process>

A Research Faculty member is eligible for promotion when they have X years experience by July 1st of the year when the promotion would go into effect. For example, if they need 4 years to be promoted and will have 4 years as of June 23, 2025, they can apply in the summer of 2024. Earlier is better!

The review process takes as long as one year. Promotion decisions are made by July 1.

The process is slow and deliberate. Candidates should plan ahead and get started early!

2023-24 Research Faculty Promotion Calendar – EVPR/Provost Units Internal Deadlines

April 2023	Notification of promotion process sent to leadership; request for candidate names
April-May 2023	Faculty Promotion Info Sessions
May 15, 2023	Announcement sent to candidates to complete candidate profiles in PROMOTE
July 17, 2023	Candidate dossier entered into PROMOTE system for review
July 24, 2023	External evaluator bios and contact information entered into PROMOTE (Principal candidates only)
July 31, 2023	Unit chairs/supervisors send external evaluator requests in PROMOTE
August 11, 2023	Unit committees and Upper-Level Central committees identified
August 28, 2023	External evaluator letters due in PROMOTE (Principal candidates only)
September 2023	Unit Committee meetings to review complete packages in PROMOTE
Oct 9, 2023	Unit Level Committee Letters due in PROMOTE
Oct 30, 2023	Unit Chair Letters due in PROMOTE
By Nov 15, 2023	Upper Level Committee Meeting
Nov 29, 2023	Letters from Upper Level Committee Review due in PROMOTE
Dec 1, 2023	Promotion packages submitted to VP
December 20, 2023	VP Letters uploaded to PROMOTE
January 3, 2024	Research Faculty Promotion Candidate Dossiers due to Faculty Affairs (estimate)
Feb-Mar 2024	GT Institute Committee meets (date varies)
Mid-April 2024	Results from GT Institute Committee (date varies)
April 2024	Decision letters to candidates (date varies)
July 1, 2024	Salary adjustment/transition to higher rank

Committee Review (from the Faculty Handbook, section 3.2.1)

Rank	Required Performance	Criteria
Research II	Substantive evidence of progress:	<ul style="list-style-type: none"> • Papers published or contributed to • Significant managerial efforts on sponsored projects • Products developed and delivered to sponsor community • Equivalent teaching responsibilities
Senior	Superior rating	<ul style="list-style-type: none"> • Mastery of a complex & difficult field
	Superior rating on any two of these four:	<ul style="list-style-type: none"> • Technical contributions & innovation • Representation of GT externally • Sponsored program development • Project management/supervision
Principal	Outstanding rating	<ul style="list-style-type: none"> • Consistent performance in original and innovative contributions
	Outstanding rating on any two of these three:	<ul style="list-style-type: none"> • Leadership in developing/managing a technical thrust • Substantial contributions to GT by service • Broad recognition of technical stature

A Note about Review Letters for Principal Rank

- These are professional “review letters,” NOT “recommendation letters.”
- The reviewers are selected by the unit director. Candidates should NOT contact potential reviewers themselves. Candidates may be asked to provide recommendations for potential reviewers, but they will not know who is ultimately asked to be a reviewer.
- Unit directors use PROMOTE to request letters.
 - Reviewers will receive the promotion criteria verbatim and instructions on the kinds of information they should provide.



Review letters might come from...

