

# ECAS

## Teaching-Track Faculty Reappointment & Promotion

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

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# General Introduction

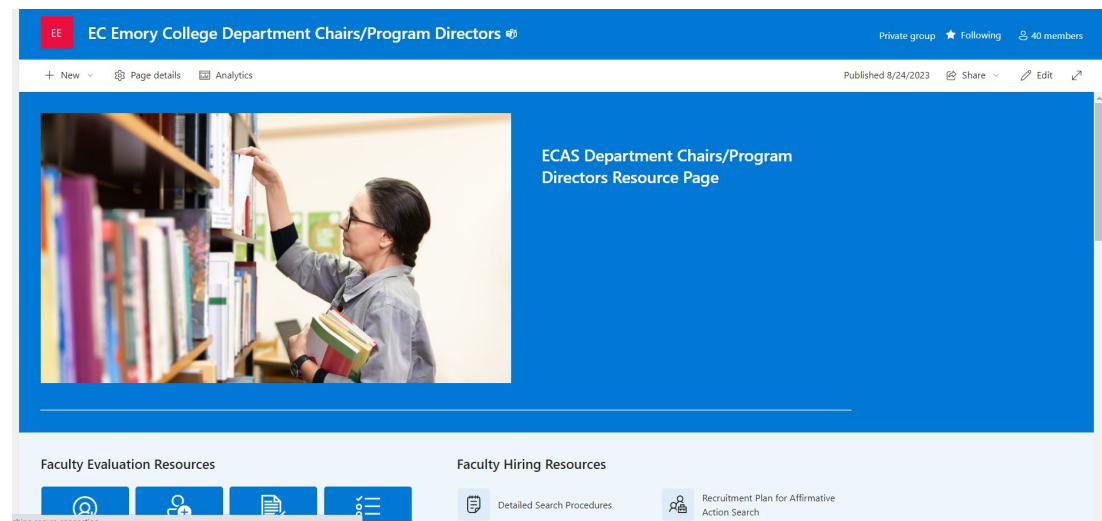
- reappointment and promotion are important occasions for all faculty
  - provide opportunity to summarize and recognize faculty accomplishments
- the dossier is the primary source of information available to all of those called upon to evaluate faculty performance
  - essential that the dossier clearly 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

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**Office of Faculty**

OPEN OFFICE HOURS FACULTY EVENTS / DEADLINES CHAIRS / DIRECTORS LIST

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

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.

[» READ MORE](#)

<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.)



# Key Dates

## for cases to be reviewed during AY 2024-2025

	Reappointment	Promotion to Associate Teaching Professor	Promotion to Teaching Professor
Confirmation of plans	May 1	May 1	January 15
Candidate submits dossier, potential reviewer lists	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 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?

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