TENURE AND PROMOTION TIMELINE

Attached you will find instructions for the Tenure and Promotion process in the College of Arts and Sciences. The earlier materials are submitted to the college office, the smoother the review process will proceed. Materials should be **electronically** submitted to Melody Edwards (mdedwa3@emory.edu) in the College office, via Emory Box.

**Spring Semester (May 5)**
1) A list of potential external reviewers (including bios, contact info, ‘arms-length reviewer’ description
2) A list of four names of possible service reviewers. (not required for pre-tenure)
3) A current C.V. that is dated – (for prospective reviewers)
4) A one-page single-spaced summary of research/discipline in 12-point typeface. (for prospective reviewers)

**Before Fall Semester (summer submission is preferable – August 15 at the latest)**
The following material for secured reviewers should be uploaded to Emory Box.
1) Four to five page research statement.
2) The scholarly materials (if you have books or printed monographs, we can send them to the reviewers; however, all material must be in electronic form for T&P, PAC and Board review)
3) A current C.V. that is dated.

**Early Spring Semester (by January 15)**
Candidates should submit a complete dossier to the College via Emory Box.
Information for compiling the dossier can be found in Section Two of Candidate Guidelines. The dossier should contain the following sections. Each section should be submitted as ONE pdf.
1) Section I: Research portfolio
2) Section II: The complete teaching portfolio.
3) Section III: The service statement and any supporting materials. (optional for pre-tenure)
4) Section IV: Scholarly materials
5) *a. One-page C.V.
   *b. Five-page Personal Statement

**Mid-Fall Semester to Early-Spring Semester**
These documents should be emailed to Melody Edwards at mdedwa3@emory.edu.
1) Departmental Letter (submitted by department).
2) External letters (submitted by department/college office).
3) Service Letters (submitted by department/college office).
4) One-page list of external reviewers who submitted letters to the College (submitted by department)
5) A current CV/updated (be sure that this is dated)

*These are requirements from the Provost’s Office for TPAC (Tenure and Promotion Advisory Committee) review and final review by the Provost’s office and Emory University Board of Trustees. Not required for pre-tenure*
Candidate Guidelines for gathering and submitting Tenure and Promotion materials

SECTION ONE

Below are the instructions for the Tenure and Promotion process in the College of Arts and Sciences. Candidates are responsible for assembling complete dossiers. All materials are to be electronically submitted to Senior Program Coordinator, Melody Edwards (mdedwa3@emory.edu)

Due by May 5th – Reviewer lists (including service list), CV, and Short Research Statement

1. **External Reviewers.**
   
   **For tenure and promotion,** gather and submit to your department chair a list of fifteen (15) names of potential external reviewers who can provide an impartial and objective review of your work. The chair and the department committee will vet the list. The department may add two additional names to the list as well as two alternatives. For tenure and promotion to Full Professor, they should be full professors. Six reviewers will be selected from this list.

   **For pre-tenure review,** gather and submit to your department chair a list of six (6) names of potential external reviewers who can provide an impartial and objective review of your work. Two reviewers will be selected from this list.

   For each, include the following information:
   1. Name and Academic rank/title of External Reviewer
   2. Name of Institution
   3. Email address
   4. Mailing address (no P.O. Box)
   5. Telephone and fax numbers
   6. a) brief paragraph commenting on each reviewer’s appropriateness as evaluator of your work.
      
      b) a statement describing any personal or professional contact you have had with them. **Co-authors, co-editors, collaborators and former advisors are not eligible.** The relationship between you and the external reviewer should be written in neutral language and not from the perspective of “I” or “me”.

   *Please note: External reviewers should be full Professors, except in unusual circumstances. External reviewers who write letters for pre-tenure reviews cannot be resubmitted for tenure and promotion to full Professor.*

   The final list of external reviewer names will be vetted and ranked by the College Office.

2. **Service reviewers. (not required for pre-tenure reviews)**

   Identify four potential evaluators of your service work to the University, College and or field.

