Periodic Peer Review Guidelines for Faculty in the Department of Biomedical Engineering

Revised October 2011

INSTRUCTIONS TO CANDIDATES

This document will provide you with detailed instructions on preparing your paperwork for Periodic Peer Review (PPR). Should you have any questions regarding the PPR process, please direct them either to the chair of the RPT committee, Ajit Yoganathan (404-894-2849, ajit.yoganathan@bme.gatech.edu) or Pat Jordan (404-385-3901, gail.spatt@bme.gatech.edu).

Important Websites

The most updated information will always be online!

Coulter Department of Biomedical Engineering RPT Information, Forms & Guidelines: http://www.bme.gatech.edu/facultystaff/resources.php
Georgia Tech College of Engineering PPR Information, Forms & Guidelines: http://www.coe.gatech.edu/content/periodic-peer-review-academic-faculty-0

Important Deadlines

Please refer to the calendar posted online at http://www.bme.gatech.edu/facultystaff/resources.php calendar for this year’s important deadlines. Note that as a first step, you must establish your Approved Individualized Review Criteria, in writing, with the department chair. As this agreement may involve an in-person meeting with the chair, we recommend that you begin your PPR preparation well ahead of time.

Required Paperwork

Each PPR candidate must submit the following:

- Approved Individualized Review Criteria (in conjunction with the department chair). The standard criteria for PPR are the same as those for promotion and tenure: teaching, service, and research. However, you have the option of establishing different criteria with the department chair if you believe these criteria do not accurately measure your contribution. In either case, your agreement with the department chair must be documented in writing (email is acceptable).

- The faculty résumé, or CV, in the format specified at http://www.coe.gatech.edu/content/rpt-information-forms-guidelines

- The Summary of Instruction Opinion Survey, filled out as completely as possible. This document is available as a Word or Excel file at http://www.coe.gatech.edu/content/rpt-information-forms-guidelines The Excel version will tabulate your teaching scores.

- A statement of most noteworthy accomplishments (five pages maximum). We ask that you include an introductory paragraph about yourself and your teaching and research philosophy. You should also incorporate a description of your best educational contributions, which may include not just teaching, but also things such as course development, educational innovation, scholarly papers/grants on education, etc. Professional and public service contributions should also be discussed in this statement. Perhaps most importantly, you must discuss your plans and goals for the next 5 years. This portion of...
the statement should constitute a minimum of one page. If you have been through PPR before, address the goals that you stated in the last PPR and then set your new goals. We anticipate this part of your periodic peer review package will carry significant weight with the various committees in the review process. It will require careful thought and preparation, and will set the tone for the material that follows it. We strongly recommend that it is written in a factual and philosophical manner, with self-promotion and self-evaluation kept to a minimum.

- PPR Statement of Completeness (hard copy with your original signature).

**Helpful Tips in Preparing Your CV**

- Number and date all pages.
- Be sure to list page numbers for all publications.
- Number your CV entries to match the categories given in the guidelines. **If there are no data for a category, skip it and the corresponding category number.** It is understood that there may be missing categories.

**III.A. Individual Student Guidance.** Potential Ph.D. students who you are advising or have advised who have not passed the Preliminary Exam should be listed as M.S. students. Give dates that a student passed their preliminary, qualifying (where applicable), and proposal exams, as well as the dates of successful thesis defenses. You should also list an expected graduation date for students who are currently in process. Note that a student must have passed the Preliminary Exam to be counted as a Ph.D. student. If they dropped out or changed advisors, so note and indicate the term. For students you advised who have graduated, give the date of graduation and current employer.

**III.B. Other Teaching Activities.** It is appropriate to include mention of any innovative teaching approaches, course enhancements, etc. associated with regular, existing courses (in addition to new course development efforts). Any course assessment results other than the ClOs surveys should also be summarized here. Any continuing education activity should also be detailed here.

**IV.B. Refereed Publications.** Please form two subcategories here, i.e. IV.B.1. Refereed Journal Publications and IV.B.2. Refereed Conference Publications. "Accepted" papers should be documented as "letter of final acceptance received Dec. 25, 2000." "Accepted subject to revision" papers should be documented as "letter requesting revision received Dec. 25, 2000." Show the date of submission for papers currently under review.

