



Date: March 17, 2025
 To: Deans, Chairs, and Unit Heads
 From: Michelle A. Rinehart, Vice Provost for Faculty
 Copy: Steven W. McLaughlin, Provost
 Faculty Development Associate Deans
 Office of Faculty Affairs
 Subject: **Work Impact Statement**

Following the onset of Covid-19, faculty were provided with the option of documenting the impact of the pandemic on their professional activities in evaluation packages in critical review, tenure, and promotion, as well as in other review processes. In 2022, the Covid statement became a requirement for critical review, promotion, and tenure.

We recognize that faculty may be impacted by other events outside of Covid. To continue to support our faculty, we encourage faculty to document how their scholarly record has been impacted by external events. Faculty may document these disruptions in any or all of the following ways:

1. Their five-page narrative;
2. Their CV;
3. Their teaching portfolio (for lecturers); and/or
4. A optional Work Impact statement (see attached). This statement is limited to two pages in standard formatting and should be uploaded into PROMOTE in the additional documents section (available to internal reviewers only).

As part of this shift to an optional Work Impact statement, a Covid statement is no longer required starting with the AY2025-26 review cycle.

For annual evaluations and post-tenure review, we also encourage faculty to include a Work Impact statement should they need to document significant disruptions in their productivity.

Members of review committees and administrators should take into careful consideration the circumstances of any disruption in a respective candidate’s performance.

In making these adjustments, our goal is to offer support, encouragement, and consideration to Georgia Tech faculty during difficult circumstances. We recognize that there may be faculty encountering extreme disruptions, where an extension to the tenure probationary period may be appropriate. These will be considered on a case-by-case basis and should be approved and documented in GT-TRACS, as appropriate. If a faculty member would like to request an extension or other consideration, they should discuss their situation with their school chair or supervisor. If our office can be of any assistance, please do not hesitate to reach out with questions or concerns.



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