

ECAS

Tenure and Promotion

Orientation Session for Faculty, Faculty Mentors, and Department Chairs

Carla Freeman, Executive Associate Dean
Deboleena Roy, Senior Associate Dean of Faculty
Patricia Bauer, Chair of ECAS T&P Committee

TENURE & PROMOTION IN ECAS

Emory hires faculty we intend to tenure and promote to full professor.

How do we aim to achieve this goal?

- faculty development
- mentorship within department; mentorship clusters outside department, etc.
- clarity and transparency about expectations (research, teaching, service/citizenship)
- frequent feedback via annual reviews, input from chair and other mentors

Principles and Procedures for Promotion & Tenure

<http://college.emory.edu/faculty/documents/tenure-track/tp-principles-and-procedures.pdf>

This document includes the “Guidelines for Submitting Materials.”

The Office of Faculty site also includes information on how to submit materials for review, tenure, and promotion.

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

Tenure Clock and Tenure Clock Extension

All current assistant professors on the tenure track faculty have been granted a one-year extension to their tenure clocks.

- Pre-tenure review
 - Usually in the 3rd/4th year – can now go up in the 5th year with the extension
- Tenure review
 - Usually in 6th year – can now go up in the 7th year with the extension
- Promotion to Full Professor (generally 6-8 years hence)
- Promotion to Full Professor of Long Term Associate Professors after 15 years (sec 4C)

External Review Letters

- Pre-tenure: 6 names - Dean's office solicits 2 letters
- Tenure & Promotion to Full: 15 names – Dean's Office solicits 6 letters
 - peer institutions; full professors; some exceptions
- Reviewer Biographies and Conflict of Interest:
 - Title & Rank, clear description of expertise
 - Explicit disclosure of the nature of relationship between candidate and reviewer.
 - NO collaborators, co-authors, former teachers, former students, etc.

External Review Letters (continued)

- Department can contribute 2 names + 2 alternatives in addition to the candidate. Generalists as well as sub-field experts; in cases of interdisciplinary scholarship, clustering groups of external reviewer names by sub-field/discipline.
- The earlier these lists are submitted in February (promotion to full) or May (tenure/pre-tenure), the better success in yielding best reviewers for the candidate.

External Review Letters (continued)

- External reviewers often request that candidates specify their five most important scholarly articles; this information can be included in the full research statement.
- Please upload these five articles onto Interfolio under the new category “Top five scholarly works.” This also helps the college T&P committee.

Teaching Observation and Student Review Letters

The faculty senate Practices, Policies for Evaluation of Teaching (PPET) working group has initiated discussions regarding this process.

- One teaching observation letter per semester by a faculty member is recommended.
- The chair should continue to solicit letters from all students in 2 undergraduate classes of different levels (such as introductory and advanced).
- Additionally, the chair should solicit letters from all students in two graduate seminars, if applicable.
- Letters should also be solicited by the chair from all of the candidate's Honors, Directed Research and Graduate advisees. The candidate may not contact students to request these letters.



Departmental Review

- All tenured faculty members participate in pre-tenure and tenure reviews; for promotion to full professor, all full professors participate in review.
- Research & Teaching Excellence:
 - departments should establish clear expectations; see tenure guidelines for examples of evidence of excellence in teaching.
- Service:
 - satisfactory/unsatisfactory; some service beyond the department for tenure, and more substantial (college, university, profession) for Full
- Voting process; summary letter encapsulating the outside letters, the discussion, and the vote; templates are available for department chairs on the Office of Faculty site.

ECAS Tenure and Promotion Committee

- 3 full professors from each division: Natural Sciences, Social Sciences, Humanities
- department chair and advocate (if requested by candidate)
- designated representative from candidate's division presents the case and coordinates the letter writing
 - committee reviews the full file (research, teaching, service), department letter, and external letters
 - candidate statements on research and teaching are read very closely; it is recommended that candidates get feedback from the chair/mentor before submitting this document
 - committee votes
 - committee summary letter is presented to the Dean of ECAS

Final Steps in the Tenure and Promotion Process

- Dean of Emory College of Arts and Sciences reviews the full candidate file, recommendation of the T&P Committee, department letter, and external reviews.
- When the case is favorable, he writes a letter recommending tenure/promotion to the Provost; the case then goes to the Tenure & Promotion Advisory Committee (TPAC).
- The case moves forward to the President and Board of Trustees review.

Key Questions at the Pre-tenure level

- Is this candidate on track for tenure?
- How has this candidate moved beyond the dissertation, and if relevant, their dissertation advisor?
- Is there evidence of a solid scholarly trajectory?
- Are they making a significant contribution to teaching and mentoring?
- Are they engaged in service activities that are appropriate to their rank?

Key Questions at the Tenure level

- Is this scholar advancing their field in new ways, and having a profound impact on the discipline/interdisciplinary arena (publications, grants, invited lectures, awards, citation indices, etc.)?
- Is there clear evidence of scholarship that goes beyond the first major project (publication, grant, etc.)?
- Is this candidate contributing teaching excellence to the Department/College?
- Is this candidate contributing to the service and citizenship of the Department/College /University/profession that is appropriate to their rank?



Key Questions for Promotion to Full Professor

- Is this scholar a leading figure in their field/subfield nationally/internationally?
- Is this faculty member an excellent pedagogue, advancing the teaching mission of their respective field(s) and actively mentoring/advising graduate/undergraduate students in ECAS/Emory University?
- Is this faculty member contributing substantial leadership to the profession both within and beyond Emory?

Key Dates

For cases to be reviewed during AY 2021-2022

	Promotion to Full Professor Review	Tenure Review	Pre-Tenure Review
Confirmation of Plans	January 15	April 1	April 1
Initial Documents	February 15	May 1	May 1
Scholarship	April 1	June 15	June 15
Teaching and Service	August 1	December 1	December 1