RECOMMENDED CHANGES
TO FACULTY HANDBOOK

Report to GIT Faculty
October 10, 2006

Ron Bohlander, 2005-06 Chair
Paul Griffin, 2006-07 Chair
Statutes Committee

Other Committee Members
Russell Gentry – Arch
(Exec. Bd. Liaison 2005-06)
TyAnna Herrington – LCC
George Johnston – Arch (2005-06)
Tim Strike – GTRI
David White – CC (new 2006-07)

http://www.academic.gatech.edu/handbook/
In Statutes – needs two readings before the General Faculty:

- Sections 5.1.1 and 5.3.1. – on membership in the General Faculty and in the Academic Faculty – adding Archivist titles & Professor of the Practice

Not in Statutes or Bylaws (Sections 1-8, 9-11) – needs one reading:

- Section 17.3 – on Tenure. Adding procedures for Hiring with Tenure
- Sections 17.6 and 17.7 – on Non-Tenure Track Personnel, adding descriptions of Professor of the Practice adopted by the faculty in spring 2006
- Section 22 – on Hiring and Promotion Guidelines for Professional Research Personnel – adding new evidence of technical mastery and supervision.
- Section 50 – on Intellectual Property Policy – adding clarifications found helpful in the practice of these policies
5.1.1 and 5.3.1 Faculty Membership

- Library requested Archivist titles be added. Referred to the Statutes Committee by the Executive Board.

- Qualifications of Archivist I, II, III, and IV are identical to those for Librarian I, II, III, IV who are already members of the faculty.

- **Recommendations:**
  - Specify the same faculty status for Archivists as for the corresponding Librarian titles:
    - General faculty for Archivist I
    - Academic faculty for Archivists II, III, and IV
  - Also added Professor of the Practice to General Faculty
  - Tidied up terminology for Administrative Officers so that it is consistent with the BOR Policy Manual and rest of the Faculty Handbook.
5.1 THE GENERAL FACULTY
The presiding officer of the General Faculty shall be the President. All members of the General Faculty shall have the right to vote.

5.1.1 Members
Membership in the General Faculty shall be determined solely on the basis of the position held within the Institute. The membership of the General Faculty shall be as follows:

Corps of Instruction
Comprises:

- Full-time members whose titles, in full or part, are contained in the following list: Regents Professor, Professor, Associate Professor, Assistant Professor, Instructor, Lecturer, and Professor of the Practice.
- Full-time members whose titles, in full or in part, are contained in the following list: Principal Research Engineer, Senior Research Engineer, Research Engineer II, Research Engineer I (Engineer may also read Scientist, Associate, or Technologist).
- Other full-time extension personnel, duly certified librarians Librarians IV, III, II, and I, Archivists IV, III, III, and I, Academic Professionals, and other teaching personnel with such other titles as may be approved by the Board of Regents.

Personnel with the designation of Temporary or Visiting are not to be members of the Corps of Instruction.
5.3 THE ACADEMIC FACULTY

5.3.1 Members
The membership of the Academic Faculty shall be as follows:

**Corps of Instruction**
Comprises:
- Chairs of all Departments of Instruction.
- Members of the General Faculty with the ranks of Regents Professor, Professor, Associate Professor, and Assistant Professor.
  - Librarians IV, III, and II.
  - Archivists IV, III, and II.
  - All General Faculty members of the Executive Board.

**Administrative Officers-General Faculty**
Comprise:
- The President, the Provost, administrative and academic deans, the Registrar, the Administrator in charge of Libraries, and those other persons in administrative positions who report directly to the President, and those persons in administrative positions who report to the Provost.
  - All General Faculty members of the Executive Board.
  - Librarians IV, III, and II.
17.3 Tenure and Hiring with Tenure

• Recognized that Section 17.3 already allows us to hire distinguished faculty with tenure in exceptional cases.

• Executive Board asked the Statutes Committee to develop some guidelines for the process.

