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**To:** ieacafac@isye.gatech.edu  
**Cc:** "Lisa cox" <Lisa.cox@isye.gatech.edu>, "Jennifer Harris" <jennifer.harris@isye.gatech.edu>  
**Sent:** Monday, May 6, 2013 6:57:00 PM  
**Subject:** Promotion and tenure candidates

Dear colleagues,

This note is intended to provide info and submittal dates for those of you who are contemplating a promotion and/or tenure review during the upcoming cycle.

If you think there is a nonzero probability that you will be a candidate for P/T review in the upcoming cycle, please hit reply to this note and let me know now. Also, please feel free to schedule a meeting asap with me to discuss process details or questions about your case and input materials.

By May 28, please send me a "preliminary" copy of your CV (not the final version for submission) and your list of potential external reviewers so that the ISyE RPT Committee and I can begin selection of external letter writers. Feel free to also submit a separate list with research area committee suggestions with the names of faculty colleagues whom you feel have expertise to review the five intellectual products (usually papers) that you plan to submit.

By June 17, please submit the documentation required for your review. This includes your bio, statement of completeness, waiver of right of access to confidential statements, statement of most noteworthy accomplishments, CV, and CIOS summary. You can find more information, guidelines, and templates for some of the forms at <http://www.coe.gatech.edu/content/rpt-information-forms-guidelines>

A new revision of the Georgia Tech Faculty Handbook was adopted last month (April 2013), and today I learned that it has a few very minor tweaks to the RPT process. For example, your list of potential external evaluators will now be included in the package that is sent up the review chain. For your info, at the bottom of this note I'm clipping a few paragraphs from a pertinent section. You can find the current version of the Faculty Handbook at <http://dev2013facultyhandbook.gatech.edu/sites/default/files/archive/2013/05/FacultyHandbook.pdf>

If you've read this far, it could mean that you need to hit reply to let me hear from you.

Looking forward to talking,  
Jane

*Jane C. Ammons, Ph.D., P.E.  
H. Milton and Carolyn Stewart School Chair  
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# APRIL 2013 GEORGIA TECH FACULTY HANDBOOK

## 3.3.9 PROMOTION AND TENURE PROCEDURES

### **Candidate's Responsibility**

The candidate has the responsibility to prepare and review the documentation that is submitted, except for evaluation letters. However, the list provided by the candidate for external evaluators should be included in the package. When this documentation is complete, and in the proper format, the candidate will sign a statement that it is both accurate and complete.

Should the candidate fail to meet the deadlines established by the Unit for submission of the required documentation, consideration of promotion and/or tenure may be delayed until the following year. However, if such a delay would have the effect of violating the maximum time of employment for an untenured Faculty member, the Faculty member will receive a letter of non-reappointment.

### **Format for Promotion and/or Tenure Packages: Guidelines for Candidates**

It is important that all candidates follow as closely as possible the same format in preparing the documentation for promotion and/or tenure packages, although some flexibility should be allowed. All candidates must include a copy of their curriculum vitae. The candidates should also write a brief summary of their major accomplishments at Georgia Tech with regard to teaching, research, and service. These personal narratives should be limited to three (3) pages with one-inch margins, standard single-spaced and 10 pt minimum font. The candidates also are required to submit evidence of three (3) to five (5) examples of their relevant, creative capabilities. These may include published papers, books, software, patents, art productions, or other relevant examples.