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To: Deans and School Chairs

From: Steven W. McLaughlin  
Provost and Executive Vice President for Academic Affairs 

Copy: Bonnie Ferri, Vice Provost for Graduate Education and Faculty Development  
Faculty Development Associate Deans  
Faculty Affairs

Subject: **Revised Tenure upon Appointment Process**

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In exceptional cases, faculty 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. The procedures for granting tenure on appointment are being revised by this memo in order 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 for those who held a rank of full professor at their previous institution**

- 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 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 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.
- In this case, the changes being made are to reduce the number of external review letters and allow reference letters to count towards this total; and to remove some levels of review including a college-level committee for colleges that have schools, and chair-level reviews.

Georgia Institute of Technology  
Atlanta, Georgia 30332-0325 U.S.A.  
PHONE 404-385-2700  
FAX 404-894-1277

**Appointment as Professor for those who held a rank of full professor at their previous institution**

- Requires three external reference letters and at least two external review letters from reviewers not chosen by the candidate and at “arm’s length”. The reference letters may be those that were used for the hire. 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 creative scholarship, educational contributions, and service.
- Requires evaluation from 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 from the Provost’s Advisory Committee.
- Requires review from the Provost.
- Final decision will be made by the President.
- In this case, the changes being made are to allow three reference letters to count towards the total of external review letters and removes a college-level review committee for colleges that have schools.

**Other Cases: appointment as Professor for those who did not hold the rank of professor at their previous institution; and appointment as Associate Professor**

- Each college will use their standard tenure review process to review these cases. The only change will be in the requirement for the external letters: three external reference letters and at least two external review letters from reviewers not chosen by the candidate and at “arm’s length”. The reference letters may be those that were used for the hire. All of these letters should address their accomplishments and contributions through creative scholarship, service, and as educators.
- Requires review from the Provost’s Advisory Committee.
- Requires review from the Provost.
- Final decision will be made by the President.

**Implementation Considerations:**

- The Provost’s Advisory Committee will plan to have scheduled meetings monthly to review packages (via video conferencing).
- Once meetings have been scheduled, Faculty Affairs will back up deadlines to 1.5-2 weeks before each meeting as a deadline to receive the dossier. This will give time to address any questions or issues.
- If the offer needs to go out immediately, then there needs to be separate GT-TRACS packages for the appointment and for tenure.
- Faculty Affairs will follow this memo with more detailed guidance for the colleges.