

ECAS

Teaching-Track Faculty Reappointment & Promotion

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

Deboleena Roy, Senior Associate Dean of Faculty

Chris Beck, Chair of ECAS Teaching-Track Promotion Committee

General Introduction

- reappointment and promotion are important occasions for all faculty
 - provide opportunity to summarize and recognize faculty accomplishments
- the dossier is the primary source of information available to all of those called upon to evaluate faculty 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 (with the help of their chair or program director) identify mentors both within and outside their department/program
 - ECAS Mentoring Initiative for teaching-track faculty (early career assistant teaching professors and associate teaching professors have been invited to join)
 - reappointment and promotion office hours with Dean Roy
- our aim is to provide clarity and transparency regarding faculty expectations via annual merit reviews with chair/director and other mentors
 - teaching
 - mentoring
 - service
 - research (where relevant)

Office of Faculty



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Office of Faculty

FACULTY EVENTS / DEADLINES

ABOUT CHAIRS & DIRECTORS FACULTY FORMS, POLICIES & RESOURCES FACULTY SPOTLIGHTS



Faculty member Christina E. Crawford and her students have preserved the history of Atlanta's University Homes and Techwood Homes housing projects. In two ceremonies on Oct. 11, 2022, Crawford spoke publicly to mark the moment as Georgia Historical Society markers were unveiled.

[» READ MORE](#)

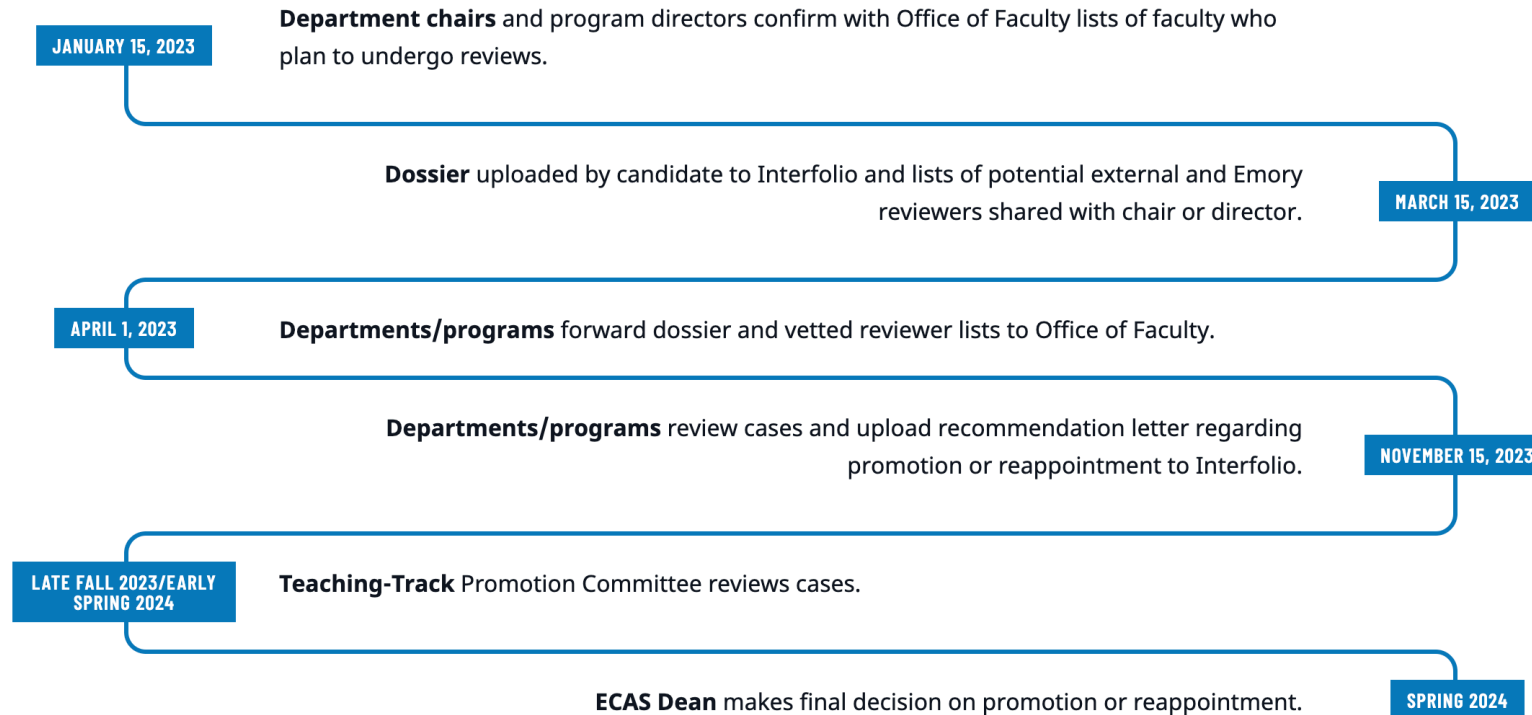


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Promotion to Teaching Professor Review

(The teaching professor was formerly known as the professor of pedagogy.)



