

IVAN ALLEN COLLEGE
GUIDELINES AND STANDARD DOCUMENTATION
FOR REAPPOINTMENT, PROMOTION AND TENURE
AY 2011-2012

Please submit the complete package by the specified deadline. Please, do not staple. Use an appropriately sized binder clip to hold the package together. Additional letters of evaluation are inserted as the package proceeds through the evaluation process. Further, additional administrative and committee votes must be added to the cover sheet. It is easier to make these changes if all the materials are clipped and not stapled.

Documentation required for academic faculty under consideration for **Promotion and/or Tenure** is items 1 through 12, in the order listed.

Documentation for **reappointment** requiring a full (critical) review requires items 1 through 4, 6 through 8, and 12 in the order listed. Letters of reference are not needed for reappointment. A full (critical) review is necessary in those reappointment cases for which a faculty member:

- is in his or her third year of tenure-track service;
- receives a negative recommendation from any administrative level;
- is in his or her terminal year and requests such a review;
- received a warning in a full review in the previous year; or
- requests such a review or his or her School Chair requests such a review.

All other reappointments are administrative and will not require documentation.

1. “REAPPOINTMENT” AND “PROMOTION AND TENURE” COVER SHEET

Faculty Affairs will provide completed cover sheets for promotion and tenure, and for reappointments requiring full review. Please check the information on the cover sheet for accuracy and completeness.

2. SCHOOL CHAIR’S RECOMMENDATION LETTER

The School Chair’s Letter should address the following:

- Opening Overview – What is the nature of the candidate’s teaching and research (i.e. what does the person do)?
- Impact and Productivity –
 - (1) The quality and impact of the candidate’s scholarship, broadly defined (such as the scholarship of discovery, integration, application, and/or instruction, as appropriate to the candidate) and their relationship to the educational mission of the Institute.
 - (2) The significance of the candidate’s contributions and leadership to the profession and the significance of the candidate’s contributions to the discipline, School, College, and/or the Institute.
- External Letters – Discuss the external letters including an interpretation of the reviewer’s viewpoints and comments and why the reviewer was selected. External reviewers should normally be from disciplinary peer programs. If letters from dissertation advisors, co-authors, or other collaborators of the candidate are included in the package, the relationship must be disclosed. When making reference to the outside reviewer letters in your comments, you should refrain from using reviewers names, but instead refer to reviewers anonymously (e.g. Reviewer A, B, C or Reviewer 1, 2, 3, etc.).
- Teaching Effectiveness – – A discussion of teaching effectiveness is expected as evidenced by student evaluations, classroom observation, and/or evaluation of instructional materials provided by the candidate. Course/Instructor Opinion Survey (CIOS) scores that are included should reflect a high response rate for the course. Faculty members should be instructed to encourage student participation in the CIOS. Please review, interpret and incorporate the students’ comments in your presentation.

3. SCHOOL COMMITTEE’S RECOMMENDATION LETTERS

Only tenured faculty members holding an academic rank at or above that which is being considered for the candidate should participate in the formal discussion and vote.

The School Committee’s letter must identify the committee members and an anonymous record of their votes. Split votes should be explained. One member may sign on behalf of the others if it is so agreed by the committee.

The School Committee’s Letter should address the following:

- Opening Overview – What is the nature of the candidate’s teaching and research (i.e. what does the person do)?
- Impact and Productivity –
 - (1) The quality and impact of the candidate’s scholarship, broadly defined (such as the scholarship of discovery, integration, application, and/or instruction, as appropriate to the candidate) and their relationship to the educational mission of the Institute.
 - (2) The significance of the candidate’s contributions and leadership to the profession and the significance of the candidate’s contributions to the discipline, School, College, and/or the Institute.
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4. CANDIDATE’S STATEMENT OF COMPLETENESS

The Faculty Handbook, Section 19.3.4 Candidate’s Responsibility states, "The candidate has the responsibility to prepare and review the documentation that is submitted, except for evaluation letters. When this documentation is complete, and in the proper format, the candidate will sign a statement that it is both accurate and complete."

I have reviewed the documentation provided by me for reappointment/promotion/tenure. I attest to its accuracy and completeness, to the best of my knowledge.

Signature

Date

5. WAIVER OF RIGHT OF ACCESS TO CONFIDENTIAL STATEMENTS

The following statements must be included in the candidate’s material. The candidate must choose one statement.

___ I waive my right to access to any information contained in any letter of reference included in my promotion and/or tenure materials and agree that such letters shall remain confidential.

___ I prefer not to waive my right.

I understand that in either case, references will be informed of my choice.

