

**IVAN ALLEN COLLEGE  
STANDARD DOCUMENTATION  
FOR  
PERIODIC PEER REVIEW**

The following documentation is required in the order listed for academic faculty undergoing periodic peer review. The following guidelines are only an outline of the procedures for PPR. Please refer to the Faculty Handbook for details.

1. **Institute “Periodic Peer Review” Cover Sheet** - All items on the cover sheet should be completed, even if there is no data or it is not applicable. Enter a “0” or “n/a” as appropriate, for such situations. You may find the form online at [http://www.academic.gatech.edu/forms/PPR\\_COVER\\_5-03.pdf](http://www.academic.gatech.edu/forms/PPR_COVER_5-03.pdf).
2. **Approved Individualized Evaluation Criteria** – The Periodic Peer Review policies assume the default criteria are the unit’s promotion and tenure criteria. Alternative criteria may be applied to reflect the varying emphases and roles that senior faculty may play. Any understanding regarding individualized alternative criteria for evaluation must be reached and confirmed in writing prior to the submission of documentation. Please include written communication between the School Chair and the faculty member reaffirming that the default criteria apply or describing the alternative review criteria. (Faculty Handbook 23.3.1).
3. **Unit-level Review Committee Letter** – The committee will prepare a letter addressed to the reviewee assessing his/her performance based on the evaluation criteria described above, including any approved individualized criteria. (Faculty Handbook 23.3.4)
4. **Evaluation of Teaching** – Peer review documentation and Instruction Opinion Survey.
5. **School Chair’s Evaluation Letter** – The school chair will write a letter to the unit PPR committee including the summary and assessment of the reviewee’s performance on criteria and a detailed assessment of the reviewee’s goals and plans for the next five years. The school chair’s letter should **not** offer a 3 or 5 year recommendation. (Faculty Handbook 23.3.2).
6. **Faculty Member’s Statement of Accomplishments** – A statement (5 page maximum) should focus on the candidate’s most noteworthy accomplishments for the years under review. In the case of individuals undergoing a second or subsequent periodic peer review, this should include specific information on how goals from the previous review have been met. (Faculty Handbook 23.3.2).
7. **Faculty Member’s Vita** – The standard format required for reappointment, promotion and tenure is the preferred format for the c.v. but the faculty member may choose any format he/she believes is the most informative.