Office of Faculty Website

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

- Appointment and Review of Teaching-Track Faculty
- Guidelines for Teaching-Track Faculty Renewal and Promotion Dossiers
- information on how to submit materials for reappointment and promotion to Interfolio

Key Dates

for cases to be reviewed during AY 2023-2024

	Reappointment	Promotion to Associate Teaching Professor	Promotion to Teaching Professor
Confirmation of plans	May 1	May 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 15	November 15	November 15
Teaching-Track Promotion Committee reviews cases	N/A	Late Fall / Early Spring	Late Fall / Early Spring



Recent Changes

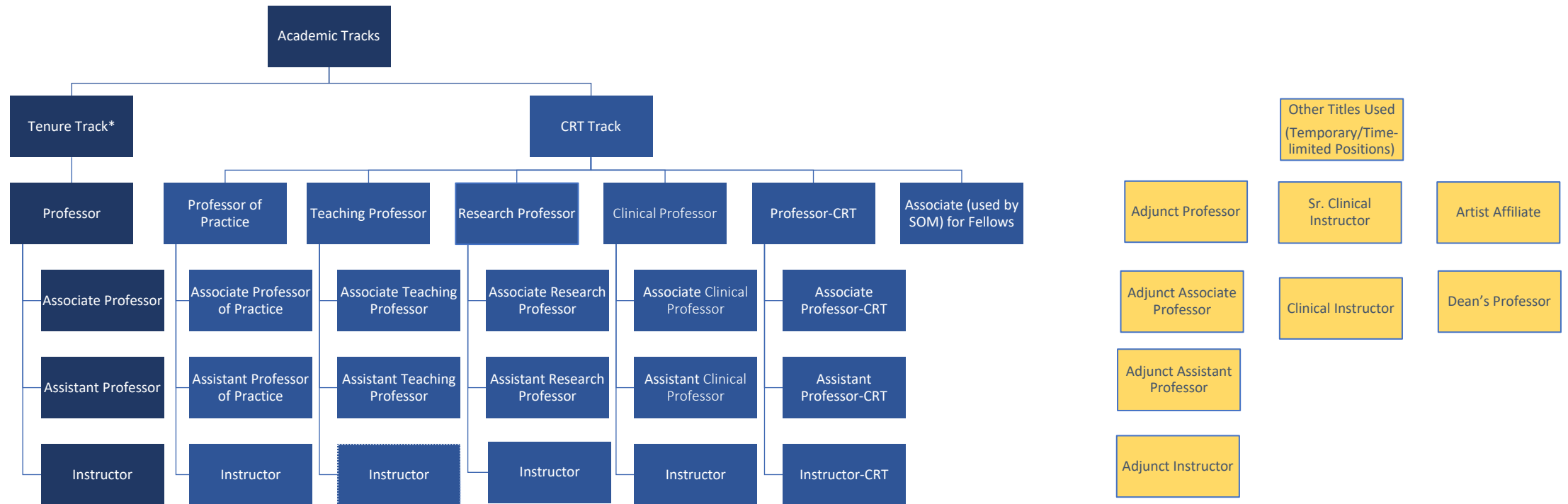
- standardizing the “Certification of Continuation” process through use of Qualtrics form; earlier certification deadline
 - the department chair or program director will determine whether the position should continue to be supported and make a recommendation to the Dean of ECAS
 - due **May 1** for regular reappointment cases and promotion to associate teaching professor cases that coincide with the renewal of an appointment; due **February 1** for promotion to teaching professor cases that coincide with the renewal of an appointment
 - Office of Faculty will send Qualtrics link to chairs and directors
- earlier notification of intent deadline for promotion to associate teaching professor cases (**May 1**)
- department and program criteria for reappointment and promotion = required

Recent Changes

- optional DEI statement
- materials sent to external and internal reviewers for promotion to teaching professor cases
 - Before – external reviewers received CV, scholarship statement, scholarly materials, and COVID-19 statement (if applicable) and internal reviewers received CV, teaching statement, service statement, and COVID-19 statement (if applicable)
 - Now – all reviewers receive CV, scholarship statement, scholarly materials, teaching statement, sample syllabi, service statement, COVID-19 and DEI statements (if applicable)
- if there are no associate teaching professors or teaching professors in the department or program eligible to participate in a review, one from the same division will be appointed by the Senior Associate Dean of Faculty to participate in the review
- unified teaching-track titles



