

**Georgia Institute of Technology**

**School of Materials Science and Engineering**

**Faculty Policy and Committee Handbook**

## **Introduction**

The purpose of this handbook is to document the MSE School's policies, and its committee by-laws, charges, responsibilities, and procedures. It provides the corporate memory for the School in these matters.

## **Standing Committees**

The standing committees of the School Faculty are as follows:

- Faculty Advisory Committee
- Faculty and Staff Awards Committee
- Seminar Committee
- Graduate Program Committee
- Reappointment, Promotion and Tenure Committee
- Faculty Search Committee
- Undergraduate Program Committee

## **Faculty Advisory Committee**

### **Purpose**

The committee will serve as the focal point for faculty participation and input with respect to governorship of the school—its vision, philosophy, and policies, and will provide this feedback to the school chair.

### **Function**

The committee will meet on an as-needed basis to discuss topics of concern/interest regarding the school, and invite topic-dependent faculty participation at those meetings. The committee will report to the faculty, typically at faculty meetings, summarizing topics discussed and consensus opinions.

The committee will be available to faculty who wish to raise sensitive issues/concerns regarding the school. The committee may then decide to advocate on behalf of this individual or idea, anonymously if appropriate, in a meeting with the school chair, or at a faculty meeting.

The committee will be available to the school chair and associate chair for consultation on issues regarding the school. However, it operates independent of the school administration hierarchy and will self-determine the attendees at its meetings and its involvement in charges given to it by faculty or the school chair.

The committee will function as the faculty-elected entity for down-selecting committee members (and chairs) for tenured faculty Periodic Peer Review Committees. The committee will also

select a faculty committee for periodic (at least annual) review of the school budget, with direct access to all school budgetary information (income and expenditure details) provided to this committee. The committee will recommend to the Dean of Engineering the faculty members who should comprise the Review Committee, and the faculty member who should Chair the Review Committee, for each five-year review of the Chair of the School of Materials Science and Engineering.

### **Composition**

The committee will consist of eight members, who can be any tenured or tenure-track faculty member in the school with a 50% or greater appointment. Four committee members will rotate off after a two year term.

Once the committee is chosen, it will elect a chairman at its first meeting.

The starting committee will be selected by secret vote of the faculty at a faculty meeting. At least nine candidates, if possible, must be nominated for down-selection to the eight members. Faculty members may self-nominate or be nominated by another, so long as they agree to participate. By secret ballot, faculty will list eight (different) people that they wish to have on the committee. The elected members of the committee will then be determined based on the top-eight vote-earning candidates.

In August/September of 2012, and each two-year period after that date, 4 members will rotate off and 4 new members will be elected by the faculty in a similar fashion as described above. In 2012, the committee will internally decide who rotates off. Thereafter, rotation will be based on maintaining equal service time periods for all members.

In the event a committee member leaves before the end of the two-year term, a replacement will be elected by the faculty, to complete the remainder of the term.

*(Policy updated 8/13/2010)*

### **Faculty and Staff Awards Committee**

The Faculty Awards Committee will promote the recognition of faculty and staff accomplishments. They will select potential nominees for awards and select nominees for awards that limit the number of nominees from MSE. The staff committee member will coordinate the collection of supporting documents and ensure deadlines are met, and will maintain an awards database.

### **Seminar Committee**

The Seminar Committee is responsible for the MSE and Material Council's Seminar series. It solicits nominations, selects speakers, and provides logistical services to the seminar speakers

and their hosts. The faculty host coordinates the logistics and interview schedule with the assistance of a staff member. Typically, no seminars are held during the summer.

General Guidelines: The School reimburses the speaker for the round-trip economy air fare, parking, and ground transportation and pays for one night at the GT Hotel & Conference Center, when available. An honorarium of \$300 is given to U.S. citizens or Permanent Residents. An honorarium is taxable income and there are difficulties in giving such to a foreign national. Therefore, it has been school policy not to offer an honorarium to foreign nationals. Typically, the colloquia are held at 3:00pm in either Rm. 299 or Rm. 183 of the Love Bldg.

### **Graduate Committee**

The Graduate Committee is responsible for the MSE School's graduate courses and programs, graduate student education, and other issues related to graduate education.

Section 5.12 of the Faculty Handbook of the Georgia Institute of Technology (April 2007) provides for a school's responsibility for its curriculum, reading in part as follows:

The Faculty of a Department of Instruction shall, subject to the direction of the Academic Faculty, be responsible for the program of studies offered by the Department. The Faculty of a Department may recommend such changes and modifications in its curriculum as it may deem desirable and shall have the power to fix prerequisites for courses which it offers.