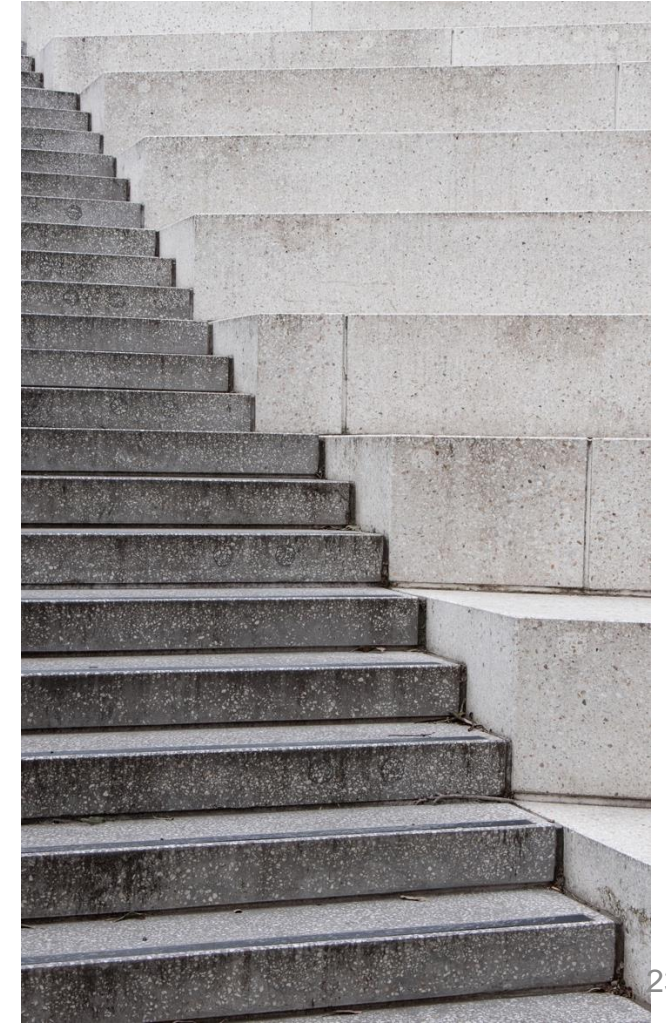


Image source: Antonio Jamal Roberson, pexels.com

- Research peers/partners (outside GT)
- Funders
- Clients/partners in industry
- Community organizations
- Others

How are review committees determined?

- Three committees: Unit-level committee; Central Committee (evaluates all EVPR and Provost packages); and Institute Committee
- Unit-level committees are formed by each school, IRI, or other similar unit.
 - Consists of 3+ faculty members, preferably Research Faculty, and preferred to be at least one rank above the candidate's current rank
 - Can include Academic Faculty but this is not preferred. If included, *they need to be fully aware that the criteria for promotion are different from the academic track!!*
- Unit-level committee's recommendation will be part of the package that goes to the Central and Institute Committees
 - Committee leaders need to coach any academic faculty committee members on how to interpret a RF package.



How can supervisors and the unit leaders support Research Faculty in this process?



- Research Faculty need to have a career path
- Consider the requirements and criteria on the previous pages
- Discuss a plan with your direct reports
 - Research Faculty are encouraged to bring this up with their supervisors
- Use the annual performance evaluation rubric to determine what the RF needs to do to demonstrate the criteria

How can Research Faculty be proactive with their supervisors and unit leadership?

- Discuss your career goals with your supervisor
- Chart a path for promotion
- Consider creating a [conversion matrix](#)
- Use each year's performance evaluation to track your progress
- Take action on the feedback you receive from your supervisor!



Exceptions

- Can be made for candidates who are short of an “Objective Requirement” – years in rank, years experience, advanced degree
 - E.g., if you would achieve 4 years’ experience in August, you might be granted an exception to be considered before the July 1 timeline.
- Exceptions are granted on a case-by-case basis. Candidates should discuss with their supervisor and unit leader
- To be successful, an applicant’s package with an exception must be very strong in most other areas and the rationale for the exception must be articulated in the candidate's statement and in the letter from the unit leader

Salary Increases



- Are determined by Executive Leadership Team and Budget offices
- Are typically 6%, but this amount can change. Historically, raises have been capped at 6% and there has been no additional increase for high performance. We expect this to continue but be aware that the official promotion guidelines state that the ELT and Budget offices may make a change on an annual basis.
- Additional increase requests are considered on a case-by-case basis for equity, retention (competitive offer in-hand), and additional scope/duties. *Such requests are not guaranteed.*
- NOTE to supervisors: *a promotion should not be limited/discouraged because of a lack of funds!*

Where to get additional information...

- [Research Faculty Promotion Package Guidance](#)
- [Download the Research Faculty CV Template and Guidance](#)
- [Find helpful examples on GTRI WebWise](#)
- [Login to PROMOTE](#) (Note: faculty cannot access this system until Faculty Affairs provides access in late spring. However, you are encouraged to work on your promotion package documents before you have access to PROMOTE.)
- Email facultyaffairs@gatech.edu



Thank you!