Faculty Career Track and Other University Titles



*SOM adds "Tenured" or "TT" suffix

Reappointment Review

- departments and programs must develop specific written criteria for reappointment that outline teaching and service expectations and where applicable, scholarship expectations
- review letters:
 - two letters of evaluation by Emory faculty
 - letters are solicited by chair/director from list of faculty that includes at least one proposed by the candidate
 - **except for during the first reappointment review,** at least one of the two evaluators must be from a department or program different than the candidate's
 - at least one letter must be partly based on a teaching observation and the other letter must address service contributions; alternatively, both letters may refer to teaching and service

Promotion to Associate Teaching Professor

- after at least six years of service as Assistant Teaching Professor
- noteworthy teaching and service; departments and programs must develop specific written criteria that outline expectations
- 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 and the other letters must address mentoring and service contributions; alternatively, multiple letters may refer to teaching, mentoring, and service



Promotion to Teaching Professor

- after at least five years of service as Associate Teaching Professor
- *noteworthy scholarship*, and significant and sustained teaching and service contributions; departments and programs must develop specific written criteria that outline expectations
- ongoing research activity
- external review letters
 - list of eight appropriately ranked faculty external to Emory (tenure- or teaching-track), preferably from peer institutions, who can provide impartial review of scholarly portfolio (and the teaching materials and service statement as appropriate)
 - 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 Teaching Professor (continued)

- internal review letters
 - list of four appropriately ranked Emory faculty (tenure- or teaching-track) evaluators of candidate's teaching and service (and the scholarship as appropriate)
 - 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 or director ensures that at one of those potential reviewers has previously observed the candidate's teaching; clearly note this on the list
 - other evaluators must be able to address mentoring and service (multiple letters may refer to teaching, mentoring, and service)
 - chair/director approves list and posts to Interfolio RPT
 - Office of Faculty solicits two letters

Department / Program Review

- for promotion to Associate Teaching Professor, faculty at the rank of Associate Teaching Professor, Teaching Professor, Associate Professor, and Professor participate in the review and voting process
 - two votes (one each for meeting the criteria for promotion in the areas of teaching and in service) + one overall vote on promotion
 - meets criteria or does not meet criteria
 - a recommendation for promotion requires meets criteria votes on both counts
- for promotion to Teaching Professor, faculty at the rank of Teaching Professor, Associate Professor, and Professor participate in the review and voting process
 - three votes (one each for meeting the criteria for promotion in the areas of teaching, service, and scholarship) + one overall vote on promotion
 - meets criteria or does not meet criteria
 - a recommendation for promotion requires meets criteria votes on all three counts
- department/program summary letter encapsulates the review letters, discussion, and vote
- templates for chairs/directors are available on the Office of Faculty site



ECAS Teaching-Track Promotion Committee Review

- ECAS Faculty Senate coordinates the election of two faculty from each division (natural sciences, social sciences, humanities)
- members of this committee are all Full Professors & Teaching Professors
- 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/program 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
- when a candidate is in the same department/program as a committee member, the committee member is recused



Final Step in the Promotion Process

- The Dean of ECAS reviews the full candidate file, the recommendation of the Teaching-Track Promotion Committee, department/program 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 Associate Teaching Professor

- Does the candidate's teaching meet the criteria of excellence expected of an Assistant Teaching Professor ready to assume the responsibilities and contributions expected of an Associate Teaching Professor?
- Does the candidate's service meet the criteria of satisfactory expected of an Assistant Teaching Professor ready to assume the responsibilities and contributions expected of an Associate Teaching Professor?

Key Questions for Promotion to Teaching Professor

- Does the candidate's teaching, mentorship, and advising exceed the level of excellence expected of an Associate Teaching Professor?
- Is the candidate's scholarship noteworthy and does it have an impact beyond Emory (i.e, national and/or international)?
 - can focus on scholarship related to teaching and learning, on disciplinary scholarship, or on both
 - may include performance or other creative productions
 - Is there a trajectory of sustained scholarship?
- Where the scholarly dossier is primarily 'disciplinary,' does the candidate's teaching philosophy, teaching practice, and service benefit from their disciplinary scholarship?

Questions?

- Dean of Faculty office hours dedicated to reappointment and promotion questions

<https://emory.zoom.us/j/93950161580?pwd=VWxqN2ZGS0hDZHR5U1dmQWlzQS80Zz09>

- Friday, January 27, 3-4pm
 - Friday, February 24, 2-3pm
 - Friday, March 31, 3-4pm
 - Friday, April 28, 3-4pm
 - Friday, May 26, 3-4pm
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- dean_of_faculty@emory.edu