**RP&T PROCEDURES IN EAS:**

**Critical Review**

The procedures for reappointment and critical review, by the School of Earth and Atmospheric Sciences (EAS), of untenured professors are outlined in this document. Normally, all untenured faculty members undergo critical review in the third year after they join the faculty. A critical review is required before any faculty member can apply for tenure. A critical review can be performed early if the candidate is granted credit towards tenure in the hiring process.

EAS follows the procedures required by the College of Science (CoS), which are detailed at the web site:

<http://www.cos.gatech.edu/facultyres/promotion-tenure>

This document presents the procedures followed by EAS and includes those require by the CoS.

1. **Overview**

The critical review requires a comprehensive review of the candidate’s accomplishments in research, teaching, and service. In general, a strong review package demonstrates an excellent record of publication, funding, and teaching. The process is very similar to the tenure process except that letters are not solicited from external reviewers and a vote of the tenured faculty is not taken. Otherwise, the critical review essentially follows the same multilevel process as the tenure process. This process, the coordinating personnel, and the composition of the reappointment, promotion, and tenure (RP&T) committee are all described in the EAS tenure and promotion procedures document.

1. **Instigation**

All untenured faculty members who are in their third full academic year in EAS must undergo critical review. Faculty members who wish to go up for an early tenure decision need to make sure that they go through critical review before applying for tenure. All faculty members who are required to go through critical review in an academic year will be notified by the EAS Chair during the fall semester before the review.

1. **Timetable**

The approximate deadlines for the promotion and tenure process are listed below.

Late Fall Candidates are notified that they need to undergo critical review.

 Candidate submits CV and Research/Teaching/Service statement to the EAS administrative manager, who distributes them to the RP&T committee and the Chair.

December DOTE provides report to the EAS administrative manager, who distributes to the RP&T committee and the Chair.

 January The RP&T committee meets to discuss the provided materials and provides a letter to the EAS Chair. The Chair provides a letter, and the package is forwarded to the COS.

1. **Materials**

**4.1. Materials prepared by the candidate.** The candidate must submit the following materials:

* + - Summary of research, teaching, and service activities (at most six pages)
		- CV in Georgia Tech format
		- Summary of all CIOS teaching evaluations

**4.2. DOTE Report.** The DOTE (Director of Teaching Effectiveness) prepares a report on the candidate’s teaching record. This report is based on information that the DOTE has collected since the candidate joined EAS. The DOTE report typically discusses items such as the following, but any issues relevant to the candidate’s teaching may be included.

* Courses taught at Georgia Tech, course loads
* Grade distributions
* Course materials
* CIOS reports
* Non-classroom teaching efforts, such as supervising Research Experiences for Undergraduates (REUs) or Ph.D. students

**4.3. RP&T Committee Letter.** The RP&T committee prepares a report on the candidate’s record in research, teaching, and service, and makes recommendations on the outcome of the review.

The committee bases its report on items such as the following:

* + - Candidate’s CV and Research/Teaching/Service statement
		- DOTE report
		- Examination of papers and other publications of the candidate
		- Other evidence of accomplishments in research, teaching, and service

The RP&T committee votes on its recommendations and presents them to the Chair.

**4.4. Chair’s Letter.** The Chair prepares her/his report on the candidate’s record in research, teaching, and service. The Chair’s report is based on the same types of input that are used by the RP&T committee, as well as on the letter and recommendation of the RP&T committee. The Chair’s report makes a recommendation to the Dean on the outcome of the review.

The College of Sciences requires that the Chair’s letter consist of the following sections:

* + - Overview
		- Impact and Productivity
		- Teaching effectiveness
		- Summary

**5. Outcomes and Feedback**

**Feedback.** After the final decision is received from the President of the Institute, the Chair will meet with the candidate and discuss the decision. The possible outcomes are discussed below.

**5.1 Reappointment.** The candidate is on track to receive tenure at his/her current level of productivity and does not have to go through the critical review process again. The candidate is encouraged to discuss the application for his/her tenure application with the Chair.

**5.2 Reappointment with Counseling.** The candidate is largely on track for tenure. However, there are some issues that he/she needs to address. He/she will go up for critical review again the following academic year. The Chair will discuss the areas of concern with the candidate.

**5.3 Reappointment with Warning.** The candidate is not on track for tenure. There are important areas that he/she must improve to receive tenure. The candidate will go up for critical review again the following academic year. The Chair will discuss the areas of concern with the candidate.

* 1. **Non-Reappointment.** The candidate is clearly not making adequate progress. In this case, the candidate is issued a terminal one-year appointment for the following academic year.