Promotions and Appointments to Senior Ranks

Submitting the Successful Packet on Time
Deadlines for Submissions

June 12, 2017
• Tenure Track: proposals for promotion to Associate Professor or Professor with tenure
• Tenure Track: proposals for grant of tenure in rank (Associate Professor)

October 9, 2017
• Tenure Track: final packets

November 13, 2017
• Medical Educator and Service Track (MEST): proposals

December 11, 2017
• Research Track: proposals

March 5, 2018
• Clinical Track: proposals
The Promotion Cycle
What happens next?

For all tracks:

1. Faculty Committee on Appointments and Promotions (FCAP)
2. Council of Chairs (COC)
3. Dean
What happens next?

For tenure actions only:

4. Executive Vice President for Health Affairs
5. Provost
6. Tenure and Promotion Advisory Committee (TPAC)
7. Academic Affairs Committee (Board of Trustees)
8. President
Actions submitted 2016-2017

• 24 Tenure Track
• ~50 Medical Educator and Service Track
• ~60 Clinical Track
• 6 Research Track

Total = ~140 (110 in 2015-2016)
What goes into a packet?

- Chair’s Letter
- Secondary/Joint Appointment Letter, if applicable
- One-Page CV (tenure packets only)
- Full CV
- Teaching Portfolio
- Service Portfolio
- Personal Statement
- Publications (no more than five)
- Evaluator List, Letters, and Forms
August 31, 2016 – All faculty should have completed the publications module, which will be used to calculate their h-indexes.

Faculty must maintain this module throughout the promotion process for accuracy in the h-index calculation.

profiles.emory.edu
Why do we have templates?

- Efficiency
- Consistency: same information for all candidates
- Required criteria
- Shows progress and accomplishments
- Framework to support the case for promotion or appointment
- All templates are mandatory.

This is the candidate’s professional self on paper.
Junior and Senior Promotions

Junior Promotion Process

Junior promotions (Associate to Sr. Associate, Associate or Sr. Associate to Instructor, Instructor to Assistant Professor) may occur at any point during the year with approval from the division/department and Dean's Office. Faculty looking for additional information should visit the Faculty Development site.

Process and Procedures:

1. The faculty member’s department will create a eHRAF and will attach a letter from the Chair to the Dean and a recent CV in the SOM template.

2. Upon approval the Dean's office will prepare the promotion letter and send to the appropriate contacts.

3. The faculty counter-signs and returns the promotion letter to the Dean's office to be added to the file.

Checklist | Guidelines and letter requirements

Additional Information:

- Minimum Time in Rank
- Guidelines for Appointment, Promotion & Tenure
Chair’s Letter

- Recommendation of promotion/appointment
- Describes departmental review process
- Summarizes evaluator letters
- Describes candidate’s accomplishments and assigns rankings in three missions:
  - Scholarship
  - Teaching
  - Service
- Rankings are benchmarks, not adjectives.
  - Outstanding
  - Excellent
  - Very Good
Curriculum Vitae

- Use SOM template.
- Omit irrelevant sections and renumber accordingly.
- Chronology: oldest to newest
- List full dates:
  - 2003-2007
  - 2007-present
- No license numbers or personal information
- Research focus 50 words or fewer
- Bold name in bibliography
- New information in addendum to CV
Teaching Portfolio

- Candidate must use new SOM template.
- Omit irrelevant sections and renumber accordingly.
- Chronology: oldest to newest
- No more than 50 pages
- Information should match CV.
- Teaching evaluations are extremely important!
- Letters of support are encouraged, but no more than six.
Service Portfolio

- Candidate must use new SOM template.
- Omit irrelevant sections and renumber accordingly.
- Chronology: oldest to newest
- No more than 10 pages
- Information should match CV.
- Letters of support may also be included, but are not required.
Personal Statement

- 2-5 pages
- **At least 11-point font and 1-inch margins**
- Written in first person
- Address all three missions
- Past, present, and future accomplishments -- *Future plans are important!*
- Personal philosophy
- Passion
- Proofread carefully for font, margins, layout, etc.
Evaluator Letters
Who solicits them?

Tenure Actions:
The Dean’s Office requests evaluator letters for actions *with tenure* only.

Other Actions:
The Department requests evaluator letters for all other actions.
# How Many Letters?

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<th>Internal #</th>
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<td>6</td>
<td>2</td>
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<tr>
<td>Assoc. Prof.</td>
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<table>
<thead>
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</tr>
<tr>
<td>Assoc. Prof.</td>
<td>3</td>
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</table>
Conflicts or Exclusions

- School of Medicine Chairs
- FCAP members
- Colleagues in the same department (here or in the past)
- Colleagues in department of secondary appointment
- Co-authors (multi-institutional consortia OK)
- Collaborator/author on grant
- Research collaborators
- Advisors, mentors, or supervisors
- Advisees, mentees, or supervisees
- Note, all letters, even those with conflicts, are included in the packet.
Letter Acquisition

- Verify there are no conflicts.
- Use SOM letter template and instructions.
- Send evaluator profile form.
- Give evaluators four weeks.
- Follow up with reminders.
- Do not share letter information with candidate.
BoxSubmission

• Chair’s Letter (pdf)
• Secondary or Joint Department Chair’s Letter, if applicable (pdf)
• CV (Word and pdf)
• One-page CV (pdf) – tenure packets only
• Teaching Portfolio (pdf)
• Service Portfolio (pdf)
• Personal Statement (pdf)
• Publications (combined into a single pdf)
• Evaluator List, Forms, and Letters (single pdf)
• Letter to evaluators
• Naming scheme:

  Last Name_First Name_Department Abbreviation_Document Name

Example: Smith_Jane_GynOB_Publications
Tenure Proposals

Due June 12th:

- CV
- One-Page CV
- Teaching Portfolio
- Service Portfolio
- Personal Statement
- Publications
- List of potential external and internal evaluators.
Questions

• Who sends out the evaluator letter requests?

• What is your responsibility in this process, and what is the faculty member’s responsibility?

• What if the faculty member doesn’t adhere to the template guidelines?
Other questions?
Quiz

1. What is the maximum length of the:
   a. CV?
   b. Teaching Portfolio?
   c. Service Portfolio?
   d. Personal Statement?

2. What is the maximum number of publications?

3. Must candidates use the templates?

4. Who sends out the evaluator letter requests for tenure actions? Other actions?

5. When are faculty supposed to update their publications in Emory First?