**RPT PROCEDURES IN THE SCHOOL OF APPLIED PHYSIOLOGY:**

**PROMOTION AND TENURE**

 The School follows the required procedures of the College of Sciences (CoS), which are detailed at the web site:

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

Tenure track faculty must review these and be responsible for understanding the timeline and documentation required during the 3rd year Critical Review and through Tenure and promotion. This document reflects both the COS procedures and any additional procedures that are followed by the School of Applied Physiology.

The School of Applied Physiology follows certain procedures in matters of reappointment, promotion, and tenure (abbreviated as RPT). This document outlines the procedures (not standards) currently employed in the School of Applied Physiology when considering assistant professors for promotion to associate professor and for tenure. Normally, candidates apply for promotion and for tenure at the same time (typically in the 6th year), and those applications are considered simultaneously. However, there can be circumstances where only one is applied for, or circumstances where both are applied for but the outcomes differ.[[1]](#footnote-1) In any case, although there may be two decisions to be made, there is a single process.

1. **OVERVIEW**

The application for promotion and tenure requires a comprehensive review of the candidate’s accomplishments in research, teaching, and service. Outside letters of recommendation are solicited from experts in the candidate’s field.

* 1. **Process.** The review is a multi-level process, with each level making an advisory recommendation to the next level, in the following order:
* Promotion and Tenure (P&T) committee in the School of AP
* Chair of the School of AP
* College of Sciences Dean’s RPT committee
* Dean of the College of Sciences
* Provost’s RPT committee
* Provost
* President of the Institute
* Board of Regents

 Each level makes a recommendation for or against promotion, and for or against tenure. The final decision on both questions is made by the Board of Regents.

 This document only deals with procedures in the School of Applied Physiology.

* 1. **Coordination.** The application for promotion and tenure requires coordination among the following persons and committees in the School of Applied Physiology:
* The candidate
* The Chair
* The DOTE (director of teaching effectiveness) – Candidate should arrange for his/her courses to be reviewed every semester.
* The School’s P&T Committee

Ms. Kristy Wentz and Ms. Joy Daniell provide administrative support and distribute materials among these groups.

* 1. **Contents of the Promotion and Tenure Package.** The tenure package delivered to the Dean’s office contains the following items:
1. Completed cover sheet signed by the Chair
2. Letter from the Chair
3. Letter from the P&T Committee to the Chair
4. Candidate’s “Statement of Accomplishments in Research, Teaching and Service” (6 pages maximum)
5. Candidate’s CV (in Georgia Tech format)
6. Reference letters from external reviewers (a minimum five letters)
7. Biosketches of the external reviewers (indicating which were suggested by the candidate) (prepared by Chair of School Committee)
8. Sample of solicitation letter sent to external reviewers
9. Summary of teaching evaluations (CIOS scores) for all courses taught at Georgia Tech
10. Report from the DOTE
11. Statement from the candidate affirming that the package is complete.

The completed package is normally due in the Dean’s office during the month of October.

* 1. **Makeup of the Promotion and Tenure Committee.** In recent years, the P&T committee in the School of Applied Physiology has consisted of three members appointed by the Chair, each serving a three-year term. Members must be tenured faculty in the School, at the rank of associate professor or professor. If the candidate is being evaluated for promotion to Full, all members must be at rank of Full.
1. **TIMING**

Each year, the Dean’s office supplies the School with a document that indicates which faculty members are eligible to apply for promotion and tenure in that academic year. A faculty member must have undergone a critical review in a prior academic year before he or she can apply for tenure.

* 1. **Instigation.** Faculty who wish to apply for tenure normally discuss their wishes with the Chair. If they decide to proceed with the application, they inform the Chair, who disseminates this information to others involved in the process.

**2.2 Timetable.** The following timetable gives the approximate deadlines for the application for promotion and tenure.

 Late spring Candidates wishing to apply for tenure review discuss this option with the Chair and prepare a list of suggestions for external reviewers.

 Candidate submits CV and Research/Teaching/Service statement to Ms. Wentz, who distributes them to the P&T committee, DOTE, Chair, and Associate Chair.

 Early summer Chair and P&T committee establish a list of reviewers.

 Chair solicits letters, which are due in mid-September.

 September DOTE submits teaching report to Ms. Wentz, who distributes it to the P&T committee and Chair.

 October P&T committee submits its report to the Chair.

 Chair prepares his or her recommendations.

 Package is delivered to the Dean’s office.

 The candidate may update his or her CV before the package is submitted to the Dean’s office with an addendum page to what was reviewed by external referees.

1. **MATERIALS IN THE APPLICATION**

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

* Names of suggested external reviewers. The candidate should note that *at most half* of the actual external reviewers will be selected from the names that appear on the candidate’s list. Therefore candidates are advised not to include every suitable reviewer on their list. In order to allow sufficient time for the external reviewers to complete their letters, it is advisable that the candidate submit this list as early as possible. Typically the goal is to receive 6 external letters.
* Current CV, in Georgia Tech format.
* Summary of research, teaching, and service activities (at most six pages).

