

## QUALIFICATION STATEMENT

Include a narrative-style qualification statement to address the criteria required for the appropriate rank as 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>.

**NOTE: Do not list employment history or academic degree information here.** Faculty Affairs requests the removal of “listings” of employment history and academic degrees in the headers of PROMOTE components, due to such data being confirmed and listed on the candidate profile in PROMOTE.

This Qualification Statement is not a copy/paste of your CV or summary page. The Qualification Statement should provide a walk-through of each of the promotion criteria, not a narrative bio sketch. **The Qualification Statement is limited to five (5) pages** and is an opportunity for the promotion candidate to detail their career and impact; it is an opportunity to detail how the candidate meets and exceeds the promotion criteria through 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 being 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.
- Briefly describe your primary role and area(s) of contribution at GT/GTRI that will help reviewers understand the material that follows. If your role is not a typical research faculty role, you should describe your role and responsibilities to clearly show how you are valued as a member of the research faculty. You might consider preparing a translation matrix that helps correlate the promotion criteria to your role and work activities and responsibilities. (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.
  - Candidates are 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 your last promotion at GT/GTRI) 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.”
- The “Mastery of a Complex Field” and “Technical Contributions and Innovation” criteria (RII, Senior) or the “Nationally or Internationally Recognized Original and Innovative Work” and “Development and Management of Significant Technical Thrusts” criteria (Principal) should not read like a listing of projects on which the researcher has worked.
- The content should provide proof of the technical mastery and contributions expected of someone aspiring to promote to the named promotion rank
  - Content should include information like the problem addressed, the actions taken, the results of the actions, and the value to the sponsor or organization.
  - Content should provide the breadth to prove technical mastery expected of the promotion rank.

### **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 (include a sub-titled section for each of the promotion criteria).

### **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.