2019-20 PROMOTION PROCESS FOR ACADEMIC PROFESSIONALS AND LECTURERS

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ASSOCIATE VICE PROVOST
GRADUATE EDUCATION & FACULTY DEVELOPMENT

CREATING THE NEXT®
AGENDA

I. Welcome and Introductions

II. Background & Next Steps

III. Policy

IV. Process

VII. Resources

VI. Timeline

VIII. Q&A

Home Unit: The home unit in which you belong; School, Department, Center, Institute.

Major Unit: Next-level up, unless you report directly to the Dean or Vice Provost, or Vice President, i.e. College, Vice Provost or Vice President’s Office
BACKGROUND & NEXT STEPS

• Task force, Meetings, Statutes Committee, and Faculty Executive Board...
• October 2016: the Faculty Senate passed the promotion procedures for Academic Professionals and Lectures.
  • Added the Principal Academic Professional level above the Senior Academic Professional Level.
  • Faculty Handbook, Section 3.2.2 expanded to include standard procedures
• Two cycles of promotion and feedback sought from faculty who had been through the process, Associate Deans, and others.
• April 2018, the Faculty Senate passed tweaks to the promotion procedures.
  • Re-framed external review letters
  • Clarified and simplified some language
  • Units to establish their own guidelines/criteria within Institute framework
• May 2018: BOR added Principal Lecturer!!!! (some other policy changes too)
• Summer 2018: Workshops & Finalizing Principal Lecturer Faculty Handbook language
• October 23, 2018: Academic Faculty Senate Voted to add Principal Lecturer!!
• Promotion process for Librarians and Archivists revamped and added to Faculty Handbook
• FY 2021 or FY2022: PROMOTE system for Academic NTT Faculty
Non-Tenure Track Academic Faculty Members: Hiring and Promotion Guidelines at:

http://policylibrary.gatech.edu/faculty-handbook/3.2.2-non-tenure-track-academic-faculty-members-hiring-and-promotion-guidelines

- Guidelines for Different Ranks
- Candidates Responsibility
- External Peer Review
- Internal Review
- Institute Review
- Lecturers/Senior Lecturers/Principal Lecturer
- Hiring & Reappointment
- Guidelines for Promotion and Evaluation
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APPOINTMENT & PROMOTION FOR ACADEMIC PROFESSIONALS

Academic Professional Associate
• Entry Level or PhD Contingency

Academic Professional
• Three years at Associate or other experience*
• External Peer Review
• Up to three years prior credit for related experience toward Senior

*Time in rank does not guarantee promotion.

Senior Academic Professional
• Five Years at “plain” level*
• Up to three years prior credit for related experience toward Principal
• External Peer Review
• Superior Performance

Principal Academic Professional
• Six years at Senior level*
• External Peer Review
• Superior Performance
• Demonstrated Impact in discipline and/or administrative function
MINIMUM EXPECTATIONS: ACADEMIC PROFESSIONALS

The candidate does not need to demonstrate noteworthy achievement in all five (5) of the following areas, but must do so in number one (effective administration) and two of the others.*

1. effectively carrying out assigned administrative duties within unit;
2. superior teaching, if applicable;
3. outstanding service to the Institute, and/or community
4. outstanding research, scholarship, creative activity, or academic achievement, as defined by role; and
5. professional growth and development.

*BOR tweaked language of these so we will probably tweak ours. Nothing major.
Each unit will outline a process for the regular evaluation of their Lecturers.

This will include:

- Annual Evaluation.
- Third-year Review initiated by the Unit Head and reviewed by a committee (documentation is submitted to Faculty Affairs following the review).
- A unit-level promotion process that concludes with the Institute-level review.
• Criteria should emphasize excellence in teaching for all teaching faculty.*

• Six years of service at the Institute

• Participation in the Institute processes for evaluation and promotion.*

• Supervisor’s engagement in the process.*

*Also applies to promotion to Principal Lecturer
MINIMUM EXPECTATIONS

The minimum criteria* are:

• Superior teaching
• Outstanding professional service to the institution, and/or the community
• Outstanding research, scholarship, creative activity or academic achievement
• Professional growth and development

Noteworthy achievement in all four of the above need not be demanded, but should be expected in at least two (BOR 8.3.6.1)

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EXTERNAL REVIEW

- External Letters of Evaluation are required—3-5 letters.
- Letters should be solicited by either supervisor or unit head.
- List of who should be contacted should be developed jointly by candidate and supervisor.
- Final list is determined by supervisor and remain confidential (Blind Review)
- At least one (1) letter of evaluation should be from an individual external to the Institute for promotion to Academic Professional, Senior Academic Professional, or Senior Lecturer.
- At least two (2) should be external to Georgia Tech for promotion to Principal Academic Professional or Principal Lecturer.
- The letter of solicitation should include an explanation of the criteria for evaluation, as appropriate. Sample template request for external review letters are available at: http://faculty.gatech.edu/deans-chairs/promotion-tenure.
PROCESS FOR PEOPLE WHO DO NOT REPORT TO A DEAN OR VP*

1. **AP Candidate** Submits Dossier (plus suggested external reviewers, creative works, waiver, and statement of completion). **Lecturer Candidate** Submits Dossier (plus suggested external reviewers, teaching portfolio, waiver, and statement of completion).

