**RP&T PROCEDURES IN SCHOOL OF PHYSICS:**

**Critical Review**

The procedures for reappointment and critical review, by the School of Physics (SoP), 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.

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

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

This document presents the procedures followed by Physics and includes those required 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. 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 SoP tenure and promotion procedures document.

1. **Review Selection**

All untenured faculty members who are in their third full academic year in SoPmust 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 SoP 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 SoP administrative manager, who distributes them to the RP&T committee and the SoP Chair.

December DOTE provides report to the SoP 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 SoP Chair. The School 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 (can be requested from SoP’s Academic Office

**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 the SoP. 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 (see “Outcomes” below) and presents them to the SoP Chair.

**4.4. Chair’s Letter.** The SoP Chair prepares her/his report on the candidate’s record in research, teaching, and service. The SoP 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 SoP Chair’s report makes a recommendation to the Dean on the outcome of the review.

The College of Sciences requires that the SoP 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 SoP 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 SoP 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 SoP 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 SoP 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.