   Include the following information:
   1. Name and title
   2. Name of Institution
3. Email address and telephone number
4. A brief statement commenting on each reviewer's appropriateness as a service reviewer and your relationship with the reviewer.

3. **Complete, current, and dated C.V.**
   - This document should be submitted in both a Word and PDF format.

4. **One-page single spaced layperson's summary of your research/discipline.**

   **The following documents are to be included in the final dossier due by January 15th.**

5. **Research statement of four to five pages.**
6. **Scholarly/research materials.**
7. **Complete teaching portfolio.**
8. **You are responsible for writing a two to three-page service statement. (not required for pre-tenure reviews)**
9. **Five-page personal statement that combines research, teaching and service. It may not exceed five pages. (not required for pre-tenure reviews)**
10. **One-page Curriculum Vitae. (not required for pre-tenure reviews)**
CANDIDATE PORTFOLIO GUIDELINES

SECTION TWO

All material should be in electronic form for T&P Committee and Provost’s office review. Please ensure that there are no blank pages in the dossier and that all pages are vertical. Also, please be sure that no publications are locked by passwords. Candidates should prepare all items listed below except those indicated in red, which will be submitted separately by the Department. The dossier should be uploaded via Emory Box in the following format:

PART I
RESEARCH PORTFOLIO – Submit as one PDF

1. Letter from the Department (signed by the appropriate ranked faculty who participated in the review). [Submitted by Department]

2. Curriculum Vitae
   As you prepare your C.V. for review, please remember that it will be reviewed by a diverse committee that includes non-specialists. It is essential that the C.V. be in a format that allows easy interpretation of your scholarship and its importance within your discipline. In addition to standard biographic information, your C.V. should include a current date and information on scholarly and teaching activities, organized as follows:

   Scholarship
   - Please separate peer reviewed and non-peer reviewed publications.
   - Within peer reviewed and non-peer reviewed sections, please separate journal articles, chapters in edited volumes, reviews, edited volumes, books, and other publication types, with each section clearly delineated.
   - For co-authored publications where you are not first or senior author, please include a key or a brief sentence that indicates the nature of your specific contribution to the work. More details may also be included in the Research Section of your application.
   - Complete citations for all print publications should include page numbers.
   - Include approximate word counts for online publications without page numbers.
   - Clearly indicate the current status of work that has not yet appeared in press or is not yet accepted for publication.
   - Please include any information that may be used to indicate the importance of the work within your discipline. This may include citation information (e.g., h-index or numbers of citations for published articles), awards, etc.
   - For major articles and books not yet published or in page proofs, provide a letter or email from the editor indicating the status of the project. For example, in the case of books, confirmation that the manuscript is in production with no further changes, with an expected publication date.
   - Please delineate among public presentations, invited talks, presentations selected from submitted abstracts, etc.
   - Include any funding applied for and received that is relevant to your discipline.
Curriculum Vitae continued

**Teaching**

- Include a list of courses taught and the year(s) in which they were taught. Cross-listed courses should be noted and combined into single entries.
- Indicate any courses that were co- or team-taught.
- Separate undergraduate from graduate courses, and indicate if you developed the course.
- List any nominations or awards related to teaching or mentorship.
- Number or list students you have mentored in a substantial fashion (e.g., honors theses students), separating undergraduate and graduate advisees. This list should not include PACE advising and will rarely include departmental/program academic advisees.
- Provide the number or list of Honors and Graduate committees on which you have served.

Note that your teaching information will be more fully detailed in the Teaching Portfolio, but its inclusion in your CV will allow external reviewers to consider your teaching and mentoring efforts as part of their overall evaluation of your portfolio.

3. **Layperson’s Summary Statement**

A one-page single-spaced (no more than 300 words in 12 point typeface) summary to be written in layperson’s terms about your research. This summary will be used ONLY by the Tenure and Promotion Committee to assist them in understanding your specific area. The Tenure and Promotion Committee consists of three members from each Division in the College (Humanities, Social Sciences and Natural Sciences). For example, a committee member who is in the Humanities might not be conversant with research in Physics.