• **Recommendations:**
  • Enabling sentences moved from 17.3 to 17.3.1. These come verbatim from BOR Policy Manual.
  • Recommended process in new Section 17.3.1
    • Dean or chair makes documented case for hiring with tenure
    • Faculty committee reviews qualifications and makes formal recommendation using the unit’s standards for tenure
    • Dean or chair makes recommendation to Provost including the recommendation from the faculty
  • Following sections renumbered
17.3.1 Hiring with Tenure

Notwithstanding anything to the contrary in this Handbook, in exceptional cases the Georgia Institute of Technology may recommend to the Board of Regents that an outstanding distinguished senior faculty member be awarded tenure upon the faculty member’s initial appointment. Each such recommendation shall be considered by the Board individually and shall be granted only in cases in which the faculty member, at a minimum, is appointed as an associate or full professor, was already tenured at his or her prior institution, and brings a demonstrable national reputation to Georgia Tech (BR Minutes, 1983-84, p. 94; May, 1996, p. 52; April 2000, pp. 31-32).

In cases where a unit of Georgia Tech wishes to pursue hiring with tenure, the following procedures should be followed:

- The academic head (Dean/Chair) responsible for the hire should prepare a written letter making the case for hiring with tenure. This letter, along with a complete Biographical Sketch or Curriculum Vitae detailing the relevant career activities of the individual should be forwarded to a committee of the faculty for review.

- A committee of the faculty should review the qualifications of the candidate, and render a consultative vote as to whether the candidate should be hired with tenure. This committee may be a standing Reappointment, Promotion, and Tenure (RP&T) committee within the unit, or an ad hoc committee of the faculty organized to review the case for tenure upon appointment. Members of an ad hoc committee must meet the unit’s qualifications to sit on an RP&T committee in that unit. The committee should review all of the application materials submitted by the candidate, and may request additional materials, (e.g., written letters of reference).

- The faculty committee should use the appropriate criteria for appointment and tenure at the rank of Associate Professor or Professor as established in the Faculty Handbook and as may be further specified within the unit considering the candidate.

- The committee should prepare a written letter to the academic head of the unit, and record its vote on the case for tenure on appointment.

- The letter from the academic head (Dean/Chair) and the letter from the faculty committee should be forwarded to the Provost and Vice President for Academic Affairs for his/her review and final determination whether the Institute will petition the Board of Regents for tenure upon appointment.
17.6 and 17.7 for Professor of the Practice

- Faculty adopted a proposal on 2/28 for new Professor of the Practice
  - Non-tenure track position belonging to the General Faculty
  - For distinguished academic, business, or government leaders who can enhance programs of the Institute.

- **Recommendations:**
  - Professor of the Practice title is added to a list of titles that can have academic rank in Section 17.6 on Non-Tenure Track Personnel.
  - New Section 17.7 comprises content of the proposal adopted by the faculty in Feb. that does not already exist elsewhere in the Handbook. This covers:
    - Qualifications and expectations
    - Guidelines for implementation
    - Subsequent sections are renumbered
17.7 PROFESSOR OF THE PRACTICE

Institutions of the University System are authorized to establish a non-tenure track position designated as Professor of the Practice for qualified academic, business, or government leaders. Due to the stature of individuals to be offered this position, the category will have only one rank; namely, Professor of the Practice.

The qualifications and expectations for this position are as follows:

- Have substantial bases of experience, normally of at least 10-15 years, and a national/international reputation for excellence.
- Have rich and extensive backgrounds in fields and disciplines related to the school or college of appointment at the Institute.
- Will serve as liaisons between industry or government and the Institute in identifying teaching and research opportunities that support the public interest and societal needs.
- May be expected (depending on circumstances of their appointment) to generate financial resources to support and enhance the Institute programs in which they work.

The guidelines for implementation are:

- General duties and responsibilities must be agreed upon in advance with each Professor of the Practice and her/his chair and/or dean.
- Appointments as Professor of the Practice may be fulltime or part-time. Individuals appointed to 50% time or greater are eligible for fringe and retirement benefits normally provided to Georgia Tech faculty.
• “Professor of the Practice” is a non-tenurable title which falls under the Board of Regents job classification of “Academic Professional with Academic Rank”. This classification carries with it membership in the General Faculty of the Institute. Appointments must be consistent with the University System policies for non-tenure track personnel as described in Section 17.6.

• The position may be described as “Professor of the Practice of X,” where X is an academic discipline or specialty. For communications purposes, a Professor of the Practice may represent himself or herself with a shorter title as “Professor of X.”

• Professors of the Practice will be reappointed annually but with no limit as to the number of years that may be served.

• Professors of the Practice will participate in an annual evaluation, as is regularly conducted for tenure track faculty. Performance will be evaluated during this annual review, with actions and recommendations made as appropriate.

