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, Teaching Professor & Chair of ECAS Teaching-Track Promotion Committee
Becky Gunter, Associate Program Director, Office of Faculty
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 communicates faculty’s teaching, service, and (where appropriate) scholarship
Annual Evaluation & Reappointment in ECAS

• Annual merit evaluation, progress review during initial appointment, and reappointment processes 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 (assistant teaching professors and associate teaching professors)

• our aim is to provide clarity and transparency regarding faculty expectations via annual merit evaluations with chair/director and other mentors
  • teaching
  • mentoring
  • service
  • scholarship (where relevant)
Department/Program Criteria Documents

- required for reappointment reviews, promotion to associate teaching professor reviews, and promotion to teaching professor reviews
- collection on chairs/directors Teams site: https://emory.sharepoint.com/sites/ECEmoryCollegeofAdministration/SitePages/TrainingHome.aspx
Reappointment Review

• departments and programs will have 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 (or ECAS or university administrators in the context of service)
  • 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 of the faculty evaluators must have previously observed the candidate’s teaching and must address teaching in their letter; the other letter must address mentoring and service contributions
    • alternatively, both letters may refer to teaching, mentoring, and service
Resources and Process
Office of Faculty

Chris Suh has been selected as a Mellon Emerging Faculty Leader, the first in Emory's history. The award will support his upcoming work, including the hiring of undergraduate researchers.

http://college.emory.edu/faculty/faculty/promotion-teaching-track.html
Office of Faculty Website

- updated Principle & Procedures for Teaching-Track Faculty Appointment, Reappointment, and Promotion in ECAS
  - Combines and replaces previous documents – Appointment and Review of Lecture-Track Faculty in Emory College & Guidelines for Lecture Track Faculty Renewal and Promotion Dossiers
- information on how to submit materials for reappointment and promotion to Facet/Interfolio RPT
- template letters for chairs and directors
Promotion to Teaching Professor Review

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

Department chairs and program directors confirm with Office of Faculty lists of faculty who plan to undergo reviews.

Dossier uploaded by candidate to Interfolio and lists of potential external and Emory reviewers shared with chair or director.

Departments/programs forward dossier and vetted reviewer lists to Office of Faculty.

Departments/programs review cases and upload recommendation letter regarding promotion or reappointment to Interfolio.

Teaching-Track Promotion Committee reviews cases.

ECAS Dean makes final decision on promotion or reappointment.
### Key Dates for cases to be reviewed during AY 2024-2025

<table>
<thead>
<tr>
<th>Confirmation of plans</th>
<th>Reappointment</th>
<th>Promotion to Associate Teaching Professor</th>
<th>Promotion to Teaching Professor</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1</td>
<td>May 1</td>
<td>January 15</td>
<td></td>
</tr>
<tr>
<td>Candidate submits dossier, potential reviewer lists</td>
<td>September 15</td>
<td>September 15</td>
<td>March 15 (department/program should post vetted reviewer lists in Interfolio RPT by April 1)</td>
</tr>
<tr>
<td>Department/ Program Committee recommendation due</td>
<td>November 15</td>
<td>November 15</td>
<td>November 15</td>
</tr>
</tbody>
</table>
Teaching-Track Principles and Procedures - 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
Teaching-Track Principles and Procedures - Recent Changes

• voting procedures
  • department level: separate votes on “meets criteria” for reappointment or promotion in teaching, service, and scholarship (if applicable), plus an overall vote that requires affirmatives on all components
  • teaching-track promotion committee: separate votes on “meets criteria” for promotion in teaching, service, and scholarship (if applicable), plus an overall vote that requires affirmatives on all components

• clarification regarding the number of letters of evaluation required and who solicits them

• chart outlining dossier requirements for reappointment reviews and both kinds of promotion review

• earlier notification of intent deadline for promotion to associate teaching professor cases (May 1) – to align with reappointment certification deadline
Notes from the Teaching-Track Promotion Committee
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 for satisfactory department/program citizenship expected of an Assistant Teaching Professor ready to assume the responsibilities and contributions expected of an Associate Teaching Professor?
Promotion to Associate Teaching Professor

• after at least six years of service as Assistant Teaching Professor
• noteworthy teaching and service; departments and programs will have specific written criteria that outline expectations
• review letters:
  • three letters of evaluation by senior Emory faculty (or ECAS or university administrators in the context of service)
  • 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 proposed by the candidate
  • at least one of the three evaluators must be from a department or program different than the candidate’s
  • at least two of the letters of evaluation must address teaching (at least one of these must be written by a faculty member who has previously observed the candidate’s teaching); the other letter must address mentoring and service contributions
    • alternatively, all letters may refer to teaching, mentoring, and service
Key Questions for Promotion to Teaching Professor

• Does the candidate exceed the level of excellence expected of an Associate Teaching Professor, and the normal requirements of classroom teaching, mentorship, and advising?

• 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? This should be made explicit in the candidate’s statements.
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 will have specific written criteria that outline expectations
• ongoing research activity
• external review letters
  • list of eight senior faculty external to Emory, preferably from peer institutions, who can provide impartial review of scholarly portfolio, teaching materials, and service statement
  • 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 senior Emory faculty evaluators of the candidate’s teaching, service, and scholarship
    • ECAS or university administrators are also appropriate in the context of service
  • candidate provides a brief paragraph 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, ensuring that teaching and service are addressed
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

• 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
• 2023-24 committee
  • humanities: Lisa Dillman, Mark Risjord
  • natural sciences: Chris Beck (chair), Doug Mulford
  • social sciences: Patricia Brennan, Michael Rich
ECAS Teaching-Track Promotion Committee Review

• designated rep from the candidate’s division presents the case and ushers the letter writing

• committee reviews the full candidate file (teaching, service, scholarship 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
Questions?

dean_of_faculty@emory.edu