

ECAS

Lecture Track Faculty

Reappointment & Promotion

Orientation Session for Faculty, Faculty Mentors, Department Chairs, and Program Directors

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General Introduction

- Reappointment and promotion are important occasions for all faculty.
 - provide opportunities to summarize and recognize faculty accomplishments
- The dossier is the primary source of information available to all of those called upon to evaluate your performance.
 - essential that the dossier clearly and accurately communicate faculty's teaching, service, and (where appropriate) scholarship

Annual Reviews & Reappointment in ECAS

- Annual review and reappointment process can be thought of as part of the faculty development process more generally.
- Mentorship plays an important role in faculty development.
 - we recommend that faculty identify mentors both within and outside their department/program
 - new mentoring cluster program for LTF (early career lecturers and senior lecturers have been invited to join)
- Our aim is to provide clarity and transparency regarding faculty expectations via annual merit reviews with chair and other mentors.
 - teaching
 - mentoring
 - service
 - research (where relevant)

Office of Faculty Website

Appointment and Review of Lecture-Track Faculty

<http://college.emory.edu/faculty/documents/lecture-track/ltf-policy-appointment-review.pdf>

Guidelines for Lecture-Track Faculty Renewal and Promotion Dossiers

<http://college.emory.edu/faculty/documents/lecture-track/ltf-guidelines-renewal-and-promotion-dossiers.pdf>

The Office of Faculty site also includes information on how to submit materials for reappointment and promotion to Interfolio.

<http://college.emory.edu/faculty/faculty/promotion-lecture-track.html>



Recent Changes

- Unified top lecture-track title = Professor of Pedagogy
- Detailed dossier guidelines
- Added definition of service, drawing from University Gray Book: “The idea of ‘service’ includes displaying a collegial spirit of cooperation and collaboration.”
- More detailed characterization of the appeals process, including the conditions under which an appeal can be initiated

Key Dates

For cases to be reviewed during AY 2021-2022

	Reappointment	Promotion to Senior Lecturer	Promotion to Professor of Pedagogy
Confirmation of plans	June 1	June 1	January 15
Submit dossier and reviewer list	September 15	September 15	March 15 (department/program should post vetted reviewer lists in Interfolio RPT by April 1)
Department/ Program Committee recommendation due	November 1	November 1	November 15
LTF Promotion Committee reviews cases	N/A	Late Fall / Early Spring	Late Fall / Early Spring



Promotion to Senior Lecturer

- After at least six years of service as Lecturer
- teaching, mentoring, service above the expected level for a lecturer (as outlined in the guidelines)
- Review letters:
 - three letters of evaluation by Emory faculty
 - letters are solicited by Chair/Director from list of faculty chosen in consultation with the candidate.
 - when possible, at least one of the three letters should be from someone listed by the candidate
 - at least one letter must be from a senior faculty evaluator who is in a different program/department than the candidate
 - at least one letter must be partly based on a teaching observation

Promotion to Professor of Pedagogy

- After at least five years of service as Senior Lecturer
- *research*, teaching, mentorship, service, leadership above the level of Sr Lecturer (as outlined in the guidelines)
- Ongoing research activity
- External Review Letters:
 - list of eight senior faculty external to Emory, preferably from peer institutions
 - reviewer biographies and conflicts of interest (title & rank, clear description of expertise and explicit disclosure of the nature of relationship between candidate and reviewer – NO collaborators, co-authors, former teachers, former students, etc.
 - chair/director approves list and posts to Interfolio RPT
 - Office of Faculty solicits two letters

Promotion to Professor of Pedagogy (continued)

- Internal review letters
 - list of four senior Emory faculty evaluators of candidate's teaching and service
 - candidate provides a brief paragraph including name, title, email address, and summarizing a reviewer's appropriateness as an evaluator of the candidate's teaching and service
 - chair/director approves list and posts to Interfolio RPT
 - Office of Faculty solicits two letters

Department / Program Review

- For promotion to Senior Lecturer, faculty at the rank of Senior Lecturer, Professor of Pedagogy, Associate Professor, and Professor participate in the review and voting process.
 - two votes (one each for meeting the standard for promotion in the areas of teaching and in service)
 - noteworthy or not noteworthy
 - a recommendation for promotion requires noteworthy votes on both counts
- For promotion to Professor of Pedagogy, faculty at the rank of Professor of Pedagogy, Associate Professor, and Professor participate in the review and voting process.
 - three votes (one each for meeting the standard for promotion in the areas of teaching, service, and scholarship)
 - noteworthy scholarship as well as significant and sustained teaching and service contributions
 - a recommendation for promotion requires affirmative votes on all three counts
- Department summary letter encapsulates the review letters, discussion, and vote
- templates for department chairs are available on the Office of Faculty site



ECAS LTF Promotion Committee Review

- two faculty from each division (natural sciences, social sciences, humanities)
- member of this committee are all Full Professors & Professors of Pedagogy
- designated rep from the candidate's division presents the case and ushers the letter writing
- committee reviews the full candidate file (research, teaching, service as applicable), department letter, review letters and then votes on the case
- candidate statements on teaching, service, and scholarship are read very closely (important to get feedback in advance!)
- committee writes a summary letter that is advisory to the Dean of ECAS



Final Step in the Promotion Process

- The Dean of ECAS reviews the full candidate file, the recommendation of the Lecture-Track Promotion Committee, Department letter, and review letters.
- The Dean of ECAS makes the final decision on promotion and notifies candidates of the outcome.

Key Questions for Promotion to Senior Lecturer

- Is the candidate's teaching over and above the excellence expected of a lecturer?
- Is the candidate performing service over and above that expected of good departmental citizenship?

Key Questions for Promotion to Professor of Pedagogy

- Does the candidate's teaching, mentorship, and advising exceed the level of excellence expected of a Senior Lecturer?
- Does the candidate's scholarship have national and/or international impact and recognition?
 - can focus on scholarship related to teaching and learning, on disciplinary scholarship, or on both
 - may include performance or other creative productions
- Where the scholarly dossier is primarily 'disciplinary,' does the candidate's teaching philosophy, teaching practice, and service benefit from his or her disciplinary scholarship?