• During the term of their appointment, Professors of the Practice are subject to, and protected by, the same Institute policies concerning academic freedom as tenured and tenure track faculty.

• Funding sources for Professors of the Practice may include the Institute, College, School, or Center, or some combination of these, and the funds may consist in whole or part of funds generated by the individual.

• Schools and Colleges at the Institute have considerable latitude in developing complementary policies and procedures for Professors of the Practice as long as they are consistent in spirit with overall policies detailed in this Section.

• The Institute and its Schools and Colleges will adopt appointment and reappointment policies that, in general, parallel those followed for tenure track faculty, though they need not be as elaborate as the latter and the criteria will be different. At minimum, these policies will involve on-campus interviews of the individual being proposed for a position as Professor of the Practice, input into the decision by a body of the faculty in the School or College, recommendation of the Chair and/or Dean, and approval by the Provost. Faculty involvement in the decision to hire should be identical to those procedures used for hiring tenured full professors.
22. Promotion Guidelines of Research Titled Personnel

• GTRI commissioned a committee of GTRI and RI research titled faculty to review promotion guidelines.

• They recommended changes to the director of GTRI and to the Vice Provost for Research, who in turn recommended them to the Statutes Committee.

• **Recommendations:**
  
  • Broaden evidence of Technical Mastery of Complex Field to include in Sections 22.4 and 22.5.2 developed software/hardware products and documented impacts of these products.
    
    • Recognizes that stakeholders and peers recognize a broader spectrum of impacts today in addition to classic peer-reviewed literature
  
  • Also broaden recognition of supervision to roles beyond classic project director, including program manager, co-project directors, and task leaders.
    
    • Recognizes that some big programs have significant leadership opportunities across a spectrum of project roles.
22.4 RESEARCH SCIENTIST II

This rank requires a Master's degree and three years' relevant full-time experience after completion of the degree, or a Doctor's degree. Qualified candidates who are recommended by the normal administrative process will not be reviewed by a presidential committee. Professional recognition in one's research field will be expected.

In addition to the candidate's education and experience requirements, the promotion recommendation will reflect substantive evidence of the candidate's progress toward developing the capabilities for performing at the level expected of research professionals in the same field holding senior research staff ranks at Georgia Tech. Such evidence might consist of papers published or contributed to, significant managerial efforts on sponsored projects, software/hardware developed and delivered to the sponsor community such as software or hardware and documented impacts of these products, or equivalent teaching responsibilities performed in an instructional unit.
22.5 SENIOR RESEARCH SCIENTIST

22.5.1 Basic Requirements
This rank requires a Master's degree and seven years' relevant experience after completion of the degree or a Doctor's degree and four years' relevant full-time experience. The rank of Senior Research Scientist is reserved for those professionals who have demonstrated a level of scholarly achievement and technical, managerial and entrepreneurial productivity commensurate with the highest standards of Georgia Tech. For this rank, demonstrated achievements should include recognized contributions to their specific technical disciplines, supervision of other research professionals through review and approval of proposals, technical reports and other communications, and representation of Georgia Tech to external organizations for the purpose of obtaining, managing, and performing high quality sponsored research programs. Preference will be shown for those qualified personnel holding a Doctoral degree in their specified discipline.

22.5.2 Performance Requirements
In addition to the requirements in item Section 22.5.1, demonstrated superior performance of professional duties is required in 1 below and at least two of the other four areas.

1. Mastery Peer recognition of mastery of a complex and difficult field of specialization as demonstrated through authorship of refereed papers and/or products developed and delivered to the sponsor community such as software or hardware, and documented impacts of these products. The latter may come in the form of sponsor satisfaction testimonials. Note: While emphasis will be given to authorship of journal and symposium papers which have been refereed, recognition will also be given to contributions to other journals, organizational publications, widely distributed reports which effect an education and technology information transfer.

