Guidelines & Procedure for Track Assignments and Changes

Track Assignments

There are two options for the assignment of academic tracks within the School of Medicine:

1. When the career goals and trajectory are readily apparent at the time of initial appointment, a track will be assigned to the faculty member and stipulated in the offer letter.

2. When the career goals and trajectory are uncertain or when they are apt to change over time, and the appointment is as Associate, Senior Associate, Instructor or Assistant Professor, track assignment can be delayed for a period of up to three years. The offer letter will reflect this point. During this three-year period and for purposes of career counseling, the Department may discuss the track to which the faculty member likely will be assigned or may even assign an unofficial track. At any time during this three-year period, the Department must submit to the Dean’s office a request for final track assignment, which will be officially recorded. Each June, the Dean’s Office will provide a report of faculty without a track assignment to help Departments manage this process.

A faculty member who is assigned to the tenure track by the end of three years will have his/her tenure clock retroactively set to the date of his/her appointment and will be considered to have completed three years of a nine-year tenure cycle.

Following an official track assignment, either at the time of appointment or by the end of the three years, a faculty member will be permitted only one track change during his/her Emory career.

Steps for track assignment:

- Department submits track assignment form (for assignment to Clinical, Medical Educator and Service, or Research Track) via eHRAF.
  - For tenure track, Department verifies with the Office of Equity and Inclusion that a national search was performed at the time of hire, and then submits such proof, along with the track assignment form, via eHRAF. If a national search was not performed then that process must be initiated for the track assignment to occur. If the hire was initiated prior to August 1, 2015, the requirement for a national search will be waived.
- Dean’s Office approves and issues letter indicating new track to faculty member (copying Department representatives)
Track Changes

Ordinarily, faculty will remain on the track to which they were initially assigned. However, in special circumstances, faculty may be transferred from one track to another. Such transfers should be requested and justified in writing by the Department Chair for faculty members whose accomplishments are exemplary under the criteria of the proposed track and who are highly valued by the Department and the School of Medicine. Changes between the Clinical, Research, and Medical Educator and Service tracks require approval from the Dean’s Office. Faculty transferring from the tenure track to one of the other tracks must request the change according to the below procedures. The Dean will then seek approval from the Provost’s Office. For faculty switched to the tenure track (without tenure), there must be at least three years between the date of the track switch and the application for tenure. Faculty who decide to transfer to a tenure track position must apply via the national search process, unless a national search that included openings for tenure track faculty was performed upon the initial hire. If the outcome of the national search is favorable for the faculty member, the request for the new tenure track appointment is accomplished via the hire/transfer form.

Note that only one track change will be permitted during a faculty member’s career.

A track change request must include the following:

- A letter from the Department Chair to the Dean requesting and justifying the track change; letter should contain a description of service, teaching, and scholarship responsibilities and activities; future responsibilities;
- Verification from the Office of Equity and Inclusion that a national search was conducted if the transfer is to the tenure track;
- A signed letter of acknowledgement by the faculty member that the track change is acceptable and that no further track changes will be permitted; and
- The faculty member’s current CV in the School of Medicine format.

Track change requests that are not coupled with a request for promotion must be submitted to Jennifer Fairchild-Pierce, PhD, Senior Coordinator, via the SOM Faculty Affairs Organization folder on Blackboard, and an email sent to her notifying her of the request. The Dean’s Office will notify the Department once the track change has been approved. Please note that retroactive track changes are not permitted. View the track change checklist.

When a request for a track change is accompanied by a promotion within the junior ranks, it must be submitted via eHRAF. View the track change with junior promotion checklist.

For more detailed information regarding track assignments and changes, see the Guidelines for Appointment, Promotion, and Tenure.