2. Supervisor sends out requests to external reviewers.

3. Supervisor writes letter recommending promotion or not with explanation; recorded on coversheet.

4. Unit-level Promotion Committee reviews dossiers and writes a letter for each candidate recommending promotion or not; votes recorded on coversheet. *Members must be at level or higher to aspirational rank.*

5. Dean/VP writes letter recommending for or against promotion to the Provost; recorded on coversheet.

6. Institute NTT Promotion Committee reviews and makes a recommendation; votes recorded on coversheet. *Chaired by VP-GEFD Bonnie Ferri.*

7. Provost makes final decision to promote or not; recorded on coversheet.

*Process may differ by unit, but there must be two levels of review with at least one committee review before submitting to the Institute.*
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PACKAGE: CLARIFICATIONS & GUIDANCE

- Faculty Handbook, Section 3.2.2

- Guidance on the Promotion and Tenure Process (note: this is for tenure-track faculty, but it may be helpful)
ACADEMIC PROFESSIONAL PACKAGE/CANDIDATE PROVIDES:

- Biosketch (150 words)
- Position Description (with supervisor)
- Personal Narrative
- Curriculum vitae (using the Institute Standard Resume)
- 3-5 Examples of Best Work
- Table of student evaluation scores, if appropriate
- Names of Potential External Reviewers
- Signed Statement of Completeness and Waiver of Right to Access Confidential Information forms
AP/INSTITUTE COMMITTEE WILL REVIEW
TABBED PDF PACKAGE MADE UP OF:

- Coversheet (provided by Faculty Affairs in collaboration with Major Unit)
- 150-word Biosketch
- Deans/VP’s letter
- Unit-level committee letter
- Supervisor’s letter
- Sample request letter to reviewers
- External letter selection table
- External reviewer biosketches
- External letters, in order by assigned number
- Job Description, if necessary
- Candidate Personal Narrative (3-5 pages)
- Candidate’s CV in Institute Standard Format for Academic Professionals, with table of contents and page numbers
- CIOS score template and other teaching evaluation material, if appropriate
- Any updates or addendum to the CV, signed and dated by the candidate, if necessary
- Signed statement of completeness
- Signed waiver of right to access confidential information
LECTURER PACKAGE/CANDIDATE PROVIDES:

• Biosketch (150 words)
• Position Description (with supervisor and if applicable)
• Teaching Portfolio, including Table of student evaluation scores
• Curriculum vitae (using the Institute Standard Resume)
• Names of Potential External Reviewers
• Signed Statement of Completeness and Waiver of Right to Access Confidential Information forms
TEACHING PORTFOLIO (REQUIRED FOR LECTURERS)*

- archives essential course documents such as the syllabus, sample assignments, examinations and evaluations.
- statement of teaching philosophy
- description of teaching experience and responsibilities
- course planning artifacts: sample course syllabi, lesson plans, assignments, exams
- evidence of teaching effectiveness: summary of student feedback in table format with normative data, department evaluations
- Peer evaluation of teaching (required)
- teaching awards and recognition
- professional development efforts

*more guidance from units can be given; see http://faculty.gatech.edu/sites/default/files/images/teaching_portfolio_promotion_guidelines_7-5-2018.pdf for Institute guidelines.
INSTITUTE COMMITTEE WILL REVIEW TABBED PDF LECTURER PACKAGE MADE UP OF:

- Coversheet (provided by Faculty Affairs in collaboration with Major Unit)
- 150-word Biosketch
- Deans/VP’s letter
- Unit-level committee letter
- Supervisor’s letter
- Teaching portfolio including materials for the course(s) taught, self evaluation, peer evaluation, Teaching Scores in Table form with normative information, etc.
- Sample request letter to reviewers
- External letter selection table
- External reviewer biosketches
- External letters, in order by assigned number
- Job Description, if necessary
- Candidate’s CV in Institute Standard Format for Lecturers, with table of contents and page numbers
- Any updates or addendum to the CV, signed and dated by the candidate, if necessary
- Signed statement of completeness
- Signed waiver of right to access confidential information
The material should be organized as a single searchable PDF file, with each section in the list above bookmarked, as well as the major headings within the CV.

When possible, original files should be electronically converted to PDF, rather than printed and rescanned.

This pdf must be in the correct format when it is submitted to the Office of Faculty Affairs. Faculty Affairs will return packages that are compiled incorrectly.
HELPFUL RESOURCES

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Institute Standard Resume for Lecturers
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Template For External Review Request Letter (academic professionals)
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Guidance on the Promotion and Tenure Process (note: this is for tenure-track faculty, but it may be helpful.)
TIMELINE

- Spring: Candidates meet with supervisors to discuss eligibility, readiness, package, and reviewers.
- Summer: Candidates submit dossier plus list of external reviewers to supervisor or admin who is coordinating process for unit. *Specific dates determined by home or major unit.*
- Summer/Early Fall: Supervisor sends out requests for external review letters.
- Fall: Review process begins with home unit.
- January 27, 2020: Complete packages are due to the Office of Faculty Affairs (directions will be provided on where they will be uploaded).
- February 20 and 21: Institute NTT Committee Meets (backup dates: 2/28 and 3/1)
- ~April 1-15: Decision Letters are sent to the Deans/Vice Provost/Vice President Offices.
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- July 1, 2020: Promotions (contingent on successful background checks) go into effect for 12-month employees.
- August 16, 2020: Promotions (contingent on successful background checks) go into effect for 9-month employees.
QUESTIONS??
NEED HELP, CONTACT:

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Leslie Sharp
leslie.sharp@gatech.edu
THANK YOU!

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