Guidance on the Tenure on Appointment process (updated August 22, 2022)

The BOR allows tenure to be awarded at the time of hire for established scholars who meet the Institute's standards (USG Policy 4.5 and BOR Policy 8.3.7; Faculty Handbook Section 3.3.1).

The purpose of these refinements is to provide clarity on categories under which we might pursue tenure on appointment as well as to reinforce that this process in only intended to consider tenure (and not rank).

There are three distinct groups:
- Faculty who have previously held tenure and who are being hired at Georgia Tech in an administrative role (e.g., Provost/Vice Provost, Dean/Associate Dean, Chair)
- Faculty who have held tenure at another institution
- Faculty who have not previously held tenure (regardless of the role they are being hired into)

In the case of candidates who do not currently hold tenure or those at international institutions without tenure, units should contact the Office of the Provost, through the Vice Provost for Faculty, at the point of initial offer.

The Provost's Advisory Committee meets monthly to review Tenure on Appointment requests. Please refer to the Provost's Memo on the Updated Tenure on Appointment Process for the requirements of each case, as requirements vary based on the position into which the candidate is being hired.

The processing procedures are described below:

- Dossiers are due to Faculty Affairs at least two weeks prior to the meeting at which the case will be considered. The due dates will be earlier in January and March due to the workload of the Provost's Advisory Committee those months.
- Tenure on Appointment requests should be submitted separately from the hiring package in GT-TRACS. The package name should be FY[XX] Tenure.
- Unit admins may duplicate the hiring package to avoid duplicate entry but should only include attachments that are pertinent for the tenure review. Also remember to delete financial commitments.
- Remember that, should the request allow for reference letters, the reference letters should discuss teaching, research, and service.
- All components should be uploaded as individual attachments in GT-TRACS.
- If teaching effectiveness scores are reported within the candidate's CV, a separate table need not be submitted but a memo must be included to direct reviewers to the page numbers for these scores. If they are not already included in the faculty member's CV, a table comparable to the CIOS table must be included.
- The President's Office (org 800) must be added to routing for the tenure packages.
- Faculty Affairs will upload a draft memo from the Provost to the President and a draft memo from the President to the candidate into GT-TRACS before moving the package forward.
- Once the President approves the Tenure on Appointment request, he/she will sign the notification approve the tenure package.
- The hiring manager (normally the Provost, Dean, or School Chair) will provide the notification memo to the candidate.

Required Review and Components by Position (updated August 22, 2022)

	Administrator who held tenure at another institution*	Faculty member who held tenure at another institution*	Faculty member who has NOT held tenure at another institution^
Biosketch (GT format not required)	Required	Required	Required
Dean Review and Letter	Required**	Required	Required
College Committee Review and Letter	*Review Not Required*	*Review Not Required*	Required only for administrative roles
School Chair Review and Letter	*Review Not Required*	Required	Required (not required for administrative roles)
School Committee Review and Letter	Required	Required	Required
Teaching Effectiveness (should be comparable to CIOS table)	Required (suitable if scores are imbedded in CV, but must include memo noting page number)	Required (suitable if scores are imbedded in CV, but must include memo noting page number)	Required (suitable if scores are imbedded in CV, but must include memo noting page number)
External Reviewer Table	Not Required	Not Required	Not Required
External Reviewer Biosketches	Required	Required	Required (should identify arms-length reviewers)
External Reviewer Letters	Three external letters are required. • Reference letters may be used (when initially requested, they should be asked to comment on teaching, research, and service).	Three external letters are required. • Reference letters may be used (when initially requested, they should be asked to comment on teaching, research, and service).	Five external letters are required (a majority of which must be arms-length). • Up to 3 reference letters may be used (when initially requested, they should be asked to comment on teaching, research, and service). • A minimum of 3 arms-length letters from reviewers not chosen by the candidate must be included.
Personal Narrative (GT format not required)	Required	Required	Required
CV (GT format not required)	Required	Required	Required
Signed Waiver	Required	Required	Required
Statement of Completeness	Required	Required	Required

* Also applies to faculty who hold permanent contracts at international institutions that do not have a tenure-track
* For Dean candidates, no Dean letter is required. At the Provost Advisory Committee, the current dean will present the case and will also cast a vote (provided that he/she has not previously voted in the process).
^ Requires the approval of the Chancellor