Department/Chair Guidelines for the Promotion and Tenure Process

Below are instructions for the Tenure and Promotion process in the College of Arts and Sciences. The list of materials and the process is detailed and lengthy and much of the responsibility rests on the shoulders of the candidate. However, there are specific items that the Chair/Department are responsible for along the way (indicated on the list below in red and bold). The goal is to help each candidate submit a successful portfolio.

The department should be mindful to save and file evaluation sheets for each faculty member’s teaching portfolio. It is highly recommended that departments also ensure that candidates have written qualitative and quantitative evaluation sheets for their classes, both undergraduate and graduate.

All materials are to be submitted electronically submitted to the College Office of Faculty (Dean_of_Faculty@emory.edu) as PDFs. Please review Sections One and Two of the Candidate Guidelines with your faculty.

1. **Departmental letter**
   When the external review letters are received in the College office, they will be forwarded to the Department for their review. The Departmental review will follow the procedures outlined in Principles and Procedures for Tenure and Promotion. After a discussion of the case by all faculty at the appropriate rank, the departmental letter is signed by all faculty who participated in the review. When a decision is not unanimous, the department must, in its letter to the Dean, record and explain dissenting opinions. Having reviewed the recommendation prepared by the chair on behalf of the department, each individual faculty member participating in the decision shall either sign the department’s recommendation or prepare a separate letter stating his or her own recommendation.

2. **External reviewers**
   **For tenure and promotion**, the candidate will gather and submit to the department chair a list of fifteen names (15) of potential external reviewers. These evaluators should encompass a range of established, well-regarded, impartial reviewers who can attest to the scholarly quality and impact of the candidate’s research, without bias from personal or collaborative relationships. Reviewers for tenure and promotion to Full Professor must be full professors.

   **For pre-tenure reviews**, the candidate will gather and submit to the department chair a list of six (6) names of potential external reviewers.

   This list will 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 the work and a statement disclosing any personal or professional contact. Co-authors, co-editors, collaborators and former advisors are not eligible.
3. **Service Reviewers (not required for pre-tenure reviews)**
   The candidate will identify four names of potential evaluators of their service work. The Chair and the department committee will vet and rank the lists submitted by the candidate. The department may add two additional names to the external reviewer list as well as two alternatives, and should rank order the list. (Service reviewers are not required for pre-tenure reviews).

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

4. **One-page list of external reviewers who submitted letters to the College.**
   The list should include biographical information about each reviewer and a statement about the candidate’s relationship to the reviewer. Co-authors, co-editors, and collaborators are not eligible.