The charges and responsibilities of the Graduate Committee are as follows:

- Review and approve all changes to course syllabi and pre-requisites.
- Review and approve curriculum changes.
- Review and approve all new courses.
- Periodic review of cross-listed courses.
- Present committee meeting recommendations to the MSE Faculty for vote regarding charges, responsibilities, and procedures.
- Maintain active course listing.
- Approve thesis and dissertation reading committees.
- Approve graduate student programs of study.
- Evaluate and approve proposed new degree and certificate programs.
- Establish dates of Ph.D. Qualifying Exams; establish composition of Ph.D. Qualifying Exam committees.
- Review and approve graduate student petitions pertaining to graduate program requirements.
- Provide feedback on the School's graduate handbooks.
- Any other issue pertaining to graduate education.

The committee's chair and membership are determined by the CAC in conjunction with the School Chair. A staff member serves as its secretary.

### **Approval of New Courses**

The typical approval process for a new graduate course is as follows:

- A faculty member requests that the course be approved as a Special Topics course (e.g., MSE 8803).
- After the course has been taught at least once or twice as a Special Topics course, a faculty member requests approval as a permanent course with a permanent course number.

Any faculty member who wishes to propose a new course (either Special Topics or permanent) should forward the following to the Chair of the Graduate Committee:

- Cover letter requesting approval of the course by the Graduate Committee.
- Completed New Course Proposal Form (available at the Institute's Graduate Curriculum Committee's website).
- Course syllabus, including, but not limited to, course outcomes, target audience, pre-requisites, textbook, list of topics, grading policies, topical outline.
- The request should conform to the Institute Graduate Curriculum Committee's guidelines.

The Graduate Committee will review and act upon the request. If approved, the course proposal will be brought to the School Faculty at one of its meetings for consideration.

### **Approval of Thesis and Dissertation Reading Committees**

A student and her or his advisor should select an appropriate reading committee, following the requirements for committee composition in the MSE Graduate Handbook and according to the Institute's guidelines. The student should prepare and submit either the Request for Approval of Master's Thesis Topic form or the Request for Admission to Ph.D. Candidacy form to the MSE Academic Office. The forms are found at <http://www.grad.gatech.edu/thesis/> and should be signed by the student and her or his advisor and other committee members. The Request for Approval of Master's Thesis Topic form should be submitted no later than the term before graduation. The Request for Admission to Ph.D. Candidacy should be signed on the day of the proposal, which is the term following successfully completing the qualifying examination. If a proposed committee member is not a Georgia Tech faculty member, a bio-sketch of that proposed member including educational background, academic/work experience, and representative publication record (if any) must accompany the form. The advisor must inform the School Graduate Committee in the event that the dissertation contains any proprietary information that will require a delay in the placement of the dissertation in the Georgia Tech Library.

The proposed reading committee will be screened for conformance with the Institute's requirements by the Chair of the Graduate Committee. Institute requirements are found at [http://www.grad.gatech.edu/thesis/thesis\\_man.html](http://www.grad.gatech.edu/thesis/thesis_man.html)

### **Review and Approval of Graduate Student Petitions**

The Graduate Committee will review, deliberate, and take appropriate action on graduate student petitions pertaining to the graduate program requirements. The petition must be submitted in writing to the MSE Academic Office and must contain the following:

- Petition form available at the Registrar's website.
- A letter from the student outlining the reasons/justification for the petition.
- Appropriate documentation in support of the student's petition, including advisor's approval.
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The student will be informed as to the disposition of the petition after the MSE Graduate Committee has taken action.

## **MSE Periodic Peer Review (PPR)**

### **How the PPR Process Works**

All tenured academic faculty, including administrators, undergo a Periodic Peer Review (PPR) every five years. This review assesses effectiveness in teaching, research, service, and professional activities. It is conducted by a committee of faculty peers.

The MSE PPR Committee will consist of at least three members. Faculty going up for PPR will nominate at least four faculty members from the academic faculty of the School of Materials Science and Engineering to serve on their PPR committee. The Faculty Advisory Committee (elected body of the MSE faculty) will then select the final PPR committee of at least three faculty members (at least 2 must be tenured academic faculty of the School of Materials Science and Engineering), including the committee chair, from this list of at least four faculty members provided by the faculty member going up for PPR. The Faculty Advisory Committee will also ensure that, in the case of joint faculty, at least one member from the secondary unit is represented on the PPR committee.

(Approved by Faculty vote and Updated 11/13/2012)

### **Process and Package Contents for Periodic Peer Review**

See [Section 23.0 of the Faculty Handbook](#) for further details.

1. The Periodic Peer Review Committee must be selected by the school faculty advisory committee. The school level PPR committee is comprised of tenured, non-administrative, academic faculty. The committee should consist of at least three members.

