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

**PROMOTION TO FULL PROFESSOR**

The procedures used by the School of Physics (SoP) when considering the promotion of associate professor to professor are detailed in this document. These procedures are very similar to those used for the promotion of junior faculty.

The SoP 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 Physics and includes those required by CoS.

1. **Overview**

The promotion to full professor 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. In general, a strong promotion application demonstrates an excellent record of publication, funding, teaching, and significant impact in the scientific community.

* 1. **Process.** The review is a multi-level process, with each level of reviewers making an advisory recommendation to the next level, in the following order:
     + Reappointment, Promotion, and Tenure (RP&T) committee in SoP
     + SoP Chair
     + College of Sciences Dean’s RP&T committee
     + Dean of the College of Science
     + Provost’s RP&T committee
     + Provost
     + President of the Institute

Each level makes a recommendation for or against promotion. The vote the RP&T committee is recorded for all cases. The final decision is made by the President.

* 1. **Coordination.** The application for promotion requires coordination among the following persons and committees in SoP:
     + The candidate
     + The SoP Chair
     + RP&T committee
     + The DOTE (Director of Teaching Effectiveness)

The SoP administrative manager provides confidential administrative support and distributes materials among these groups as needed.

* 1. **Contents of the Promotion Package.** The promotion package delivered to the Dean’s office contains the following items:
* Completed cover sheet signed by the Chair
* Letter from the Chair
* Letter from the RP&T committee to the Chair
* Candidate’s “Statement of Accomplishments in Research, Teaching, and Service” (6 pages maximum)
* Candidate’s CV (in Georgia Tech format)
* Reference letters from external reviewers (a minimum five letters)
* The names of the external reviewers (indicating which were suggested by the candidate)
* Sample of solicitation letter sent to external reviewers
* Summary of teaching evaluations (CIOS scores) for all courses taught at Georgia Tech
* Report from the DOTE
* Statement from the candidate affirming that the package is complete. Note that the candidate has the right to see all the documents except for the external letters and the biosketches.
  1. **Makeup of the RP&T Committee.** The committee is appointed by the Chair of the SoP. All members must be tenured with a rank of associate professor or higher. Only members at the rank of full professor or higher are involved in the promotion process for full professors.

1. **Timing**
   1. **Eligibility**

Normally, faculty members are expected to have five years at the rank of associate professor before applying for promotion. However, early promotion can be considered for exceptional cases.

* 1. **Review Selection.** Faculty members who wish to apply for promotion normally discuss their intentions 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.

The Chair is responsible for informing candidates of the materials that they are required to submit for the application.

* 1. **Timetable.** The approximate deadlines for the promotion process are listed below.

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

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

Early summer The RP&T committee, in consultation with the SoP Chair, establishes a list of reviewers.

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

September DOTE submits teaching report to the SoP administrative manager, who distributes it to the RP&T committee and the SoP Chair.

October The RP&T committee meets to vote on recommendation.

SoP Chair prepares her/his recommendation.

Package is delivered to the Dean’s office.

The candidate may update his/her CV before the package is submitted to the Dean’s office.

1. **Materials**
   1. **Materials prepared by the candidate.** The candidate must submit the following materials:
      * Names of suggested external reviewers.
      * The candidate should note that it is desirable for  *fewer than half* of the actual external reviewers 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.
      * Current CV in Georgia Tech format
      * Summary of research, teaching, and service activities (at most six pages)
   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 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, including course loads
      * Grade distributions
      * Course materials
      * CIOS reports
      * Non-classroom teaching efforts, such as supervising REUs or Ph.D. students
      * Indications of improvement or deterioration in performance since the DOTE’s critical review report
   3. **External Reviewers.**
   4. The RP&T committee, in consultation with the School Chair, decides which external reviewers will be asked to report on the candidate. A minimum of five reviews and a maximum of eight are required for the application package, but since not all reviewers may agree to prepare a report or may not send in their reports by deadline, often many more than five reviews are solicited. All reviews received must be included in the package. A balance between the reviewers suggested by the candidate and the ones selected by the School is desirable.
   5. The following statements regarding external reviewers are taken directly from the CoS promotion and tenure guidelines:
      * Generally, the referees 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 (School note: This exceptional situation may arise with candidates which are part of very large scientific collaborations). Candidates should provide the names of Ph.D. 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.
      * 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.
   6. **RP&T Committee Letter.** The RP&T committee prepares a report on the candidate’s record in research, teaching, and service, and makes recommendations for or against promotion. The report may include excerpts from the letters of external reviewers in which case their identities are hidden. These identities will be forwarded to the Dean’s committee.

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
    - Other evidence of accomplishments in research, teaching, and service

The members of the RP&T committee with a rank of full professor and above vote on its recommendation. The final report, including the voting results, is forwarded to the Chair.

* 1. **Chair’s Letter.**
  2. 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 recommendations to the Dean on the questions of promotion.

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
  1. **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. 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 and Feedback**

**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.

* 1. **Decision to Promote.** The candidate will be appointed as a full professor at the beginning of the following academic year.
  2. **Recommendation against Promotion.** In this case, the candidate will be reappointed (with continuing tenure) and may ask to be reconsidered for promotion at a later date.