4. **Research Statement** (not more than 5 pages or 2,500 words in 12 point typeface)

This statement is for the external reviewers. It should include discussion of your completed research, discussion of the impact of completed research, and plans for your future research. *For faculty in the area of performing arts, please reference the Goldsmith memo.*

5. **A one-page list of the External Review Letter Writers who submitted letters to the College (prepared and submitted by the Department)**

This list should include biographical information about each reviewer and a statement about the candidate’s relationship to each reviewer.

6. One-page C.V.*

7. Personal statement*

*These are requirements from the Provost’s Office for PAC (Presidential Advisory Committee) review and final review by the Provost’s office and Emory University Board of Trustees. Not required for pre-tenure
PART II
TEACHING PORTFOLIO – Submit as one PDF

1) Teaching Statement (not more than 5 pages or 2,500 words in 12 point typeface). This statement is for the Tenure and Promotion Committee. It should include information about your teaching philosophy and methods, and explanations of course development, curricular innovations and major contributions.

2) Summary Template
A cover sheet that provides a summation of the data from a candidate’s teaching evaluations as provided in the sample table below. While the department can assist in creating this document, you are responsible for providing all the information. This should include all cross-listed classes and co-taught classes with total enrollment numbers.

<table>
<thead>
<tr>
<th>Professor Name</th>
<th>Department Name</th>
<th>Proposed Rank</th>
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</table>

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Semester</th>
<th>Course Number</th>
<th>Course Name</th>
<th>Total Enrollment</th>
<th>Number of Forms Returned</th>
<th>Course Score-weighted mean</th>
<th>Instructor Score-weighted mean</th>
<th>Overall weighted mean</th>
<th>Departmental Average of courses of this size and type</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015-16</td>
<td>Fall</td>
<td>Biol 250</td>
<td>Cell Biology</td>
<td>25</td>
<td>23</td>
<td>7.42</td>
<td>7.73</td>
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One complete set of teaching evaluations. Tenure portfolios should provide all course evaluations from date of hire. Promotion portfolios need only provide the most recent 5 years.

- Copies of all College course evaluation summary sheets.
- Copies of structured written qualitative and quantitative evaluations from both undergraduate and graduate courses

1) Sample syllabi

2) Teaching observation letters (prepared and submitted by the Department) These are letters from senior or peer colleagues who have observed your teaching with the purpose of commenting on the quality of teaching and noting areas for improvement and areas of excellence.

3) Student support letters (prepared and submitted by the Department) These letters may be solicited from the department from students with whom you have done substantial work. You may give your chair a list for the department to contact. **You may not contact them.** Do not include “thank you” notes/letters from students.

4) List of thesis supervisions and committees. (PhD, MA, Honors).

5) Description of mentoring and advising activities and number of advisees.

6) Any other teaching related materials.
PART III
SERVICE (optional for pre-tenure reviews) – Submit as one PDF

1) Service Statement
A two to three-page statement (in 12 point typeface) that explains your service to your department, the College, the University, and to the profession at large.

2) Service letters (submitted by the Department/College Office)

3) Any other service related materials
You may include other materials that you would like the Tenure and Promotion Committee to consider. You may include materials from within the Emory community or to your discipline.

PART IV
SCHOLARLY MATERIALS – Submit as one PDF

1) All scholarly/research materials

2) Any other material the candidate would like the Tenure and Promotion Committee to consider.

When this process is completed, the dossier should look like the sample below in Emory Box under a folder with the candidate’s name:

Section I  Research
Section II  Teaching
Section III  Service (if applicable)
Section IV  Scholarly Material

Individual components (e.g. syllabi, committees, books, peer-reviewed articles) in the Teaching Portfolio and Scholarly Material sections can be labeled within that section. Please label the folder Lastname_Firstname.