2. Packages including the following items are prepared by the candidate and submitted to the school chair:
  - a) Approved Individualized Evaluation Criteria - This plan should be between the school chair and the faculty member. Default criteria are the same criteria used for promotion and tenure. Alternative criteria may be applied depending on a faculty member's shifting roles in the institute.
  - b) [Periodic Peer Review Statement of Completeness](#) - It is the candidate's responsibility to prepare and review his/her package after it is assembled and sign a statement to that it is accurate and complete.
  - c) Faculty Statement of Accomplishments and Goals - This statement should focus on the candidate's most noteworthy accomplishments for the years under consideration, as well as, a multi year plan for the next five years of professional growth and activity in teaching, service, and research.; five page maximum.
  - d) Current Vita - In [standard institute format](#) used for promotion and tenure.
  - e) Course/Instructor Opinion Survey ([CIOS](#)) Results – Teaching effectiveness scores for the last 5 years should be included in a [table summary](#) format. This summary format is the same format as for P&T. Other information that is relevant to evaluate teaching effectiveness may be included as well.
3. School Chair Letter and Performance Summary (provided by the school chair)

The school chair will write a letter to the school PPR committee summarizing the performance evaluations of the past five years and assessing the reviewee's goals and plans for the next five years. The school chair does not provide a recommendation of a 3 year or 5 year result.
4. Institute PPR Cover Sheet (provided by school RPT coordinator)
5. School Level PPR Committee Letter (provided by committee chair)

A committee of tenured, academic faculty of the school in which the faculty member has primary appointment, will prepare a letter addressed to the reviewee, to include performance commendation, critique of substandard performance, recommendations for corrective action, an overall evaluation score (5 or 3 years), and a record of the committee vote. The PPR committee will sign the coversheet and the letter. This letter will be added to the PPR package and forwarded to the dean.
6. Office of the Dean

The letter of the school level review committee, along with all supporting documentation including the school chair's assessment of reviewee's goals, will be transmitted to the dean. The dean will then transmit a copy of the package along with the review results to the reviewee and the Office of Faculty Affairs.
7. Institute PPR Oversight Committee

This committee will review the documentation, make recommendations, and will review cases involving contention. In all cases, the Institute level Periodic Peer Review Committee (IPPRC) cannot change the review decisions (3 or 5 year) made by the school committee.
8. Office of the President

Upon conclusion of the review process, the President will send a letter to the reviewee, confirming the outcome of the review with a copy to the school chair and dean.

### *Criteria for Periodic Peer Review*

The default criteria for PPR are those used for the schools P&T process. Alternative criteria may be applied, but an understanding, confirmed in writing, must be reached between the school chair and the faculty member before the evaluation begins.

### *Eligibility for Periodic Peer Review*

Tenured faculty, reviewed every five years.

### *Decisions for PPR*

Review outcomes will include a decision that the next review will occur after either 5 or 3 years. Reviewee's identified by the review committee as having deficiencies will be recommended for a 3-year review. In this case, the committee must clearly state the basis for that decision. A 5-year decision indicates no deficiencies; the faculty member's next review will be in 5 years. Faculty members receiving a 3-year result are required to meet with the school chair and dean to create a development plan.

(PPR Process updated 9/21/10)

## **Reappointment, Promotion and Tenure Committee Best Practices Guidelines**

### *Types of Reviews*

**Full Reviews:** All decisions regarding promotion and tenure are "full" reviews.

**Third Year Critical review:** The third year review, often referred to as a "critical" review, is also a full review, except that external letters are not required.

**Administrative Review:** All others are deemed to be "administrative". Administrative reviews are internal to the College of Engineering (CoE), but can involve a full review if deemed necessary by the School Chair, the CoE Dean, or requested by the candidate.

Full and Critical reviews go through all Institute levels for review through to the Georgia Tech President.

### *Types of Decisions*

**Promotion and Tenure:** Each RPT Committee member's vote shall specify recommendation of one of two outcomes with regard to promotion and/or tenure: (i) in favor of or (ii) opposed to. If an RPT Committee member abstains from voting, it shall be recorded as such. Abstention from voting is strongly discouraged.

**Third Year 'Critical' Review:** Each recommendation will specify one of four outcomes:

- "Reappointment" signifies a positive performance of the faculty member toward promotion and/or tenure.



- “Reappointment with Counsel” signifies that while the faculty member's performance is regarded as positive overall, improvements in one or more categories of activity are needed to ensure the candidate's successful progress toward promotion and/or tenure.
- “Reappointment with Warning” indicates that significant problems exist in one or more categories, such that continuation of the existing pattern of activity is likely to result in a failure to achieve either promotion or tenure.
- “Non-Reappointment” signifies that the faculty member's performance is such that there is little or no possibility of the candidate meeting the promotion and/or tenure requirements.

### **Guidance to Candidates on Preparation of Documentation**

Reappointment, promotion, and tenure decisions are based on criteria spelled out in the Georgia Institute of Technology Faculty Handbook. Information regarding format and content of documentation can be found at the College of Engineering website, [www.coe.gatech.edu](http://www.coe.gatech.edu).

