ECAS
Lecture-Track Faculty
Reappointment & Promotion

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

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Kristin Wendland, Chair of ECAS LTF Promotion Committee
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 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 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/director and other mentors
  • teaching
  • mentoring
  • service
  • research (where relevant)
Office of Faculty

Acclaimed historian and documentary film producer Mallinda Maynor Lowery has been named the second Cahoon Family Professor in American History in Emory College of Arts and Sciences.
Lecture-track faculty (Reappointment & Promotion)

Promotion to Professor of Pedagogy Review

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.

Lecture-Track Promotion Committee reviews cases.

ECAS Dean makes final decision on promotion or reappointment.
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
## Key Dates for cases to be reviewed during AY 2022-2023

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<tr>
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<th>Reappointment</th>
<th>Promotion to Senior Lecturer</th>
<th>Promotion to Professor of Pedagogy</th>
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<tr>
<td>Confirmation of plans</td>
<td>June 1</td>
<td>June 1</td>
<td>January 15</td>
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<td>Submit dossier and reviewer list</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>
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<td>Department/ Program Committee recommendation due</td>
<td>November 1</td>
<td>November 1</td>
<td>November 15</td>
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<td>LTF Promotion Committee reviews cases</td>
<td>N/A</td>
<td>Late Fall / Early Spring</td>
<td>Late Fall / Early Spring</td>
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Recent Changes

• standardizing the “Certification of Continuation” process for LTF positions through use of Qualtrics form
  • the department chair or program director will determine whether the position should continue to be supported and make a recommendation to the Dean of the College
  • due June 1 for regular reappointment cases and promotion to senior lecturer cases that coincide with the renewal of an appointment; due March 1 for PoP cases that coincide with the renewal of an appointment
  • Office of Faculty will send Qualtrics link to chairs and directors

• unified lecture-track titles
Faculty Career Track and Other University Titles

**Academic Tracks**

- **Tenure Track***
  - Professor
  - Associate Professor
  - Assistant Professor
  - Instructor

- **CRT Track**
  - Professor of Practice
  - Associate Professor of Practice
  - Assistant Professor of Practice
  - Instructor
  - Teaching Professor
  - Associate Teaching Professor
  - Assistant Teaching Professor
  - Instructor
  - Research Professor
  - Associate Research Professor
  - Assistant Research Professor
  - Instructor
  - Clinical Professor
  - Associate Clinical Professor
  - Assistant Clinical Professor
  - Instructor
  - Professor-CRT
  - Associate Professor-CRT
  - Assistant Professor-CRT
  - Instructor-CRT

- **Associate (used by SOM) for Fellows**

**Other Titles Used (Temporary/Time-limited Positions)**

- Adjunct Professor
- Adjunct Associate Professor
- Adjunct Assistant Professor
- Senior Clinical Instructor
- Clinical Instructor
- Dean’s Professor
- Artist Affiliate

*SOM adds “Tenured” or “TT” suffix
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 Senior 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/program summary letter encapsulates the review letters, discussion, and vote

• Templates for chairs/directors 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/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
Final Step in the Promotion Process

• The Dean of ECAS reviews the full candidate file, the recommendation of the Lecture-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 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 their disciplinary scholarship?