2. Supervision of others' work by virtue of being a program manager, project director/principal investigator, co-project director/principal investigator, or task leader on sponsored research of such magnitude as to require guidance and supervision of other professionals.
50. IP Policy

- Changes recommended by Office of Technology Licensing and endorsed by GTRC

- **Recommended changes:**
  - Clarify in 50.5 that student employees will fill out an Assignment of Rights form like other employees.
  - Clarify in 50.6:
    - Computer Software may be a scholarly activity.
    - Individual efforts are not institute assigned efforts.
  - Make clearer in 50.7.1
    - That there may be multiple Creators associated with a given IP and that the list may from time to time be updated.
    - That R&D internal investments could be a legitimate up front costs deducted from royalties but only if agreed in advance in writing.
50.5 ASSIGNMENT OF RIGHTS
All full or part-time faculty and staff shall, as a condition of employment with the Institute, execute an Assignment of Rights Form, assigning all rights, title and interest, to the extent prescribed in this policy, in any Intellectual Property to the Georgia Tech Research Corporation. Students shall not be required to execute an Assignment of Rights Form except in the cases where they are employees of the Institute. This policy shall, however, be applicable to them and shall be set forth in the General Catalog and Student Handbook.

50.6 DETERMINATION OF RIGHTS IN INTELLECTUAL PROPERTY
A. Sponsor-Supported Efforts
The grant or contract between the sponsor and GTRC, under which Intellectual Property is produced, may contain specific provisions with respect to Intellectual Property. The Creators must be aware of these provisions as they can impact the licensing and Commercialization opportunities of the Intellectual Property.

B. Institution-Assigned Efforts
Ownership of Intellectual Property developed as a result of assigned institutional effort, including any effort normally associated with one's discipline and position, in education, research and service, shall reside with GTRC.

The general obligation to produce scholarly and creative works, such as textbooks and associated supplementary material, books, journal articles, does not constitute a specific assignment for this purpose. Creation of computer Software may be a scholarly activity and it may not necessarily constitute a specific assignment for this purpose. (See also Definitions in Section 50.2).

D. Individual Effort
In accordance with U.S. copyright law, textbooks, books, and journal articles and their directly associated electronic media will normally be treated as individual efforts owned by the author(s) unless one of the exceptions listed in 50.6 A-C applies.

In addition, ownership rights to Intellectual Property developed by GIT faculty, staff or students shall reside with the Creator of such Intellectual Property provided that: (1) there is no use, except in a purely incidental way, of GIT resources in the creation of such Intellectual Property (unless such resources are available without charge to the public); (2) the Intellectual Property is not prepared in accordance with the terms of GIT contract or grant; and (3) the Intellectual Property is not developed by faculty, staff or students as a specific institution assignment as discussed in 50.6 B above. The nature and extent of the use of GIT resources shall be subject to GIT regulations.

When there are multiple Creators, some or all may have ownership rights subject to the tests described above, but the parties are encouraged to enter into a mutually signed written agreement to clarify their respective rights and responsibilities, in accordance with guidance in Section 50.8.
50.7.1 Distribution of Income

The first Two Thousand Five Hundred Dollars ($2,500) of gross licensing income derived from the Commercialization of any Intellectual Property shall be paid to the Creators if they have filed a disclosure with GTRC in accordance with these procedures. Thereafter, the net income, computed on a cumulative basis, shall be distributed as follows:

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<th>Next $500 K</th>
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<tr>
<td><strong>Inventor Creator(s)</strong></td>
<td>33%</td>
<td>33%</td>
<td>33%</td>
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<td><strong>Unit</strong></td>
<td>17%</td>
<td>27%</td>
<td>33%</td>
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<td><strong>GTRC</strong></td>
<td>50%</td>
<td>40%</td>
<td>34%</td>
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All licensing net income from royalties and similar income, i.e. gross income less all expenses attributable to that specific disclosure (e.g., patent costs, attorney costs, marketing costs, reproduction, mailing, consumables, and unreimbursed development costs, etc.), shall be distributed quarterly by GTRC to the Creator and/or unit. **Any expenses to be reimbursed before distribution of royalties, over and above GTRC expenses, should be preapproved by all parties (GTRC, Unit, and Creators) before they are incurred but must be agreed in writing by all the parties (GTRC, Unit, and Creators) prior to distribution.**

In the case of the death of a Creator, any payment due, or which would have been due to such Creator, shall be made to the Creator’s estate.

The “Creator” will be the Creator or Creators of record listed on the original Intellectual Property disclosure or as subsequently updated in writing. When more than one Creator is listed, the allocation will be determined by the percentage of ownership listed in the original or updated disclosure. That allocation may only be altered for future distribution of royalties or other proceeds by written request signed by all Creators listed on the original disclosure. In the case of the death of a Creator, any payment due, or which would have been due, to such Creator shall be made to the Creator’s estate.