It is the faculty member's responsibility to assemble a portfolio of accomplishments relative to the criteria described in the Faculty Handbook.

**Publications:** Selection of manuscripts/reports should consist of a candidate's top five intellectual manuscripts.

**References:** Suggested names should be senior experts in the field represented by the scholarship of the candidates. Generally, the letter writers should not have a personal or professional connection to the candidate (e.g., dissertation advisor, postdoctoral mentor, research collaborator). If letters from these individuals are solicited, they must be in addition to those normally required and identified as such. Letters from references not listed by the candidate may also be solicited as determined by the School Chair and RPT Chair, as appropriate. It is acceptable to use the same reference letter for two consecutive years of the process.

**External reference letters:** Letters to external referees ask for 1) a candid assessment of the creativity, impact, productivity, and promise of the candidate's creative contributions, based on the top five intellectual products included in the package, along with any knowledge of other contributions, 2) comments on particular aspects of the candidate's creative contributions in research and scholarship and an assessment of impact on the field, 3) comparison of the candidate to the leaders, by name, in their field of creative contribution at a similar career stage.

### **Area Committee**

The evaluation process begins with an Area Committee consisting of three to four faculty members. For faculty working in cross-disciplinary areas, the Area Committee should reflect a distribution of persons from appropriate disciplines who are capable of assessing the individual's work. This committee will be appointed by the School Chair in consultation with the Chair of the School RP&T committee.

The Area Committee's role is to provide a letter with a detailed explanation of the committee's examination of the submitted intellectual products, including placing the candidate's contributions in context and commenting on the importance and measurement of scholarly

impact of the work. The items can be refereed publications, other publications or proceedings, hardware or software, etc.; anything that can be judged for its quality and impact. This evaluation is made independent of the external letters of reference. The area committee should not vote nor express its judgment on the issue of reappointment, promotion, and/or tenure; their role is only to assess the quality and impact of the scholarly contributions.

#### **Letters should:**

- Cover all aspects of the committee's evaluation, explaining strengths and concerns, placing the candidate's contributions in context and commenting on the importance and the measurement of scholarly impact of the work, relative quality of journals where published, etc. There will be future readers of the committee letter who are not in engineering and will appreciate the prospective provided.
- Be careful not to be sidetracked by a single issue that dominates the evaluation and or the letter contents.
- Reflect the committee discussion and evaluation. The tone of the letter should be consistent with the evaluation; e.g., a very positive letter should be the outcome of a very positive evaluation but not the opposite.
- Disclose all real or potential perception of conflicts of interests that committee members have with the candidates and state that the committee member with the potential conflict has made an honest effort not to be influenced by it in his/her evaluation.
- Be kept confidential at all times.
- Every member should sign the letter to confirm his/her participation in the case evaluation.

#### **School Committee**

The School Committee will consist of at least five faculty who are tenured, full professors, with majority appointments in MSE. Members of this committee, and its chair, will be appointed by the School Chair and approved by the general faculty. Replacements as needed may be filled at the discretion of the School Chair, in consultation of the School Committee Chair.

The role of the School Committee is to provide a letter summarizing their assessment of the overall qualifications of the candidate based on their evaluation of the Area Committee's letter, the candidate's resume, letters of reference, and any other material that may accompany the RPT package, and to vote on the question of reappointment, promotion and/or tenure. The School Committee's letter, addressed to the School Chair, should comment on at least three areas:

- The quality and impact of the candidate's **scholarship**, broadly defined (such as the scholarship of discovery, integration, application, and/or instruction, as appropriate to the candidate) and their relationship to the educational mission of the school, college, and the Institute
- The quality and impact of the candidate's **teaching** as evidenced by student evaluations, classroom observation, and/or evaluation of instructional materials provided by the candidate; and
- The significance of the candidate's **contributions and leadership to the profession and the School, College, and/or the Institute.**

It is important to note that the comments compiled by the School Committee be straightforward and balanced, and there be consistency between the votes and the narrative.

The RPT Committee's deliberations must be completely confidential and independent of external influences other than those specified in the documentation submitted by the candidate, the first level committee letter, and the external references.

After the vote, a draft letter is completed by the RPT Chair and presented to the RPT Committee for review to ensure that it conforms to the tone of discussion and the vote. All members of the Committee should be given the opportunity to suggest modifications in the wording of the letters. If the RPT Committee's vote is split, the letter should include statements elaborating on the bases for both sides of the vote.

