SOM Glossary of Faculty-Related Terms

**Acting Title:** A position filled on a temporary basis while the employee appointed to that position is on vacation leave, sick leave, or otherwise unavailable to serve. This title is also used in the SOM for transient senior appointments pending FCAP and COC review. Different from Interim Title.

**Adjunct/Volunteer faculty:** These faculty roles receive no compensation. They are usually involved in some teaching activities and sometimes in clinical care or research. For volunteers participating in clinical practice, these job titles were formerly prefaced with the word “Clinical”, e.g., “Clinical Assistant Professor” (not to be confused with Assistant Professor, clinical track), but for all volunteers are now prefaced by the word “Adjunct”, e.g., “Adjunct Assistant Professor.”

**Administrative Home:** The department responsible for performing general administrative functions with respect to the faculty member, such as tracking a faculty member’s leave, conducting performance reviews, and approving eCOI reports.

**Career Conference and Performance Review:** An annual professional development review with each regular faculty member who holds a primary appointment in a SOM department. This review shall be based on performance in the areas of teaching, scholarship, and service and shall be conducted using the online faculty evaluation system, the Career Conference and Performance Review (CCPR), which is available annually to all departments.

**Choosing a Track:** All faculty must choose a promotion track by the end of their third year of appointment. They are allowed only one track change after that. Tenure track faculty must adhere to the “Tenure Clock.”

**Consultant (faculty consultant):** A temporary title reserved for faculty who have resigned/retired and would like to return in some limited capacity for a limited period of time. Consultant should be used for those who require a University job record with salary, while Emeritus status should be used for those who do not.

**Continuous or Tenured Appointments:** Continuous (i.e., tenured) appointments must be approved by the Board of Trustees and may not be terminated except for adequate cause or retirement. Continuous or tenured appointments do not include temporary, voluntary and limited (or non-continuous) appointments.

**Department Entry Date:** This is the date the faculty member began working in the department.

**Emeritus Status:** A faculty member may be considered for Emeritus status after retirement. One’s Emeritus rank will match the rank at retirement. Emeritus status must
be proposed by the Chair and requested by the Dean for approval by the Office of the Provost.

**Emory Clinic Membership Types:**
- Associate
- Affiliate
- Physician Member
- Professional Member

**Faculty Equivalents:** There are two titles for this category in SOM: Research Associate and Senior Research Associate. Hiring into these titles in the SOM was discontinued in September 2016 when the Scientist job series became available. Other schools and affiliates use different titles and definitions for faculty equivalents. These titles were often used for individuals transitioning from post-doctoral positions who had not yet attained a level of performance commensurate with a faculty appointment. These positions are equivalent to faculty only in the sense that their benefits are generally identical to those of faculty, except that faculty equivalents are not eligible for salary continuation. Faculty equivalents do not accrue leave; they receive 20 vacation days as do faculty. Faculty equivalents are not covered by the Gray Book (i.e., the termination of their appointments without cause is not subject to the notice requirements applicable to non-tenured faculty).

**Faculty Ranks**
- Associate
- Senior Associate
- Instructor
- Assistant Professor
- Acting Associate Professor (also known as a Transient Rank)
- Associate Professor
- Acting Professor (also known as a Transient Rank)
- Professor
- Visiting Scholar (also, for those who hold corresponding titles at other institutions, Visiting Instructor, Visiting Assistant Professor, etc.)

**Full-Time:** For SOM purposes: 1.0 FTE

**Gray Book:** The “Statement of Principles Governing Faculty Relationships”. The Gray Book contains important university level rules and standards governing faculty appointments, promotion, and tenure as well as non-renewal of non-tenured faculty. It can be found within the Emory University Faculty Handbook.

**Interim Title:** A position filled on a temporary basis while a search is being conducted. Different from Acting Title.

**Job Entry Date:** Date a faculty member begins a particular position.

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Joint Appointments: These appointments are for faculty members with effort in more than one department or School who receive compensation or other financial support (e.g., start-up funding) from both areas. Providing office or lab space is not a sufficient basis for a joint appointment. An Emory Clinic or VAMC appointment is not considered a joint appointment. See also Secondary Appointments.

Junior Faculty Ranks: Any rank other than Associate Professor or Professor.

Limited or Non-Continuous Appointments: Limited or non-continuous appointments are renewed at the beginning of each academic year and are considered renewed unless stated in writing. Decisions to non-renew a faculty member must be approved by the Dean’s office and delivered by the Chair on the Dean’s behalf. Limited or non-continuous appointments do not include temporary, voluntary and continuous (i.e., tenured) appointments.

No Compensation (NOC): Adjunct or volunteer appointments are NOC. Faculty members holding these appointments receive no compensation from the University. Different from Without Compensation (WOC).

Nonrenewal: A decision not to renew a regular, non-continuous (i.e. non-tenured) appointment. Advance written notice of nonrenewal must be provided to faculty member in accordance with rules established in Gray Book. Unless otherwise specified, the term of a regular, non-continuous faculty appointment will end on August 31st.

