

MEMORANDUM

Date: 7 June 2018

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

Bonnie H. Ferri

From: Bonnie Ferri, Vice Provost for Graduate Education and Faculty Development

Copy: Jeanne Balsam, Secretary to the Faculty
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Subject: Implementation of the Promotion Process for Academic Professionals and Lecturers

On Tuesday, April 17, 2018 the Academic Faculty Senate approved some updates to the Faculty Handbook section 3.2.2 on appointment and promotion guidelines for academic professional and lecturer titles that were approved October 18, 2016. The updates included clarifying the roles of the academic professionals, modifying the requirements on the external letters, adjusting the CV formats to be ones tailored to those positions, and adding language that the colleges and other units should provide guidance on how the criteria apply to their faculty.

This memo is intended to supersede previous memos and guidance regarding the process. Please share this memo with your full-time academic professionals and lecturers.

The revised policy 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 updated policy carefully as it contains essential information not included in this memo. The 2018-19 round of promotions will be considered under the revised policy and these guidelines.

This guidance and the changes to the policy were done in collaboration with the Associate Deans for Faculty Development and the result of soliciting feedback from the Institute NTT Promotion Committees (2017 and 2018), senior lecturers, principal academic professionals, and other members of the faculty. Between last year and this year's cycles, 38 academic professionals and lecturers have been promoted from lecturer to senior lecturer, academic professional to senior academic professional, or senior academic professional to principal academic professional.

At the end of each cycle, we will continue to re-evaluate the processes and make any necessary changes, including, but not limited to timeline, documentation, levels of review, etc. in order to make the NTT promotion process as rigorous, robust, and equitable as possible. *Any exceptions to the policy or this memo should be requested in writing to Dr. Bonnie Ferri, Vice Provost for Graduate Education and Faculty Development.*

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

Who is Eligible?

Associate academic professionals, academic professionals, senior academic professionals, and lecturers who are appointed as full time (75% FTE and above for the purposes of promotion) 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 whom is being considered, what is said in internal committee meetings and included in memos, and votes taken. Who writes reviewer 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 references to the reviewer letters from that copy.

May I get a longer appointment than one year?

As in the past, all academic professionals and lecturers must be reappointed annually, regardless of rank or percent time. Only full-time academic professionals and lecturers will receive an annual contract per the Board of Regents policy 8.3.4.2: <https://www.usg.edu/policymanual/section8/C245/>.

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. Units should have their unit-level review processes outlined and communicated to the potential candidates and well ahead of the due date for the candidates' submission of materials to their supervisors. This information should be clearly accessible to all academic professionals and lecturer in that unit. 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 or Provost (as delegated) 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. 150-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 (Institute Standard Format for Academic Professional)
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.

**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 the unit 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 each year prior to the beginning of the review process and in enough time for the faculty member to prepare. 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. 150-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 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 (Institute Standard Format for Lecturers)
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?

Depending upon the nature of the candidate's responsibilities, these letters may be national, regional, or local. There should be at least three and need not be more than five, but each should be from an evaluator outside of the major unit (i.e. outside of the college, GTPE, vice provost, or vice president's unit). 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 and at least two (2) should be external to Georgia Tech for promotion to Principal Academic Professional. 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>.

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

There should be at least three 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). Until a third level for lecturers is adopted, Senior Lecturers may serve on all academic NTT promotion committees, as appropriate.

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 Academic Professionals receive credit toward promotion upon hire?

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. Units should request prior credit for academic professionals at the time of hiring only for faculty appointments that are similar in nature or that were on the professor track, for example, an assistant professor. Faculty Affairs will use this criterion going forward at the time of hiring and apply it retroactively as units recommend promotion for individuals hired before implementation of the prior credit option beginning January 2017 (these retroactive requests should be placed in GT-Tracs before the promotion cycle begins).

Can new Lecturers receive credit toward promotion upon hire?

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." However, according to [BOR Student and Academic Affairs Policy, 4.5 Award of Promotion](#): "under special circumstances, faculty who are performing significantly above the expectations for their current rank may be considered for 'early' promotion...For early promotion from Lecturer to Senior Lecturer, faculty must have served a minimum of three years as a Lecturer, according to this policy."

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?

The promotion package with the earlier levels of review should be submitted to the Office of Faculty Affairs in January. The Office of Faculty Affairs will set the deadline for submission to OFA for early in the spring semester for the next cycle. Visit www.faculty.gatech.edu for more details on submission dates. Faculty who are considering promotion should consult with their supervisor on when their promotion materials should be submitted in order to meet the home unit, next-level unit, and Faculty Affairs deadlines.

When do promotions go into effect?

Promotions will be effective on July 1 for fiscal-year employees and August 15 for academic-year employees.

Do promotions come with a salary increase?

Salary increases are not guaranteed; however, the Provost will advocate for increases for faculty promotions that are awarded through the Institute promotion process, as feasible.

Do all promotions from Associate Academic Professional to Academic Professional have to go through this promotion process?

In the event that a person was hired into an Associate Academic Professional role because the doctorate has not yet been awarded, the unit may proceed with an administrative promotion. If this is done, it is the unit's decision and responsibility whether a salary increase be included with the promotion.

Are Academic Professionals without a terminal degree excluded from the promotion process?

It depends on the circumstances, and each case will be reviewed individually. In the future, anyone hired into the Academic Professional track who does not have a terminal degree should have either a doctorate contingency as a condition of hire into the Associate Academic Professional title or documentation on file that it was a "rare and extraordinary circumstances" and that the qualifications are on the basis of demonstrably successful related experience and was expressly approved by the institution president, as outlined in the [BOR Policy Manual](#).

If a candidate is not recommended for a promotion, how long do they have to wait before going up again?

There is no policy that prohibits candidates from going up for promotion the following year. In any case of reapplication for promotion, there should be noticeable and remarkable progress toward promotion during the intervening time.