**Letters should contain the following:**

1. Introductory paragraph: A review of the educational background and employment history of the candidate.
2. Summary evaluation of research and scholarly contributions: The next two or three paragraphs should embody a summary of the first level committee's evaluation of the candidate's technical contributions, listing strengths and weaknesses, assessing the impact of the research, and capturing the essence of the external reference letters, interwoven as appropriate.
3. Summary evaluation of educational related activities: This paragraph should summarize the evaluation of the candidate's contributions to education in general and teaching in particular.
4. Summary evaluation of service: This paragraph should summarize the evaluation of the service contributions of the candidate to the School, the Institute and the profession.
5. Last paragraph: This paragraph should provide an overall summary of the candidate's case, capturing the essence of the Committee's discussions and listing specific positive and negative points (as appropriate to the vote).
6. In the last sentence the RPT Committee's vote is recorded. Example:  
"Based on our overall assessment of Dr. X's achievements, contributions and impact on his field, the Reappointment, Promotion, and Tenure Committee voted y in favor and z opposed for tenure and/or promotion to RANK."
7. The opening and closing paragraphs should be consistent in format for all candidates.

All members of the RPT Committee are to sign this letter.

**College of Engineering Reappointment, Promotion and Tenure (CoE RPT) Committee**

The MSE Representative to the CoE RPT Committees will be selected by the School Chair and CAC. Representatives will serve two years after which they will serve on the School RPT Committee utilizing their experience for the School process.

**Confidentiality**

To ensure the integrity and confidentiality of the evaluation process, as well as the independence of all pertinent channels of review, RPT Committee members should not discuss deliberations or recommendations before, during, and after the evaluation process with parties outside the Committee. As reviews make their way upward through the levels of the process, both the written text and vote should be considered as the form of advisement, and interactions with the

School RPT Committee Chair should be limited to clarification of information contained in the RPT Committee letters.

### **Feedback to Faculty Candidates**

When the RPT Committee renders a negative decision on tenure and/or promotion, the associated letter should contain sufficiently clear guidance regarding how the candidate might redirect his/her efforts to achieve a successful outcome in future evaluations. For cases of tenure and/or promotion evaluation in which a negative RPT Committee report is received, the School Chair can convey this to the candidate to assist him or her in deciding whether to proceed further in the process; proceeding further is the candidate's choice.

It is the responsibility of the School Chair to transmit feedback from the School level to the candidate after the process has concluded at all levels. The School Chair should review with the candidate the recommendations from each committee and administrator, and counsel the candidate appropriately.

In a case of third year critical review that results in a recommendation from the Provost-level review for either reappointment with counsel or reappointment with warning, the School Chair meets with the candidate, discusses the reasons for counsel or warning, drafts a memorandum to the candidate summarizing the discussion, and asks the candidate to indicate agreement with the memorandum by signing and returning the original copy of the memorandum. The original of that signed memorandum is forwarded to the Dean and a copy is put in the candidate's file in the School.

### **Faculty Recruiting Committee**

The Faculty Search Committee is responsible for soliciting, and reviewing applications for new faculty hires as well as recommending Courtesy Appointments. The Chair of the Faculty Search Committee may assign additional committee reviewers from amongst the MSE faculty when appropriate.

The School Chair provides regular input to the committee on areas of need, and conveys directives from the upper administration relating to faculty hiring.

The School's I.T. staff, based on input from the committee's chair, maintains the faculty recruiting website. A staff member who supports the Faculty Recruiting Committee monitors the school's e-mail site, which is found at [www.mseforms.com](http://www.mseforms.com).

### **Faculty Input to the Hiring Process of Academic Faculty**

After a visit by a faculty candidate, the School Faculty will provide input for the hiring process by filling out individual feedback forms and sending them to the Chair of the Search Committee. At a School faculty meeting, the Search Committee Chair will lead a discussion of the candidate. As part of this discussion, the Search chair will summarize the candidate's background, achievements and letters of recommendation, the comments and scores from the feedback forms,

and the recommendation of the search committee. The faculty will discuss and a formal vote will be taken. If approved the School Chair will report the decision to the candidate and procedure with an offer once approved by the CoE.

## **Adjunct Faculty Appointments**

Adjunct appointment faculty in the School of Materials Science and Engineering (MSE) at the Georgia Institute of Technology (Georgia Tech) are individuals who are not full-time, tenure-track academic faculty with primary appointments in other Schools at Georgia Tech.

It is expected that all Adjunct MSE faculty will play a substantial active role in MSE School life. Activities such as participation on thesis committees, co-advising graduate students, research collaborations and/or joint proposals with regular MSE School faculty, and teaching or partly teaching courses that have MSE course numbers are strongly encouraged. Adjunct MSE Faculty are expected to meet the same standards of excellence and achievement as the regular faculty of the MSE School. Adjunct MSE faculty status does not obligate the School of MSE to provide services, salary, or support.

