

## Guidance on the Tenure on Appointment Process

The BOR allows tenure to be awarded at the time of hire for established scholars who meet the Institute's standards (BOR Policies [4.4](#) and [8.3.7](#); Faculty Handbook Section [3.3.1](#)). Except for appointments to administrative positions, the individual must have held tenure at another institution, although doing so does not guarantee an offer of tenure on hire at Georgia Tech. Associate professors who held tenure at a previous institution but are hired at Georgia Tech without tenure may receive up to three years credit toward tenure, and thus be eligible to be considered for tenure in their second year at Tech; these years of credit must be specified in the offer letter at the time of hire.

Beginning August 15, 2021, the Provosts Advisory Committee will meet on the second Wednesday of each month to review tenure-on-appointment requests, with the exception of January and March. The Committee will consider tenure-on-appointment at their annual Promotion and Tenure and Critical Review meetings in January and March. Please refer to the Provost's Memo on the [Updated Tenure-on-Appointment Process](#) for the requirements of each case, as requirements vary based upon the position into which the candidate is being hired.

The new processing procedures are described below:

- Dossiers are due to Faculty Affairs at least two weeks prior to the meeting at which the case will be considered. The due dates will be earlier for January and March due to the workload of the Institute Committee those months.
- Tenure-on-appointment requests should be submitted separately from the hiring package in GT-TRACS. The package name should be FY[XX] Tenure.
- Unit admins may duplicate the hiring package to avoid duplicate entry but should only include attachments that are pertinent to the tenure review. Also remember to delete all financial commitments.
- Remember that, should the request allow for reference letters, the reference letters must discuss teaching, research, and service.
- All components should be uploaded as individual attachments in GT-TRACS.
- Teaching effectiveness should be submitted in a format comparable to CIOS.
- The President's Office (org 800) must be added to routing for the tenure packages.
- Faculty Affairs will upload a draft memo from the Provost to the President and a draft memo from the President to the candidate into GT-TRACS before moving the package forward.
- Once the President approves the tenure-on-appointment request, he will sign the notification memo, and his office will approve the tenure package.
- The hiring manager (normally the Provost, Dean, or School Chair) will provide the notification memo to the candidate.

### Required Reviews and Components by Position

	<b>Dean/School Chair who held tenure at the rank of Professor at their previous institution</b>	<b>Professor who has previously held tenure at the rank of Professor at another institution</b>	<b>Associate Professor or anyone who has not previously held tenure at the rank of Professor at their previous institution</b>
Biosketch	Required	Required	Required
Dean Review and Letter	Required	Required	Required
College Committee Review and Letter	<i>Review Not Required</i>	<i>Review Not Required</i>	Required
School Chair Review and Letter	<i>Review Not Required</i>	Required	Required
School Committee Review and Letter	Required	Required	Required
Teaching Effectiveness (should be comparable to CIOS Table)	Required	Required	Required
External Reviewer Table	Required	Required	Required
External Reviewer Biosketches	Required	Required	Required
External Reviewer Letters	Reference letters may be used, as long as letters comment on teaching, research, and service.	Five external letters are required. In all cases, a minimum of two arms-length <sup>+</sup> letters from reviewers not chosen by candidate must be included. Units may elect to use five arms-length letters, or units may substitute up to three of the reference letters submitted for the position. Only reference letters that comment on teaching, research, and service may be substituted.	Five external letters are required. In all cases, a minimum of two arms-length <sup>+</sup> letters from reviewers not chosen by candidate must be included. Units may elect to use five arms-length letters, or units may substitute up to three of the reference letters submitted for the position. Only reference letters that comment on teaching, research, and service may be substituted.
Personal Narrative (does not have to follow Internal requirements)	Required	Required	Required
CV (does not have to be in the GT format)	Required	Required	Required
Signed Waiver	Required	Required	Required
Statement of Completeness	Required	Required	Required

\*Colleges without schools will require letters from the College Committee and the Dean for all tenure-on-appointment cases.

+Arms-length letters refer to letters that are written by reviewers who have no personal or professional relationship with the candidate.