**IV.C. Other Publications.** Do not list here your own M.S. thesis and/or Ph.D. dissertation. This category is primarily for non-refereed articles (magazine/newsletter columns or feature articles), published book reviews, etc. Please list all non-refereed conference presentations in IV.D.

**IV.D. Presentations.** We recommend adding the following subheadings:

- IV.D.1. Invited Keynote Addresses
- IV.D.2. Conference Presentations with Proceedings (non-refereed)
- IV.D.3. Conference Presentations without Proceedings
- IV.D.4. Seminar Presentations (Indicate if invited. Invited implies the sponsor paid an honorarium and/or provided some form of compensation for travel.)

**IV.E. Other Scholarly Accomplishments.** Identify and categorize if there are multiple entries.
In Section IV., we ask that you follow the IEEE-recommended format for listing publication and conference citations:

**BOOK:**

**JOURNAL:**

**CONFERENCE:**

**CONFERENCE PROCEEDINGS:**

**PATENT:**

**VI. Grants and Contracts.** Note that only funded and pending grants are to be listed. However, both external and internal funding (GTRC grants, GTF grants, etc.) are to be listed. Use the sample format:

- **Title:**
- **Organization:**
- **Contract Period:**
- **Amount Requested:**
- **Amount Funded:**

For multiple PI grants, please indicate the funds allocated to your portion of the project. If necessary for clarity, provide a brief narrative explaining your role in multiple PI grants.

**VII: Honors and Awards.** List activities not covered elsewhere. Some examples could include professional registration, invited conference session chairs, and miscellaneous special activities.

**Checklist**

Please review the table on the next page (provided by the dean’s office) and note that you are responsible for submitting all items designated as “candidate” to Pat Jordan (pat.jordan@bme.gatech.edu). Again, please note that templates for many of these items are available at [http://www.coe.gatech.edu/content/rpt-information-forms-guidelines](http://www.coe.gatech.edu/content/rpt-information-forms-guidelines).

We look forward to working with you during this very important process.
<table>
<thead>
<tr>
<th>Periodic Peer Review Package Components</th>
<th>Provided By</th>
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<tbody>
<tr>
<td><strong>Periodic Peer Review Coversheet</strong></td>
<td>School RPT Administrator</td>
</tr>
<tr>
<td><strong>School/Unit-Level PPR Committee Assessment Letter</strong> - A committee is comprised of tenured, academic faculty of the school in which the faculty member has primary appointment. The committee will prepare a letter addressed to the reviewee, to include performance commendation, critique of substandard performance, recommendations for corrective action, an overall evaluation (5 or 3 years), and a record of the committee vote. This letter will be forwarded to the dean. The dean will then transmit a copy to the candidate and the provost office. Letter is addressed to the PPR candidate.</td>
<td>PPR Committee</td>
</tr>
<tr>
<td><strong>School Chair Evaluation Letter</strong> - This letter should provide an annual performance summary and an overall assessment of the faculty members teaching, research, and service. The school chair will write a letter to the school PPR committee assessing the reviewee’s performance, goals and plans for the next five years. Preference is for a summary supported by annual evaluations and rebuttals (if any). If a summary only is provided then the reviewee should be given the opportunity to comment on the summary. Items of a personal nature that may have been included in the annual reviews have no bearing on the PPR and should be deleted. The school chair does not vote.</td>
<td>School Chair</td>
</tr>
<tr>
<td><strong>Approved Individualized Review Criteria</strong> - This plan is agreed upon by the school chair and the faculty member and documented in a signed letter, memo, or copy of an email.</td>
<td>School Chair/Candidate</td>
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<td><strong>Candidate’s Statement of Most Noteworthy Accomplishments</strong> - A statement of up to five pages detailing accomplishments during the period of review and goals for the next review period provided by the faculty member. In the case of individuals undergoing a second or subsequent periodic peer review this will include specific information on how goals from the previous review have been met. This statement should focus on the candidate’s most noteworthy accomplishments for the years under consideration; five page maximum.</td>
<td>Candidate</td>
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<td><strong>Candidate’s Vita</strong> – May use their own format but the <a href="#">GT standard format</a> is highly recommended.</td>
<td>Candidate</td>
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<td><strong>Candidate’s Summary of Instruction Opinion Survey (CIOS)</strong> - A table summarizing all courses taught by the candidate at Georgia Tech must be included. Format of table can be found <a href="#">here</a>.</td>
<td>Candidate</td>
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