Any full-time academic faculty member of the MSE School may suggest a candidate for an Adjunct Faculty appointment to the MSE School Chair. First-time Adjunct candidates will then be asked by the MSE Chair to submit, to the Faculty Search Committee (FSC), a curriculum vitae and a cover letter explaining why they desire an Adjunct faculty position, and how such an Adjunct Faculty appointment would benefit the applicant and the MSE School. The FSC will consider the merits of each case and make a recommendation to the MSE School Chair as to whether to invite the candidate to visit the school and present a seminar to the faculty. If an invitation is deemed appropriate, the MSE School Chair will contact the candidate, explain the rights and responsibilities of an Adjunct Faculty appointment, and invite the candidate to visit the school and present a seminar. After the candidate's visit and seminar, the FSC will present a motion at a MSE faculty meeting to accord or deny the Adjunct Faculty appointment status to the candidate. This motion will be discussed and then voted upon by secret ballot of the regular MSE faculty. The School Chair will then be responsible for communicating the decision to the Adjunct Faculty candidate in a timely manner.

Adjunct MSE faculty appointments will be for five year terms. At the completion of an Adjunct Faculty appointment term, the Adjunct Faculty member may be considered for reappointment. Such consideration commences with the submission by the Adjunct Faculty member of a package that includes a description of his/her activities with the MSE School during the previous 5 year period, along with an updated curriculum vitae, to the Faculty Search Committee. The FSC will then evaluate this package and present a motion at a MSE faculty meeting to accord or deny renewal of the Adjunct Faculty appointment status to the candidate. This motion will be discussed and then voted upon by secret ballot of the regular MSE faculty. The School Chair will then be responsible for communicating the renewal decision to the Adjunct Faculty candidate in a timely manner.

During the course of an Adjunct MSE Faculty appointment, the MSE School Chair may ask the Faculty Search Committee to initiate a review of an Adjunct Faculty member's status if the

Adjunct Faculty member's participation in MSE School activities is view as insufficient or if the Adjunct Faculty member is in anyway noncompliant with the MSE School policy regarding Adjunct Faculty. Removal of Adjunct Faculty status requires a recommendation from the Faculty Search Committee after such a review. Adjunct faculty will be notified in writing of a pending review, and of the outcome of the review, by the MSE School Chair.

*(Policy updated 2/27/2012)*

### **Joint Faculty Appointments**

A joint faculty appointment is recognized by the College of Engineering (COE) and the Office of Faculty Career Development Services (FCDS) as a faculty member who is paid by more than one school. Joint appointments require personnel paper work. The School's human resources representative handles the paper work and communicates directly with the prospective candidate.

### **Courtesy Faculty Appointments**

Courtesy appointment faculty in the School of Materials Science and Engineering (MSE) at the Georgia Institute of Technology (Georgia Tech) are full-time, tenure-track academic faculty with primary appointments in other Schools at Georgia Tech. The MSE School makes a clear distinction between Courtesy, Adjunct, and Academic Faculty when representing itself to the Institute and general public, and has specific expectations for the role that each type of faculty member should play.

It is expected that all Courtesy MSE faculty will play a substantial active role in MSE School life. Activities such as participation on thesis committees, advising or co-advising of graduate students, research collaborations and/or joint proposals with regular MSE School faculty, faculty search committees, and teaching or partly teaching courses that have MSE course numbers are strongly encouraged. Evidence of established participation in MSE activities is highly recommended. Courtesy MSE faculty are expected to meet the same standards of academic excellence and achievement as the regular faculty of the MSE School. Courtesy MSE faculty status does not obligate the School of MSE to provide services, salary, or support.

Courtesy MSE faculty are allowed to supervise PhD or MS candidates pursuing degrees in the MSE School. However, a Courtesy MSE faculty member is expected to be involved in the MSE graduate student recruitment process (i.e., participation in graduate student recruitment fairs and other recruitment activities) in order to be allowed to supervise such students. These Courtesy faculty-advised students must be fully supported as Graduate Research Assistants with all of the costs of their research covered by the Courtesy MSE faculty member. The advised students will complete all academic requirements of the graduate program in the MSE School. The thesis committee must be composed according to the guidelines of the MSE School.

Courtesy MSE faculty are expected to mention their affiliation with the School of MSE on publications and printed materials, where appropriate.

Any full-time academic faculty member of the MSE School may suggest a candidate for a Courtesy faculty appointment to the MSE School Chair. First-time Courtesy Faculty candidates will then be asked by the MSE Chair to submit, to the Faculty Search Committee (FSC), a curriculum vitae and a cover letter explaining why they desire an Courtesy Faculty position, and how such a Courtesy Faculty appointment would benefit the applicant and the MSE School. The FSC will consider the merits of each case and make a recommendation to the MSE School Chair as to whether to invite the candidate to visit the school and present a seminar to the faculty. If an invitation is deemed appropriate, the MSE School Chair will contact the candidate, explain the rights and responsibilities of a Courtesy Faculty appointment, and invite the candidate to visit the school and present a seminar. After the candidate's visit and seminar, the FSC will present a motion at a MSE faculty meeting to accord or deny the Courtesy Faculty appointment status to the candidate. This motion will be discussed and then voted upon by secret ballot of the regular MSE faculty. The School Chair will then be responsible for communicating the decision to the Courtesy Faculty candidate in a timely manner. After MSE School approval, the MSE School Chair requesting the appointment will write a letter to the Chair of the prospective Courtesy Faculty member's School, making a request for this non-paid position. Upon receipt of signatures by both Chairs, a copy of the letter is sent to the College of Engineering and FCDS for filing. The School's human resources representative handles the paper work and communicates directly with the prospective Courtesy Faculty candidate.

