

Georgia Institute of Technology  
College of Engineering  
**Reappointment, Promotion, and Tenure (RPT) Guidance for  
Early Promotion and Tenure Cases**

The Board of Regents policy (Policy Manual of the Board of Regents, Sections 8.3.6 and 8.3.7) sets the minimum timelines and requirements for promotion and tenure. Key sections of the Georgia Tech Faculty Handbook ( [www.academic.gatech.edu/handbook](http://www.academic.gatech.edu/handbook) ) include:

- Section 3.3.5 ... *“Tenure may be awarded, upon recommendation by the President and approval by the Board of Regents, upon completion of a probationary period of at least five years of full-time service at the rank of assistant professor or higher.”*
- Section 3.3.6 *“From Assistant to Associate Professor  
Sufficient time in grade. Generally, five or more years in grade are expected. Three years in grade, at least two of them at Georgia Tech, or two years of relevant professional experience plus two years as an Assistant Professor at Georgia Tech are a minimum requirement. Credit for previous academic or professional experience should be explicitly stated at the time of employment;”*
- Section 3.3.6 *“From Associate Professor to Professor  
Sufficient time in grade. Generally, six (6) or more years in rank are expected. Three (3) years at the Associate Professor rank, at least two (2) of them at Georgia Tech, or two (2) years of relevant professional experience plus two (2) years as an Associate Professor at Georgia Tech are considered a minimum requirement before promotion. Credit for previous academic or professional experience should be explicitly stated at the time of employment.*

The College has provided the following guidance on early promotion:

*“Early” promotions, or promotions requested for timeframes other than specified, are unusual and only considered when the performance of the candidate is outstanding and exceptional. Each case must be justified by the school chair in his/her letter during the review process.*

**For Assistant Professors:**

At Georgia Tech, the standard practice has been for untenured Assistant Professors to submit their materials for both tenure and promotion during the spring of their 5<sup>th</sup> year in service, with their cases being considered during the fall of their 6<sup>th</sup> year in service. Table 1 below provides guidance on timing for tenure and promotion for faculty hired at the rank of Assistant Professor without tenure and considers both cases without prior service credit (PSC) and with PSC, such as when candidates have been on tenure-track at another university prior to joining Georgia Tech.

After reviewing the above requirements and guidance, if a school chair is strongly in favor of “fast-tracking” an outstanding young faculty member, the process occurs as follows. The chair will encourage him or her to submit a packet for **promotion** from Assistant to Associate Professor, typically in the spring of the candidate’s 3<sup>rd</sup> (i.e., 2 years early) or 4<sup>th</sup> (i.e., 1 year

early) academic year of service. Routine promotion review steps are followed, including the acquisition of external reference letters, with the final results of the promotion review available about March of the following year.

Then just a few months later, in May or June (end of 4<sup>th</sup> or 5<sup>th</sup> year of service), the candidate submits an updated CV for the following year's **tenure** review. To keep the effort minimal, the external letters obtained for promotion can be "reused" for tenure. (Although, the Chair should extend a courtesy to the external letter writers by allowing them to update their letters if they would like). Either all letters are reused or none of them can be reused. If reusing all letters, additional letters can also be requested. The candidate's packet goes through the regular tenure review steps and results of the tenure review are received about March of the candidate's 5<sup>th</sup> year of service.

Table 1. Assistant Professor Hired Without Tenure --Promotion & Tenure Timeline*								
	No Prior Service Credit		1 Year of Prior Service Credit		2 Years of Prior Service Credit		3 Years of Prior Service Credit	
	Promotion	Tenure	Promotion	Tenure	Promotion	Tenure	Promotion	Tenure
Year 1 at GT								
Year 2 at GT			Early Eligible		Early Eligible		Early Eligible	Early Eligible
Year 3 at GT	Early Eligible		Early Eligible		Early Eligible	Early Eligible	Eligible	Eligible
Year 4 at GT	Early Eligible		Early Eligible	Early Eligible	Eligible	Eligible	Eligible	Eligible
Year 5 at GT	Early Eligible	Early Eligible	Eligible	Eligible	Eligible	Eligible	Eligible	Eligible
Year 6 at GT	Required	Required	Required	Required	Required	Required	Required	Required
Year 7 at GT		Terminal Year		Terminal Year		Terminal Year		Terminal Year

\*"Years" start August 15 annually. Hire dates after October 15 do not count toward Year 1.

### For Associate Professors with Tenure:

This section is most relevant for Associate Professors who went through normal tenure and promotion processes at Georgia Tech. On the normal promotion timeline, faculty members go through periodic peer review (PPR) before promotion to full Professor to give candidates an internal measurement of the accomplishments that have been achieved since tenure.

However, if after reviewing these requirements and guidance a school chair is strongly in favor of "fast-tracking" an outstanding Associate Professor who has already been granted tenure at Georgia Tech, the process for early promotion to full Professor follows the same standard guidelines and calendar for promotion from Associate to full Professor. In cases for early promotion, the process will occur in the candidate's 3<sup>rd</sup>, 4<sup>th</sup>, or 5<sup>th</sup> year in rank, with earlier cases for promotion being exceedingly exceptional.

In both regular and early promotion cases, the candidate’s packet goes through the regular promotion review steps and results of the promotion review are received about March of that academic year’s promotion cycle.

**For Associate Professors without Tenure:**

This section is most relevant for faculty hired at Georgia Tech at the rank of Associate Professor, but without tenure. After reviewing the above requirements and guidance and checking the candidate’s eligibility for tenure and promotion based upon his/her time in rank at Georgia Tech and prior service credit (see Table 2 below), if a school chair is strongly in favor of “fast-tracking” an outstanding Associate Professor who has not yet been granted tenure at Georgia Tech, the process occurs as follows. The chair will encourage him or her to submit a packet for **tenure**. This can occur any time after the candidate is eligible for tenure, as detailed in the faculty member’s offer letter. Routine tenure review steps are followed, including the acquisition of external reference letters, with the final results of the tenure review available about March of that academic year’s promotion cycle.

If the candidate meets requirements in Faculty Handbook section 3.3.6 for promotion, when eligible, the candidate may submit an updated CV for **promotion** review. It is suggested that promotion be considered only after he or she has been granted tenure, even if the candidate is eligible for both at the same time (refer to Table 2). To keep the effort minimal, the external letters obtained for tenure can be “reused” for tenure. (Although, the Chair should extend a courtesy to the external letter writers by allowing them to update their letters if they would like.) Either all letters are reused or none of them can be reused, if the candidate is going for tenure and then promotion in consecutive years. If reusing all letters, additional letters can also be requested. The candidate’s packet goes through the regular tenure promotion steps and results of the promotion review are received about March of that academic year’s promotion cycle.

	No Prior Service Credit		1 Year of Prior Service Credit		2 Years of Prior Service Credit		3 Years of Prior Service Credit	
	Promotion	Tenure	Promotion	Tenure	Promotion	Tenure	Promotion	Tenure
Year 1 at GT								
Year 2 at GT			Early Eligible		Early Eligible		Early Eligible	Early Eligible
Year 3 at GT	Early Eligible		Early Eligible		Early Eligible	Early Eligible	Eligible	Eligible
Year 4 at GT	Early Eligible		Early Eligible	Early Eligible	Eligible	Eligible		Eligible
Year 5 at GT	Early Eligible	Early Eligible	Eligible	Eligible		Eligible		Eligible
Year 6 at GT	Eligible	Required		Required		Required		Required
Year 7 at GT		Terminal Year		Terminal Year		Terminal Year		Terminal Year

\*"Years" start August 15 annually. Hire dates after October 15 do not count toward Year 1.