EMORY UNIVERSITY SCHOOL OF MEDICINE

CHECKLIST FOR APPOINTMENT OR PROMOTION TO SENIOR Ranks
ON MEDICAL EDUCATOR AND SERVICE TRACK
(Associate Professor or Professor, MEST)

[Items 1-3 may be included in the Chair’s letter or as separate memoranda.]
___1. A statement of the data or documents that were reviewed by the Department Appointments and Promotions Committee.
___2. The vote of the Department Appointments and Promotions Committee. The vote should be reported as unanimous or the number who voted in favor, opposed, and abstained.
___3. A statement that the Department Affirmative Action Committee reviewed and certified that affirmative action procedures were followed.
___4. Chair’s letter of support. Please note that an electronic version (Word document—not pdf) of the Chair’s letter should be provided at the same time the packet is submitted to the Dean’s office.
   Checklist for Chair’s letter
   ____1. A clear statement of the areas in which outstanding, excellent, very good, or participation criteria have been achieved by the candidate;
   ____2. An assessment (strengths and weaknesses) of the candidate's qualifications in teaching at Emory and reputation on the regional/national level for appointment or promotion, including a brief summary of teaching activities and how they were assessed;
   ____3. An assessment (strengths and weaknesses) of the candidate's qualifications in service at Emory and reputation on the regional/national level for appointment or promotion, including a statement that defines the service and describes how the service of the candidate was evaluated at Emory and externally;
   ____4. An assessment (strengths and weaknesses) of the candidate's qualifications in scholarship for appointment or promotion, including the candidate’s field and the candidate’s position within the field;
   ____5. An assessment of the nature and the current and future impact of the candidate’s teaching, service, and scholarship;
   ____6. A description of how the candidate’s promotion will advance the purposes of the Department, School, and University;
   ____7. 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.
___5. The candidate’s full curriculum vitae in the standard School of Medicine format; additionally, please submit a separate electronic version (Word document).
___6. The candidate’s teaching portfolio, prepared by the candidate, clearly documenting the basis for the assessment. More information is available in the Guidelines.
___7. The candidate’s service portfolio, prepared in a fashion similar to that for the teaching portfolio.
___8. A personal statement prepared by the candidate in language that the non-scientist can understand, describing what the candidate plans to do in the next few years in teaching, and service, and research and also reviewing prior achievements in these areas. The statement should be no more than five pages long.
___9. A list of all internal and external evaluators, and a brief description from the Chair of the credentials of each that explains the selection of that evaluator; the evaluator’s perceived standing in the field of scholarship, teaching, and/or service; and the evaluator’s relationship to the candidate, if any (e.g., doctoral advisor, co-author, former student, research collaborator; residency director, fellowship
advisor). Please arrange list in alpha order by last names of evaluators and arrange letters in the same order in each packet.

The list should also identify any individuals requested to provide letters, but from whom no letters were received. Provide the same information regarding these individuals as for those who provided letters, adding a sentence explaining why the individual did not provide a letter, or that the reason the letter was not provided is not known to you.

(See Guidelines under Procedures for Appointment and Promotion, paragraph X, paragraph D, section b, last paragraph stating:

“Letters from research collaborators, co-authors, pre-doctoral and post-doctoral advisors, residency directors, and fellowship advisors may be included in the nomination packet but will not count toward satisfying the required number of letters. Letters of evaluation are expected to be from peer reviewers who are generally acknowledged experts in their fields and who do not have a close relationship to the candidate.”)

___10. A list of additional potential evaluators (1-3), none of whom has advised, mentored, or collaborated with the candidate, prepared in consultation with the candidate.

___11. One copy of the form letter used by the Chair to solicit internal and external evaluations; if different letters were used for different reviewers, a copy of each. The School of Medicine provides the template.

___12. Copies of all internal and external letters of evaluation, whether favorable or not (in alpha order by author’s name). All internal letters must be from faculty outside the candidate’s Department.
  - For Associate Professor MEST, at least three letters of evaluation, at least two of which must be from outside the University.
  - For Professor CT/RT, at least four letters, at least two of which must be from outside the University.

Internal letters should come from individuals outside the department who can speak to the individual’s accomplishment. Under special circumstances an internal letter may come from within the department if the evaluator has the unique perspective on the individual’s accomplishments (i.e. an associate dean of education writing on behalf of an individual in his/her department regarding school-wide teaching efforts).

___13. 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).

___14. Copies of up to five representative publications selected by the candidate that were provided to the peer reviewers, if applicable.

___15. A list of Emory faculty, prepared in consultation with the candidate, who may not be used by the Faculty Committee on Appointments and Promotions as secondary reviewers (optional).

___16. Any other documents supporting the credentials of the candidate.

Please provide the original and 5 paper copy sets to the Dean’s office. For more information, contact Melody Edwards at mdedwa3@emory.edu or 404-727-3753.

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