Courtesy MSE faculty appointments will be for five year terms. At the completion of a Courtesy Faculty appointment term, the Courtesy Faculty member may be considered for reappointment. Such consideration commences with the submission by the Courtesy Faculty member of a package that includes a description of his/her activities with the MSE School during the previous 5 year period, along with an updated curriculum vitae, to the Faculty Search Committee. The FSC will then evaluate this package and present a motion at a MSE faculty meeting to accord or deny renewal of the Courtesy Faculty appointment status to the candidate. This motion will be discussed and then voted upon by secret ballot of the regular MSE faculty. The School Chair will then be responsible for communicating the renewal decision to the Courtesy Faculty candidate in a timely manner. After MSE School approval, the MSE School Chair will write a letter to the Chair of the prospective Courtesy Faculty member's School, making a request for this non-paid renewal position. Upon receipt of signatures by both Chairs, a copy of the letter is sent to the College of Engineering and FCDS for filing. The School's human resources representative handles the paper work and communicates directly with the prospective Courtesy Faculty renewal candidate.

Courtesy Faculty appointments will be terminated if the individual separates from Georgia Tech. During the course of a Courtesy MSE faculty appointment, the MSE School Chair may ask the Faculty Search Committee to initiate a review of a Courtesy Faculty member's status if the Courtesy Faculty member's participation in MSE School activities is view as insufficient or if the Courtesy Faculty member is in anyway noncompliant with the MSE School policy regarding Courtesy Faculty. Removal of Courtesy Faculty status requires a recommendation from the Faculty Search Committee after such a review. Courtesy Faculty will be notified in writing of a pending review, and of the outcome of the review, by the MSE School Chair.

*(Policy Approved by Faculty; updated 11/13/2012)*

### **Faculty Mentoring Policy**

- During the first 6 months of employment, each new untenured (Assistant, Associate) faculty member will identify potential faculty mentors among the tenured faculty.
- At the end of 6 months of employment, the untenured faculty member will meet with the School Chair and FDM Chair to discuss and then select a tenured faculty mentor.
- The faculty mentor will be available for regular discussions, on at least a monthly basis, with the untenured faculty member on issues related to progress toward tenure.
- Each year, the untenured faculty member will submit an annual report of his/her accomplishments (in research, teaching, and service) to the FDM Committee and to the School Chair.
- The FDM Committee and the School Chair will then each provide to the untenured faculty member an independent annual written assessment of his/her progress toward tenure, with possible suggestions for improvement.
- Upon the request of an Associate Professor with tenure, and upon submission of his/her annual report of accomplishments (in research, teaching, service) to the FDM Committee and the School Chair, the FDM Committee and School Chair will each provide an independent annual written assessment of the progress of the Associate Professor towards promotion to Full Professor.

Note: FDM refers to the Faculty Development & Mentoring Committee

*(Policy Approved by Faculty; Updated 11/13/12)*

### **Undergraduate Curriculum Committee**

The Undergraduate Curriculum Committee is responsible for the undergraduate curriculum of the School. It provides oversight for the school's undergraduate programs and courses, and on any issues pertaining to undergraduate education within the school.

Section 5.12 of the Faculty Handbook of the Georgia Institute of Technology (April 2007) provides for a school's responsibility for its curriculum, reading in part as follows:



The Faculty of a Department of Instruction shall, subject to the direction of the Academic Faculty, be responsible for the program of studies offered by the Department. The Faculty of a Department may recommend such changes and modifications in its curriculum as it may deem desirable and shall have the power to fix pre-requisites for courses which it offers.

The committee's responsibilities are listed below:

- Periodic review of curriculum and suggestions for its improvement
- Review and approve all changes to course syllabi, textbooks, and pre-requisites
- Review and approve curriculum changes, including graduation requirements
- Review and approve all new courses, minors, and certificate programs, as well as their modifications
- Periodic review of course offerings to determine their continued listing or deactivation
- Periodic review of all courses, including their ABET syllabi
- Periodic review of cross-listed courses
- Periodic review of minor and certificate programs
- Solicit input from Student Advisory Board on matters related to undergraduate students

The committee's chair shall be the Associate Chair for Undergraduate programs. Other members shall consist of those faculty members who advise the school's undergraduates and other faculty members who may be appointed by the School Chair. The Academic Office staff member primarily responsible for overseeing the undergraduate program shall serve as the committee's secretary.

