Selecting Evaluators for Senior Promotions and Appointments

(IMPORTANT – please read)

I. 2011 Guidelines

External evaluators:
- No previous relationship (cannot be publication or grant collaborator, mentor, supervisor, etc.)
- Cannot be faculty from your training institution who might have supervised you during your training
- Cannot be faculty from your previous institution who were there when you were or faculty who were your colleagues here but have moved away
- Can use those with whom you have served on committees or know through associations, etc.
- Must be from expected rank or above
- Give complete contact information in alphabetical order
- State expertise of evaluator and his/her relationship to you

Internal evaluators:
- Must be from outside your primary and secondary department
- No Department Chairs or FCAP members
- Must be from expected rank or above

2011 Guidelines – Evaluation Requirements for Promotions/Appointments

<table>
<thead>
<tr>
<th>Professor, Tenure</th>
<th>Associate Professor, Tenure</th>
<th>Professor, CT/RT</th>
<th>Associate Professor, CT/RT</th>
<th>Professor, MEST</th>
<th>Associate Professor, MEST</th>
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<tbody>
<tr>
<td>Required: 8 total</td>
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II. 2017 Guidelines

**External evaluations**
1. For all **tenure** actions
   - No previous relationship (cannot be publication or grant collaborator, mentor, supervisor, etc.)
   - Cannot be faculty from your training institution who might have supervised you during your training
   - Cannot be faculty from your previous institution who were there when you were, or faculty who were your colleagues here but have moved away
   - Must be from expected rank or above
2. For **non-tenure** appointments and promotions:
   - At least three evaluations for non-tenured Associate Professor and at least four evaluations for non-tenured Professor from evaluators who have not collaborated with you within the last five years, have not published with you except as part of a large working group, and do not have any other previous relationship as described under #1
   - The other evaluations can be from collaborators who are familiar with your contributions to the field but have not had a supervisor/supervisee or mentor/mentee relationship with you.
   - Must be from expected rank or above

**Internal evaluations**
1. Can be solicited from individuals outside your primary department. Individuals from your secondary department are acceptable, provided you do not have a close working relationship. You may not use individuals who have secondary appointments in your department.
2017 Guidelines – Evaluation Requirements for Promotions/Appointments

<table>
<thead>
<tr>
<th>Professor, Tenure</th>
<th>Associate Professor, Tenure</th>
<th>Professor, Non-Tenure</th>
<th>Associate Professor, Non-Tenure</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Required:</strong> 8 total</td>
<td><strong>Required:</strong> 6 total</td>
<td><strong>Required:</strong> 4 total</td>
<td><strong>Required:</strong> 8 total</td>
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<td>6 external, plus 2 internal</td>
<td>At least 6 external; internal recommended but not required</td>
<td>At least 4 external arm’s length; others may be internal or external non-arm’s length</td>
<td>At least 3 external arm’s length; other may be internal or external non-arm’s length</td>
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<td><strong>Recommended:</strong></td>
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<td><strong>Recommended:</strong></td>
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<td>Provide 12 external and 4 internal names</td>
<td>Provide 12 external and 4 internal names</td>
<td>Provide 12 external and 2 internal names (optional)</td>
<td>Provide 8 external and 2 internal names (optional)</td>
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</table>

III. Who makes a good evaluator?
- A colleague from a committee on which you serve or served
- A colleague from your professional society or association
- A colleague who has heard you present
- An expert in your field who is familiar with your work

IV. What else should I know?
- Your Department Chair must approve your proposed list of evaluators.
- External evaluators should represent a variety of institutions.
- Internal evaluators should represent a variety of departments.
- You should NOT contact the evaluators once the list has been submitted; any earlier contact must be neutral and informal.
- Although all received evaluations, even those that are in conflict, must be included in the nomination packet, those in conflict will not count toward satisfying the required number of evaluations. Please do not provide the names of evaluators you know to be in conflict.
- Evaluator list templates are available on the School of Medicine website at http://med.emory.edu/administration/faculty_affairs_dev/templates.html.