

Selecting Evaluators for Senior Promotions and Appointments

(IMPORTANT – please read)

All Evaluators

- Must be from expected rank or above
- Cannot have current or previous mentor/mentee or supervisor/supervisee relationship
- Cannot have close family/friend relationship
- External evaluators should represent a variety of institutions.
- Internal evaluators should represent a variety of departments.
- Internal evaluators cannot be department Chairs or FCAP members.
- Provide list in template format. Limit bios plus relationship statements to 2-3 sentences.
(https://secure.web.emory.edu/med/intranet/faculty_affairs_dev/templates.html)
- Provide complete names, rank, and academic institution; include complete contact information.
- State expertise of evaluator and his/her relationship to you (2-3 sentences).

I. All Tenure, 2011 and 2017 *Guidelines*

External evaluators:

- Cannot have been coauthor or research collaborator in the past seven years, except as part of a large working group
- Cannot be faculty from your previous institution when you were there or who were your colleagues here but have moved away
- Cannot have received a graduate degree from the same program

Internal evaluators:

- Cannot have been coauthor or research collaborator in the past seven years, except as part of a large working group
- Cannot be from primary, joint, or secondary department

II. Non-Tenure, 2011 *Guidelines*

Tenure rules apply, except:

- Cannot **ever** have been coauthor or research collaborator, except as part of a large working group

2011 *Guidelines* – Evaluation Requirements for Promotions/Appointments

Professor, Tenure	Associate Professor, Tenure	Professor, CT/RT	Associate Professor, CT/RT	Professor, MEST	Associate Professor, MEST
Required: 8 total 6 external, plus 2 internal	Required: 8 total At least 6 external; internal recommended but not required	Required: 4 total At least 2 external; others may be internal or external	Required: 3 total At least 2 external; others may be internal or external	Required: 4 total At least 2 external; others may be internal or external	Required: 3 total At least 2 external; others may be internal or external
<i>Recommended: Provide 12 external and 4 internal names</i>	<i>Recommended: Provide 12 external and 4 internal names</i>	<i>Recommended: Provide 6 external and 2 internal names</i>	<i>Recommended: Provide 6 external and 2 internal names</i>	<i>Recommended: Provide 6 external and 2 internal names</i>	<i>Recommended: Provide 6 external and 2 internal names</i>

III. Non-Tenure, 2017 *Guidelines*

Tenure rules apply, except:

External evaluators:

- 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, except as part of a large working group
- Other evaluations can be from collaborators who are familiar with your contributions to the field.

Internal evaluators:

- Evaluators from your secondary, but not joint, department are acceptable, provided you do not have a close working relationship. You may not use individuals who have secondary/joint appointments in your department.

2017 Guidelines – Evaluation Requirements for Promotions/Appointments

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

IV. Who makes a good evaluator? A colleague who:

- Served on a committee on which you serve or served
- Belongs to your professional society or association
- Has heard you present
- Is an expert in your field who is familiar with your work
- Appeared on a panel at a conference with you
- Served on a granting council selection panel with you
- Authored an article in a journal or a chapter in a book edited by you
- Presented a paper at a conference held at the university where you are or were located
- Was present when you delivered a guest lecture at the evaluator's university or vice versa
- Invited you to present a paper at a conference organized by the evaluator or to write a chapter in a book edited by the evaluator

V. What else should I know?

- Your Department Chair must approve your proposed list of evaluators.
- 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.