The committee will approve its minutes for a given meeting by a vote at the next meeting.

### **Revisions to Faculty Committee By-laws, Charges, Responsibilities, and Procedures**

Standing School faculty committees will communicate desired revisions to their by-laws, charges, responsibilities, and procedures to the Chair Advisory Committee, along with the reasons for the revision. The CAC also may recommend revisions to any of the School's committee's by-laws, charges, responsibilities and procedures, in consultation with that committee and its chair. The CAC will review the revisions, and if necessary ask the committee requesting the revisions for clarifications of or modifications to the revisions. The CAC will vote on the revisions. Approved revisions will be incorporated in the School Faculty Handbook and on the website of the committee affected by the revisions.

### **Safety Committee**

The MSE Safety Manual and exam requirements are found at <http://www.mse.gatech.edu/research/lab-safety-policy>.

## Faculty Commencement Participation Policy

- Each MSE faculty member will be designated to participate in a particular undergraduate fall or spring commencement ceremony.
- If this designated faculty member is unable to participate in the assigned commencement ceremony, then it is the responsibility of this faculty member to find another faculty member who is willing to act in his/her place.
- Each MSE faculty member is expected to participate in the commencement ceremony of each of his/her primary M.S. and Ph.D. thesis advisees.
- If the faculty member is unable to participate in the commencement ceremony of his/her primary M.S. or Ph.D. thesis advisee, then it is the responsibility of this faculty member to find another faculty member who is willing to act in his/her place.

(Approved by MSE faculty on 11/9/10)

## Faculty Workload Policy

- As per BOR policy, a full-time faculty teaching load for an academic year consists of 24 credit hours (eight courses), excluding summer semester courses for which a given faculty member receives additional pay.
- Six credit hours (2 courses) of relief are provided for each academic year for internal and external service (on committees, maintaining laboratories, etc.). Tenured faculty members are expected to serve on two significant MSE service committees or to chair one of the major MSE committees (e.g., undergraduate studies committee, graduate studies committee, tenure and promotion committee, faculty recruiting committee). {8 - 2 = 6 courses/academic year}
- Over a three year period, a Research Load Score (RLS) will be determined for each faculty member:

$$RLS = \{[GRA + (UG/12) + (PD/2)]/[GRA + (UG/12) + (PD/2)]_{Ave}\} + \{RF/RF_{Ave}\}$$

where “GRA” = number of Georgia Tech graduate research assistants for whom the faculty member is the primary thesis advisor, “UG” = number of Georgia Tech undergraduate credit hours per year for which the faculty member is assigned as the registering students’ primary advisor, “PD” = number of paid Post-Doctoral Fellows (or Research Scientists) for whom the faculty member is the primary advisor, “RF” = research funding expenditures of the faculty member (for multi-investigator grants, RF is the portion of research expenditures associated with the particular faculty member), and “Ave” = average values of the bracketed numbers for all of the tenure-track faculty members paid by the School of MSE (i.e., excluding Courtesy faculty, Adjunct faculty, and other non-tenure-track faculty). Data for the RLS value will be compiled by the School administrative staff, with input welcome from the faculty. RLS values for a given three year period will then be bracketed into three broad groups by the School Chair: modest research load, average research load, and intense research load:

- 9 - 10.5 credit hours (3 - 3.5 courses) of relief are provided for each academic year for a *modest research load*. {6 - (3-3.5) = 2.5 - 3 courses/year = 7.5 - 9 credit hours taught/year}

- 11.1 - 12 credit hours (3.7 - 4 courses) of relief are provided for each academic year for an *average research load*. {6 - (3.7-4) = 2-2.3 courses/year = 6-7 credit hours taught/year}
- 12.6 - 13.5 credit hours (4.2 - 4.5 courses) of relief are provided for each academic year for an *intense research load*. {6 - (4.2-4.5) = 1.5-1.8 courses/year = 4.5-5.5 credit hours taught/year}
- New faculty will generally not be assigned a course to teach in their first semester, and not more than one course during their first academic year, at Georgia Tech. Untenured faculty will generally not be assigned to teach more than seven credit hours per academic year during their first three years at Georgia Tech.
- Consideration is given for release time for major activities such as organization of national/international conferences and research program development (for example, major center proposals involving large groups of faculty).
- Each full-time MSE faculty member is expected to teach a minimum of 4.5 credit hours (1.5 courses) per academic year. In exceptional cases of increased research workload (e.g., a sudden multimillion dollar increase in annual research funding by a given faculty member), a faculty member may negotiate with the School Chair for consideration of a buyout from this minimum level of teaching. For each course bought out, a faculty member must provide one month of salary. With the approval of the School Chair in such an exceptional case, a faculty member may buy out of teaching up to two courses over the period of three academic years. It is expected that such a buyout (up to 2 courses over 3 years) will not occur on a repetitive basis.

(Approved by faculty vote 9/18/2012)