

## **Optional Work Impact Statement (2 pp. max)**

We recognize that external forces (e.g., COVID-19, lab shutdowns, loss of funding, caring for a sick family member, etc.) can impact a faculty member's productivity. To ensure that we contextualize a candidate's academic record, we encourage candidates to document these circumstances with an explanation of how their professional work has been impacted (e.g., limited access to research facilities, pivot in research direction due to change in sponsor priorities or policy, reduced writing time, inability to fund graduate students, etc.). Please do not include protected health information and limit the amount of personal information disclosed to only that which is necessary to contextualize the situation.\*

For faculty undergoing critical review, tenure, or promotion, this optional statement will be uploaded in PROMOTE as an Additional Document and will only be accessible to internal review committees.\*\* External reviewers will not have access to this document. Faculty are also encouraged to document these circumstances during their annual reviews as well as in their materials submitted for post-tenure review, as appropriate.

Faculty may also note disruptions in their CV, which is accessible to external reviewers. For example:

- Cancelled talks or other presentations of scholarship/creative work – make note of canceled seminars or conference talks with a notation “Canceled due to XXX.”
- Loss in funded awards – include all grants awarded and include the contract period. If funding was paused, eliminated, or reduced, it should be noted as such.
- Graduate students who discontinued their studies – note the cause of the discontinuation (e.g., loss of funding, inability to be in Atlanta, etc.).
- Additional notations, as appropriate.

*\*Any document or record submitted with the dossier may constitute a public record and made available to the public and media upon request of Georgia's open records law. Therefore, any information contained within this statement may be subject to public disclosure.*

*\*\*The Work Impact Statement will only be available to internal review committees. These committees include area, school, and college-level committees, as well as the Provost's Advisory Committee. Individuals responsible for review (e.g., school chair, dean, provost, and president) will also have access to the statement. In some cases, schools and colleges utilize a “committee of the whole” of all eligible voting faculty; in these cases, this committee will also have access.*