

TENURE-TRACK FACULTY PROMOTION AND TENURE PROCESSING

Office of Faculty Affairs
April 18, 2023

PROMOTE - promote.gatech.edu

Browser navigation bar showing the URL <https://www.techtools.gatech.edu/pt/#/> and a search bar.

Navigation menu items: Home, Processes, User Management, Reviewer Templates, About, Support, Logout.

Page title: PROMOTE

Please select a process below

Selection area containing five buttons:

- Academic Promotion & Tenure
- Research Faculty Promotion
- Critical Review
- Academic Non-Tenure Track Faculty
- Tenure on Appointment

The "Academic Promotion & Tenure" button is highlighted with a blue rounded rectangle.



PROMOTE User Guides Available

<https://docs.tag.gatech.edu>

- ▼ Candidate Records and Dossiers
 - Adding Candidates and Confirming Candidate Dossiers
 - Helping Candidates with their Dossiers
- Email Notifications in PROMOTE
- ▼ External Review
 - Overview: How to Manage External Reviewers and Evaluators
 - Sending Letter Request Emails to External Reviewers and Evaluators
 - Working in the Details Section of External Reviewers and Evaluators
- ▼ Internal Review
 - Academic Faculty Promotion & Tenure Internal Review Workflows
 - Critical Review Internal Review Workflows
 - Overview: How to Manage Internal Review Committees
 - Research Faculty Promotion Internal Review Workflows
- User Role Breakdown

Candidate and Committee/Coach user guides and tutorials also available!

PROCESS TIMELINE

March-May

Faculty Affairs available to work with colleges/units to review list of potential candidates.

January-May

Chair/Unit Head meets with the candidates to determine eligibility and timeline.

March-May

School/Unit Admin creates [Candidate Profile in PROMOTE](#)

Candidate uploads a CV, Personal Narrative (3-5 pages), Biosketch (150 word limit), CIOS table, and 3-5 Examples of Creative Work and submits their package.

May-June

Unit Confirmer (College) and Faculty Affairs review package to ensure that all dates, degrees, etc. are correct on the dossier and all uploaded documentation is in the correct format and properly bookmarked.

School/Unit sends out External Reviewer Requests.

WHAT SHOULD CONFIRMERS LOOK FOR (CANDIDATE PROFILE)

- ❑ Rank and tenure dates are correct
- ❑ Ensure candidate is eligible to go through the process
- ❑ Department is correct and minority department is included and correct for faculty with joint appointments
- ❑ Degree list is complete and correct
 - Note that discrepancies need to be updated in OneUSG and degrees must match the transcript on file in Faculty Affairs
- ❑ Prior Credit and Extensions are correct (academic faculty only)
- ❑ Relevant Experience is complete and accurate and only experience that should count is marked as being included (research faculty only)
- ❑ The correct number of External Reviewer Suggestions are entered, and their information is complete

WHAT SHOULD CONFIRMERS LOOK FOR (Components)

- ❑ All components are included for Teaching Effectiveness in accordance with Institute and College requirements
- ❑ CIOS table is formatted correctly, includes normative data on the same page as faculty data, and the calculations are correct
- ❑ All additional examples of teaching effectiveness are uploaded and final in compliance with College requirements
- ❑ Personal Narrative is formatted correctly
- ❑ CV is in GT format and bookmarked correctly
- ❑ Covid Impact Statement is uploaded in “Additional Documents”
 - *Can be up to 2 pages long or can be as short as one sentence stating that the candidate experienced no impacts.*
- ❑ Correct number of external reviewer suggestions are uploaded

EXTERNAL REVIEWS

- The chair/unit head or admin [manages the External Reviewer Module](#).
- The chair/unit head (and possibly unit/school/ad hoc committee) determine whom to contact from the list of potential reviewers, selecting reviewers from both the Chair/Supervisor list and the candidate list.
- The School Chair/Unit Head or Committee Chair contacts potential reviewers.
 - The Chair may [appoint a delegate in PROMOTE](#) to manage this task
 - Standard Institute template language is used for all reviewer requests, but a personalized message may be included at the top of the messaged
- Potential conflicts of interest should be noted by the Chair/Director/Dean in PROMOTE.

REVIEW PROCESS IN PROMOTE

Before and after review at each level, the Admin at level should ensure:

- Appropriate committees (including Chair/Lab Director and Dean/VP) are created at their respective level, include correct individuals, and have appropriate access. Note that the Committee Chair has the ability to enter votes and upload letters.
- Meeting dates, votes, and all committee members names are included in the letters and the votes in the letters match the votes entered PROMOTE.
- Ensure that no external reviewer names are included in letters; reviewers should be referred to by number only.
- Letter is signed by a committee member/chair/Dean.

Note that the status must be set to “Review in Process” in order for the committee members to see the dossier.

INSTITUTE COMMITTEE UPDATE

- Starting with the past promotion cycle the Institute committee expanded the use of Consent Agenda voting.
- Candidates that unanimous “yes” votes at all lower levels were placed on a proposed Consent Agenda.
- Committee members were able to review all dossiers and given time to pull any candidate of the Consent Agenda for full discussion/vote.
- The Consent Agenda candidates were voted on as a group move forward with promotion.

Tenure on Appointment

- Tenure on appointment is now in PROMOTE
- All information is entered, and dossiers are submitted by Admin
- The review year is determined by which review cycle the dossier will be reviewed at the Institute-level (September-August)
- Faculty Affairs confirmation is not required
- We must use dummy committees when a college committee review is not required
- Notification letters will be uploaded in “Additional Documents” and emailed to Chair, Dean, and admins

RESOURCES

- **Faculty Handbook - Section 3.3**
<https://www.policylibrary.gatech.edu/faculty-handbook/3.3-tenured-and-tenure-track-faculty>
- **Faculty Affairs Promotion and Tenure webpage**
<https://faculty.gatech.edu/faculty-affairs-reps/promotion-tenure>
- **Promotion and Tenure Calendar** (includes dates for all processes)
https://faculty.gatech.edu/sites/default/files/images/2023-2024_rpt_calendar.pdf
- **PROMOTE User Guides**
<https://docs.tag.gatech.edu/>
- **Guidance Document**
https://faculty.gatech.edu/sites/default/files/images/rpt_guidance_2022-04-25.pdf
- **Tenure on Appointment Process Memo**
https://faculty.gatech.edu/sites/default/files/images/swm_to_deans_and_school_chairs_8.24.22.pdf

Q & A

