



Georgia Tech
Office of the Provost

Date August 24, 2022
To: Deans and School Chairs
From: Steven W. McLaughlin
Provost and Executive Vice President for Academic Affairs
Copy: Michelle A. Rinehart, Vice Provost for Faculty
Faculty Development Associate Deans
Faculty Affairs
Subject: **Revised Tenure upon Appointment Process**

In exceptional cases, faculty members may be granted tenure when they are hired at Georgia Tech in accordance with the Faculty Handbook ([section 3.3.1](#)). To be eligible, faculty members must have already been tenured at their prior institution and bring a demonstrable national or international reputation to Georgia Tech. In rare circumstances, a faculty member without prior tenure may be hired with the approval of the Chancellor. The procedures for granting tenure on appointment are being revised by this memo to provide a more streamlined process, especially in cases where a competitive offer must be made in a timely manner. The review processes for specific cases are given below, where review steps are listed in the required sequence.

Appointment as School Chairs or Deans

- Requires three external reference letters, which may be those used for the hire. These letters should address their accomplishments and contributions through creative scholarship, service, and as educators.
- Requires evaluation from a faculty committee at the level of the instructional unit where the faculty appointment would be, with documentation in the form of a letter addressing their creative scholarship, educational contributions, and service.
- For School Chair appointments, the package goes directly from the unit-level faculty committee to the Dean, who writes a letter of evaluation addressing their creative scholarship, educational contributions, and service.
- Requires review and recommendation from the Provost’s Advisory Committee. For Dean appointments, the package goes directly from the unit-level faculty committee to the Provost’s Advisory Committee.
- Requires review from the Provost.
- Final decision will be made by the President.

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- In this case, the procedural changes being made with this memo are to tie the review process to the Georgia Tech position and not to the prior rank of the candidate, as well as to reduce the required elements of the package (see guidance from Faculty Affairs).

Appointment as a Tenured Faculty Member Who Previously Held Tenure

- Requires three external reference letters, which may be those used for the hire. These letters should address their accomplishments and contributions through creative scholarship, service, and as educators.
- Requires evaluation from a faculty committee at the level of the instructional unit where the faculty appointment would be, with documentation in the form of a letter addressing their creative scholarship, educational contributions, and service.
- Requires evaluation of the School Chair (if the college has schools) documented in a letter that addresses creative scholarship, educational contributions, and service.
- Requires evaluation from the Dean documented in a letter that addresses creative scholarship, educational contributions, and service.
- Requires review and recommendation from the Provost's Advisory Committee.
- Requires review from the Provost.
- Final decision will be made by the President.
- In this case, the procedural changes being made with this memo are to only require three external reference letters, as well as to reduce the required elements of the package (see guidance from Faculty Affairs).

Appointment of a Tenured Faculty Member Without Previously Holding Tenure

- Requires five external letters, a majority of which must be arms-length. Up to three reference letters from the hiring process may be used. All letters should address their accomplishments and contributions through creative scholarship, service, and as educators.
- Requires evaluation from a faculty committee at the level of the instructional unit where the faculty appointment would be, with documentation in the form of a letter addressing their creative scholarship, educational contributions, and service.
- Requires evaluation of the School Chair (if the college has schools) documented in a letter that addresses creative scholarship, educational contributions, and service. When hiring a School Chair who previously did not hold tenure, the requirement for the school chair review will be replaced by a college-level faculty committee
- Requires evaluation from the Dean documented in a letter that addresses creative scholarship, educational contributions, and service.
- Requires review and recommendation from the Provost's Advisory Committee.
- Requires review from the Provost.
- Final decision will be made by the President.
- Requires approval of the Chancellor.
- In this case, the procedural changes being made with this memo are to clarify the three internal levels of review and the majority of arms-length letters, as well as to reduce the required elements of the package (see guidance from Faculty Affairs).

Implementation Considerations:

- Office of Faculty Affairs will schedule monthly meetings of the Provost's Advisory Committee to review packages (via video conferencing).
- Dossiers are due to the Faculty Affairs office two weeks prior to the Provost's Advisory Committee meetings.
- If the offer needs to go out immediately, units will create separate GT-TRACS packages for the appointment and tenure.
- Faculty Affairs will follow this memo with more detailed guidance for the colleges.