The candidate submits these materials to Ms. Wentz.

**3.2 DOTE Report.** The DOTE prepares a report on the candidate’s teaching record. This report is based on information that the DOTE has collected since the candidate joined the School of Applied Physiology. The DOTE report typically discusses items such as the following, but any issues relevant to the candidate’s teaching may be included.

* Reports from the candidate’s teaching mentor, including visits by the mentor to the candidate’s classroom.
* Courses taught at Georgia Tech, course loads.
* Grade distributions
* Course materials
* CIOS reports
* Non-classroom teaching efforts, such as supervising MSPO or PhD students.
* Indications of improvement or deterioration in performance since the DOTE’s critical review report.

**3.3 External Reviewers.** The Chair, in consultation with the P&T committee, decides which external reviewers will be asked to report on the candidate. A minimum of five reviews is required for the application package, but since not all reviewers may agree to prepare a report, often more than five reviews are solicited. All reviews received must be included in the package. At most half appear on the candidate’s list of suggestions.

 The following statements regarding external reviewers are taken directly from the Cos promotion and tenure guidelines:

* Generally, the references should not have personal or professional relationships with the candidate (i.e., collaborators, mentors, or co-workers). If letters from such persons are included, they must be justified by the School Chair and identified as such. Candidates should provide the names of PhD and postdoctoral mentors on their CV.
* The candidate will be asked to sign a statement indicating that he or she will not ask to see external reference letters or the identity of the external referees. Referees are asked to sign a separate note indicating that they expect their identities and remarks to be confidential.
* The candidate will be asked if there are potential outside referees who they would not want to review their work. Such requests are normally honored.

**3.4. P&T Committee Letter.** The Promotion and Tenure committee prepares a report on the candidate’s record in research, teaching and service, and make recommendations for or against promotion and the awarding of tenure.

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

* Letters from external reviewers
* Candidate’s CV and Research/Teaching/Service statement
* DOTE report
* Examination of papers and other publications of the candidate.
* Discussions with committees on which the candidate has served
* Other evidence of accomplishments in research, teaching, and service

 The P&T committee votes on its recommendations. The final report, including the vote count, is submitted to Ms. Wentz, who forwards them to the Chair.

**3.5. Chair’s Letter.** The Chair prepares his or her own report on the candidate’s record in research, teaching and service. The Chair’s report is based on the same types of input that is used by the P&T committee, as well as on the letter and recommendation of the P&T committee. The Chair’s report makes recommendations to the Dean on the questions of promotion and tenure.

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

* Overview
* Impact and Productivity
* Discussion of External Reviews
* Teaching Effectiveness
* Summary

 The Chair’s letter is usually prepared in consultation with the Associate Chair, and the Associate Chair may prepare a first draft of the Chair’s letter. The final version of the letter is the responsibility of the Chair.

**3.6. Review by the Candidate.** The candidate is required to review the application package, with the exception that the candidate will not view the letters from the external reviewers nor the identity of the referees. (In other words, the candidate reviews all items mentioned in Section 1.3 except (6) and (7). The candidate will be required to sign a statement affirming that the package is complete before it is submitted to the Dean’s office.

 If during the review of these reports the candidate identifies any gaps in the package, the candidate will discuss these issues with the Chair, and the Chair will take steps to complete the package.

1. **OUTCOMES**
	1. **Feedback.** After the final decision is received from the Board of Regents, the Chair will meet with the candidate and discuss the decision. The possible outcomes are discussed below.
	2. **Decision to Promote and Award Tenure.** Congratulations! You will be appointed as a tenured associate professor at the beginning of the following academic year.
	3. **Recommendation against Promotion and Tenure.** In this case, the candidate will be reappointed for another year and may ask to be reconsidered for promotion and/or tenure during that year. No reconsideration is possible after the seventh year of service.
1. Section 18.1 of the Georgia Tech faculty handbook states: “Promotion and tenure decisions are made separately, and guidelines for evaluation relative to each of these decisions are required. The philosophy underlying the two decisions differs, although the criteria used as a basis for each decision are similar. The performance of a faculty member may justify promotion but not the awarding of tenure. The converse can occur, although it is not likely. Promotion is based on the intrinsic merit of the individual’s work. It recognizes the faculty member for meeting the criteria of the next higher level in the professional hierarchy. The decision is based on an evaluation of the individual’s scholarly activity including instruction, creativity, and service. The decision to promote or not to promote should not be tied in any way to questions of tenure. Tenure, on the other hand, relates to the individual’s value to the Institute. The decision is based on an assessment of the compatibility of the individual’s performance and interest with the needs and objectives of the Institute, the college and the individual instructional unit. To be considered for tenure, a faculty member’s performance must be judged to be at or above the level appropriate to his or her professional rank. Assuming an appropriate performance level, the individual’s professional activity is evaluated relative to its compatibility with stated objectives.” [↑](#footnote-ref-1)