

## Helpful Links for P&T Dossier Preparation

- Biosketch *One page written in third person*  
[http://faculty.gatech.edu/sites/default/files/documents/rpt\\_guidance\\_final.pdf](http://faculty.gatech.edu/sites/default/files/documents/rpt_guidance_final.pdf)
  - Candidate personal narrative (3-5 pages) *Three to Five pages, single spaced and standard font*  
[http://faculty.gatech.edu/sites/default/files/documents/rpt\\_guidance\\_final.pdf](http://faculty.gatech.edu/sites/default/files/documents/rpt_guidance_final.pdf)
  - Candidate standard CV, with table of contents and page numbers:  
<http://faculty.gatech.edu/current-faculty/promotion-tenure>
  - 3-5 samples of intellectual products (ie books and articles)
  - Signed statement of completeness  
<http://www.facultyaffairs.gatech.edu/faculty-affairs-reps/promotion-tenure> (link on this page)
  - Signed Waiver of Right to Access External Reviewer Letters and Confidential Material  
[http://www.facultyaffairs.gatech.edu/sites/default/files/documents/waiver\\_of\\_right\\_of\\_access.pdf](http://www.facultyaffairs.gatech.edu/sites/default/files/documents/waiver_of_right_of_access.pdf)
  - Prepare template letter for External Reviewers, indicating whether waiver was signed or not  
[http://faculty.gatech.edu/sites/default/files/documents/template\\_external\\_review\\_request\\_letter\\_9-4-2015.docx](http://faculty.gatech.edu/sites/default/files/documents/template_external_review_request_letter_9-4-2015.docx)
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## Checklist for packets to send External Reviewers

- **Template letter**
- **Biosketch**
- **Personal Narrative** (not required, but can be included)
- **Standard CV**
- **3-5 samples of intellectual work**

Although you don't need to include the signed waiver of rights in the materials you send to reviewers, you need to have the candidate sign it beforehand so the letter can indicate if the external reviewers' recommendations will be confidential or not. As you receive responses from the reviewers about whether or not they will review the candidate's portfolio, you need to log the dates of contact and responses from reviewers in the External Reviewer response template (which is included in the packet that goes before the school committee for review).

The chart template can be found here:

[http://faculty.gatech.edu/sites/default/files/documents/external-reference-list\\_0.xlsx](http://faculty.gatech.edu/sites/default/files/documents/external-reference-list_0.xlsx)

## Checklist for School P&T Committee Review

*The School P&T Committee should meet in early September to prepare their letters and give the School Chair time to write his/her own letter before submission to IAC Dean's Office in mid-October.*

- **Cover sheet**
- **Biosketch**
- **Personal Narrative** (not required, but can be included)
- **RPT Subcommittee reports**  
Will cover candidate's research, teaching, and service
- **CIOS scores** (use online template)
- **External Review**
  - External letter selection template
  - Sample letter to external reviewers
  - External reviewer biosketches  
(1 paragraph maximum per reviewer in 1 consolidated document)
  - External letters, in order by assigned letter
- **Candidate personal narrative** (3-5 pages)
- **Candidate standard CV**, with table of contents and page numbers
- Any updates to the CV, signed and dated by the candidate
- **3-5 samples of intellectual work**
- **Signed statement of completeness**
- **Signed waiver of right to see letters**

Please familiarize yourself with the resource page on Faculty Affairs' website; it has helpful information about the external review letters, CIOS scores, and the promotion and tenure process:  
<http://faculty.gatech.edu/deans-chairs/promotion-tenure>

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## **Checklist for Submitting Promotion and Tenure Packet to IAC Dean's Office**

Due: October 14, 2016

- **Cover sheet**
- **Biosketch**
- Internal Review
  - **Chair's letter**
  - **School P&T Committee letter**
  - First-level review report (if applicable)
  - **CIOS score template and other teaching evaluation material**
- External Review
  - **External letter selection template**
  - **Sample letter to external reviewers**
  - **External reviewer biosketches**  
(1 paragraph maximum per reviewer in 1 consolidated document)
  - **External letters**, in order by assigned letter
- **Candidate personal narrative** (3-5 pages)
- **Candidate standard CV**, with table of contents and page numbers
- Any updates to the CV, signed and dated by the candidate
- **3-5 samples of intellectual work**
- **Signed statement of completeness**
- **Signed waiver of right to see letters**