Opportunity Hire: A special unplanned hire, such as when an exceptional and nationally competitive candidate has become available and would be lost to future searches if not immediately pursued; or an opportunity to hire a desirable, underrepresented candidate that falls outside of the normal search time frame.

Part-Time: Less than 1.0 FTE

Primary Appointment: A faculty member’s primary appointment is generally in the SOM department that most activity is associated with, and the source of, the largest element of compensation.

Promotion Date: Date when a faculty member has been promoted to a higher rank. Promotions within the junior faculty ranks can occur at any time throughout the year. Promotions to a senior faculty rank have an effective date of September 1st.

Rank Date: Date rank was achieved.

Regular appointment: All non-temporary, non-voluntary faculty appointments are regular appointments. Regular appointments include both limited, non-continuous (i.e., non-tenured) appointments and continuous (i.e., tenured) appointments.
Replacement: A hire to fill an existing position that was recently vacated by an employee or will soon be vacated by a current employee, for any reason.

Secondary Appointments: Secondary appointments represent additional effort in a department or School outside of the faculty member’s primary appointment. No additional compensation is associated with secondary appointments. See also Joint Appointments.

Senior Faculty Ranks: “Associate Professor” and “Professor” are senior faculty ranks. Tenure can be earned only at these ranks.

Service Date: Used to calculate leave accrual and service awards, this date can be the original hire date (for those with no break in service) or a created date that factors in breaks in service according to a formula applied by University HR.

Temporary appointment: These appointments are limited to a specific period set forth in writing at the time of appointment. They may never exceed twelve months. They can be extended for up to three years in total. The most common temporary appointments are at the Associate, Senior Associate, and Visiting ranks. All non-ACGME trainees and Visiting faculty hold temporary appointments. Temporary appointments are sometimes converted into regular, non-continuous appointments.

Tenure Clock: Tenure track faculty should be considered for promotion to full tenure by their seventh year but no later than their ninth year. If a tenure track faculty member will not be promoted before September 1st of their 9th year, they must be non-renewed effective on that date. Tenure clock extensions that are the result of childbirth are automatic, but must be requested in writing. Extensions for other reasons, such as family illness, personal illness or unforeseen extenuating circumstances, may be requested from the Provost through the Dean’s Office and are usually granted in one year increments, if approved.

Tenure Date: Date tenure is granted (i.e., the appointment is converted from non-continuous to continuous). For new appointments, this date will be retroactive to the original hire date. For promotions, this date will always be the September 1st after approval of tenure.

Terminal Degree: The highest degree granted in a given professional field. A terminal degree is generally required for a faculty appointment.

Time in Rank: The number of years a faculty member has been in a particular rank. This number is calculated based on the academic calendar (beginning September 1st).

Tracks
- Medical Educator and Service Track: Focus is heavily weighted on teaching and/or service with a regional component, but demonstrated participation in scholarship is required.
• Research Track: focus is scholarship
• Clinical Track: Primary focus is teaching and/or service with a national component, but faculty are also expected to author original scholarly publications.
• Tenure Track/Tenured: Focus is on all three areas – service, scholarship, and teaching – with heaviest emphasis on scholarship. Faculty have a maximum of 9 years to achieve tenure.

Transient Rank: Senior faculty appointments (Associate Professor and Professor) require approval at all levels, which is a lengthy process that can take up to six months. In order to allow the faculty member to begin working at Emory before this process is completed, (s)he is given a transient, or acting, rank, i.e., a Professor with tenure will have a transient rank as Acting Professor, tenure track. Once the senior rank is approved, the rank can be changed to the non-transient title, retroactive to the effective date of the transient appointment, unless a grant of tenure is involved, in which case the non-transient appointment is effective upon approval of the Board of Trustees.

VA Appointment and 8ths: The VAMC determines effort through a 40 hour work week, which they break down into 8ths. For example, a person who works 40 hours weekly at the VAMC is considered 8/8ths. VAMC physicians who supervise Emory residents must hold an Emory appointment in addition to their VAMC appointment. An EUM job record representing a WOC appointment should be entered In PeopleSoft with a .01 FTE and a VAMC record created with a 1.0 FTE. Faculty who work equally at both organizations and are compensated equally by both are considered to be 4/8ths at the VA. These faculty would be eligible for benefits from both organizations, but should select benefits from only one. VAMC faculty who work full-time are considered to hold full-time faculty appointments, even if all of their effort and salary are associated with the VA.

Without Compensation (WOC): A secondary or VAMC 8/8ths appointment is considered WOC. The faculty member holds a primary regular faculty appointment somewhere in the university or a staff appointment at the VAMC, and no additional compensation is associated with the secondary appointment. Different from No Compensation (NOC).

3B Faculty: These are faculty whose effort is 100% dedicated to Emory Clinic duties, except for incidental academic activities such as committee service. In PeopleSoft, they will have two records: one for the University and another for the Clinic. The University record will show an annual salary of only $6,000. Faculty with any University responsibility (research, administrative, teaching, non-clinical responsibilities) who receive compensation are not 3B and should not be labeled EC (Emory Clinic). Faculty cannot be “partially” 3B. 3B Policy