Signature

Date

6. CANDIDATE'S STATEMENT OF MOST NOTEWORTHY ACCOMPLISHMENTS

Three page maximum. The statement should focus on the candidate's five most significant scholarly accomplishments.

7. CANDIDATE'S VITA IN STANDARD FORMAT (IAC Vita Format is attached.)

Candidates are strongly encouraged to number the pages. Occasionally pages are discovered missing and it is easier to catch this problem if the pages are numbered.

8. EVALUATION OF TEACHING EFFECTIVENESS

A. Peer Teaching Evaluations

B. Candidate's **Summary** of Instruction Opinion Survey

Summarize student opinion surveys in response to Question #10, Teaching Effectiveness. **Do not** include actual surveys with remarks from students.

Scores are to be reported in tables formatted as shown below.

Undergraduate Courses

<i>Semester Taught</i>	<i>Course No./ Course Name</i>	<i>Number Enrolled</i>	<i>Number Responded</i>	<i>Item #10</i>
<i>Sem./Yr</i>	<i>Number/Name</i>	<i>##</i>	<i>##</i>	
<i>Sem./Yr</i>	<i>Number/Name</i>	<i>##</i>	<i>##</i>	
	<i>Average</i>	<i>##</i>	<i>##</i>	

Graduate Courses

<i>Semester Taught</i>	<i>Course No./ Course Name</i>	<i>Number Enrolled</i>	<i>Number Responded</i>	<i>Item #10</i>
<i>Sem./Yr.</i>	<i>Number/Name</i>	<i>##</i>	<i>##</i>	
<i>Sem./Yr</i>	<i>Number/Name</i>	<i>##</i>	<i>##</i>	
	<i>Average</i>	<i>##</i>	<i>##</i>	

C. Any other information that is relevant to evaluate teaching effectiveness, such as evaluations conducted by CETL staff.

9. LIST OF REFERENCES WITH BIOGRAPHICAL SKETCHES

Provide a brief description of the process followed to select the external references. List those from whom comments were solicited. Provide a biographical sketch for each reference. One paragraph (approximately 50-

100 words) is preferred. Also, please indicate on this list if a letter of reference was solicited but was not received.

10. ONE SAMPLE OF THE LETTER USED TO SOLICIT EXTERNAL REFERENCES

Please be sure to include the following:

The chair must require each reviewer to include a statement regarding confidentiality in the review letter.

SAMPLE: By signing and submitting this reference letter, I expect that my identity be kept confidential and that my letter will be treated as a confidential personnel document.

The letter must include the statement: *"The Georgia Institute of Technology will maintain the confidentiality of your evaluation to the greatest possible extent permissible by law. While the Georgia Open Records Act does apply, (in case of waiver) Dr. {Name} has signed a statement that he/she will not request to see letters from outside referees or to seek their identity."*

Or in cases of non-waiver, the letter must include,

"Dr. {Name} has not waived his right to see your evaluation. Therefore, if the candidate elects to do so, he/she may request to see the external evaluations."

11. LETTERS OF REFERENCE

Provide copies of all correspondence received from the references. If a letter of reference was solicited but was not received, please indicate in the list of references in item 9.

The Provost requires a minimum of five letters from external reviewers and a maximum of eight letters from persons of equivalent or higher rank than the person being considered. All of the letters included in the package should be discussed fully in the school and college committee reports. Letters of reference are required only for cases involving tenure or promotion; they are not required for reappointment reviews.

The letter writers should be senior experts in the field represented by the scholarship of the candidate. The faculty candidate can recommend external reviewers, but the majority of the letters should come from reviewers selected by the Chair, the faculty committee, or the Dean. Generally, the letter writers should not have a personal or professional connection to the candidate (e.g. dissertation advisor, postdoctoral mentor, research collaborator). If letters are included from such individuals, they must be in addition to those normally required, identified as such, and included separately from the other external letters. A justification for including letters from these individuals must be included in the package.

A candidate for P&T may request that a particular individual NOT be contacted as an external reviewer. Such requests are typically honored. If the School chair or Dean concludes that overwhelming reasons necessitate use of that reviewer, the letter must be in addition to those normally required, identified as such and included separately from the other external letters. A justification for including the letter must be included in the package.

12. THREE TO FIVE EXAMPLES OF RELEVANT CREATIVE WORK.

These may include published papers, books, software, patents, art productions, or other relevant examples. The nature of the creative work must be appropriate to the individual's discipline.

CONFIDENTIALITY OF GENERAL P&T PROCESS: Confidentiality throughout the process is required and imperative. Candidates are not to be told the outcome of the deliberation until the President has made a determination. At the discretion of the Chair or Dean, informal discussions with the candidate about the progress of these deliberations, but not the anticipated outcome, at intermediate stages may be appropriate.