

QUALIFICATION STATEMENT

Include a narrative-style qualification statement to address the criteria required for the appropriate rank and described in Section 3.2.1 of the Faculty Handbook: <http://www.policylibrary.gatech.edu/faculty-handbook/3.2.1-research-faculty-hiring-and-promotion-guidelines>.

The qualification statement may not exceed five (5) pages in length. This qualification statement is not a copy/paste of your CV or summary page. It is your opportunity to present to the committee(s) how you meet and exceed the promotion criteria through your outstanding capabilities and leadership.

Helpful tips when preparing your qualification statement:

- Promotion merit guidelines reflect work performed during your current time-in-rank at GT/GTRI. The recommendation to the candidate is to focus on their work in their current rank (implies work since their last promotion or since hired into the current rank). The candidate will have to determine what best details their work and impact regarding the criteria.
- Explain your general background and area(s) of interest, how long you have been at GT/GTRI, etc. Any prior employment should be briefly described here, if relevant. Do not make prior employment the bulk of any description.
- Promotion merit guidelines reflect work performed during time-in-rank at GT/GTRI.
- Briefly describe your primary role and area(s) of contribution at GT/GTRI that will help reviewers understand the material that follows (Ex: “Mr. Smith has been a key leader developing software to do the following for the ABC community that needed help doing XYZ”).
- Do not use excessive acronyms or jargon. Write for a reviewer not in your field.
- Break down the criteria for which you will be evaluated.
 - You will be evaluated in all areas for the recommended rank; however, if you are clearly strongest in certain areas, identify and highlight them in your statement.
 - It is most helpful to the reviewer if you describe those contributions that are most prominent in recent years first (since last promotion) and then work backwards.
- Do not use passive voice to describe your work.
 - Ex: the phrasing “a software module was developed” does not explain what your role may have been in its development.
 - Clearly articulate your role in third person, such as “Mr. Smith led a small group of researchers to develop software module XYZ. In this capacity, Mr. Smith was responsible for the management of the development process and technical development of the core algorithms.”

Qualification Statement Formatting

You may format your qualification statement however you desire. You will be evaluated against the promotion criteria detailed in the [Faculty Handbook](#). The qualification statement should clearly address the identified criteria. One suggestion is to format your qualification statement into the categories you will be evaluated.

Reminders

- Refer to the Faculty Handbook (Section 3.2.1 of the Faculty Handbook, <http://www.policylibrary.gatech.edu/faculty-handbook/3.2.1-research-faculty-hiring-and-promotion-guidelines>) to ensure you are addressing the criteria for promotion.
- Consult with your Peer Chair if you have questions.