

## IAC Timeline for 2016-2017 P and P&T Process

### Early May:

- IAC Dean's Office will send lists to school administrator with names of those eligible for Promotion and Promotion & Tenure review, Critical Review, and Periodic Peer Review. The School administrators will confirm the list of candidates, and re-submit to the Dean's office by the end of the month. The final list goes to Faculty Affairs by June 1, 2016.

### Promotion and Tenure and Promotion to Full Professor

### Early May 2016:

- Those going up for Promotion and Promotion & Tenure will provide the school administrator and chair with a list of external references, a biosketch, a personal narrative, a CV formatted according to guidelines on Faculty Affairs' website, and a signed waiver of rights form. The school may then begin contacting references suggested by the candidate and by the chair to solicit letters of recommendation.

### May 2016 – July 2016:

- School circulates materials to external reviewers and collects letters of reference from a mix of those on suggested list from candidate and on suggested list from School Chair. CIOS scores should be solicited by school admin and formatted in appropriate template.

### August 2016:

- Faculty Affairs generates and sends P&T Cover Sheets to College for corrections and distribution to Schools. Original Cover Sheets with signatures are used throughout the approval process.
- Candidate Materials for P&T from list above are added to publication samples, and the statement of completeness is signed by the candidate. Review letters are compiled and a School P&T committee meeting is scheduled sometime for early September to allow time for the committee and chair to review the package and submit letters of recommendation to the IAC Dean's Office.

### October 14, 2016:

- **Packages for Promotion, and for Promotion and Tenure are due to IAC Dean's Office.** At this stage, packages include: candidate materials from list above, as well as teaching evaluation and CIOS scores in appropriate template, external reference letters, school committee's letter, and chair's letter of recommendation to the Dean. The College level P&T Committee deliberates in person and submits a letter to the Dean, who then prepares her own letter of recommendation to the Provost. The entire college submits packages to Faculty Affairs in early December.

### Late January 2017:

- Institute RP&T Committee meets to vote on all P&T packages submitted by the colleges. Once their vote is complete, the Provost writes a recommendation to the President.

### Mid-March 2017:

- Colleges are notified of President's decision on Promotion and Tenure cases.

## IAC Timeline for 2016-2017 CR, and PPR Process

### Critical Review

#### September 2016:

- Candidate Materials for CR from list above (omitting waiver of rights because there are no external reference letters). Publication samples are added, and the statement of completeness is signed by the candidate. School P&T Committee meeting is typically scheduled for mid- October or early November to allow time for the committee and chair to review the package and submit letters of recommendation to the IAC Dean's Office in December.

#### November 2016:

- Faculty Affairs generates and sends CR Cover Sheets to College for corrections and distribution to Schools. Original Cover Sheets with signatures are used throughout the approval process.

#### December 22, 2016:

- **Packages for Critical Review are due to IAC Dean's Office** for the College level P&T Committee and Dean to evaluate in advance of submitting to Faculty Affairs for the Institute's January deadline. At this stage, the package should include: candidate materials from list above, as well as teaching evaluation and CIOS scores, school committee's letter, and chair's letter.

#### January 2017:

- The College will submit all Critical Review packages to Faculty Affairs. (Critical Review packages are due from college to Faculty Affairs January 30, 2017) At this stage, the package includes the College P&T Committee's letter and the Dean's letter of recommendation.

#### Late February 2017:

- Institute RP&T Committee meets to vote on all CR packages submitted by the colleges.

#### April 2017:

- Colleges are notified of President's decision on Critical Review cases.

### Periodic Peer Review

#### Between January – February 2017:

- School generates PPR cover sheet from online template:  
[http://faculty.gatech.edu/sites/default/files/documents/peerreview\\_010215.pdf](http://faculty.gatech.edu/sites/default/files/documents/peerreview_010215.pdf)
- Materials are assembled by the School's administrator and circulated to Chair and School's P&T Committee. The Chair writes a letter of recommendation to the Committee for consideration in their review. The Chair's letter to the Committee, and Committee's findings are then forwarded to IAC Dean's Office and, after Dean's Review, a copy is sent to Faculty Affairs.

#### March 9, 2017:

- **PPR packages are due to IAC Dean's Office** so that the College can review and submit PPR packages to Faculty Affairs before the Institute's end-of-March deadline.