

Emory University School of Medicine
Checklist for Appointment/Promotion to Tenured Senior Ranks
(Associate Professor or Professor with Tenure and Associate Professor, Tenure Track Without Tenure)

These components of the packet should be submitted electronically in PDF format to <https://som.emory.org/SFAP/> by June deadline.

Done	
	1. Candidate's Materials
	a. Full curriculum vitae in the standard School of Medicine format (submit in PDF and Word formats)
	b. One-page abbreviated curriculum vitae in standard School of Medicine format
	c. Teaching portfolio, prepared by the candidate, in the School of Medicine format, not to exceed 50 pages total and recommended not to exceed more than 6 letters (http://med.emory.edu/administration/faculty_affairs_dev/documents/teaching-portfolio.html)
	d. Service portfolio, prepared in a fashion similar to that for the teaching portfolio and not to exceed 10 pages (http://med.emory.edu/administration/faculty_affairs_dev/documents/service-portfolio.html)
	e. Personal statement prepared by the candidate in language that the non-scientist can understand, describing the candidate's past achievements and future plans in each of the three missions. The statement should be no more than 5 pages long.
	f. Copies of the 5 representative publications selected by the candidate to be provided to the evaluators
	2. Evaluator Materials (List can be sent as a Word document to Jennifer Fairchild-Pierce via email)
	a. A list of all internal* and external evaluators** arranged alphabetically. List complete titles, entire mailing address, and email address. Include credentials of each, reasons for selecting the evaluator, his/her standing in the field, and his/her relationship to the candidate (e.g., colleague, expert in the field).
	b. Department will be notified when evaluator letters are received. These letters will be included in the final packet. (See below.)
	3. Chair's letter to include
	a. Effective date of promotion (e.g., September 1, 2014). No date should be requested for appointments.
	b. A statement of documents reviewed by the departmental promotions committee
	c. The vote of the departmental committee
	d. A statement that Affirmative Action procedures were followed (new appointments only)
	e. Level of achievement in scholarship (i.e., outstanding, excellent, or very good) with discussion of these accomplishments
	f. Level of achievement in teaching (i.e., outstanding, excellent, or very good) with discussion of these accomplishments and method of evaluation
	g. Level of achievement in service (i.e., outstanding, excellent, or very good) with discussion of these accomplishments and their impact on the national and international level
	h. Impact of the candidate's accomplishments on the School and University
	i. For a new appointment, a description of the position and a brief summary of the qualifications of the cohort with whom the candidate has been evaluated
	These components of the packet should be submitted electronically in PDF format to Blackboard by October deadline. https://classes.emory.edu/webapps/portal/frameset.jsp
	4. Final Packet
	a. Chair's letter (submit in PDF and Word formats)
	b. All items listed in #1 – Candidates Materials (Must be same documents originally submitted. An addendum may be added for any recent additions to the CV.)
	c. The list of all internal* and external** evaluators from #2 above and copies of all internal and external letters of evaluation, whether favorable or not, arranged in alphabetical order by author's name. All internal letters must be from faculty outside the candidate's department. The list should also include evaluators who did not respond to the request. Provide the same information regarding these individuals as for the others. Add a sentence explaining the lack of response, if known. (Submit in one PDF file.)
	d. For appointment/promotion to the rank of Associate Professor with tenure , at least eight letters of evaluation of the candidate shall be part of the record. At least six of the letters shall be from sources outside the University. Letters from internal evaluators outside the department are recommended but not required for candidates already at Emory who are proposed for promotion.
	e. For Professor with tenure , at least six external letters and two internal letters from Emory full professors outside the candidate's department
	f. One letter, solicited by the Chair, from any University unit outside the SOM in which the faculty member holds an additional appointment, such as Yerkes, Rollins School of Public Health, etc. (if applicable)

*Chairs and colleagues within the department may not serve as internal evaluators.

**Letters of evaluation should come from peers who are generally acknowledged experts in their fields and who do not have a close relationship to the candidate.