

ECAS Office of Faculty Tenure and Promotion

Orientation Session for Faculty, Faculty Mentors, and Department Chairs

Deboleena Roy, Senior Associate Dean of Faculty

Hiram Maxim, Chair of ECAS T&P Committee

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

How do we aim to achieve this goal?

- Create clarity and transparency around T&P expectations (research, teaching, service/citizenship)
- Support faculty development
- Offer mentorship opportunities within department, mentorship clusters outside department, etc.
- Provide frequent feedback via annual reviews, Faculty 180 merit review, input from chair, and other mentors

Office of Faculty



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Office of Faculty

FACULTY EVENTS / DEADLINES

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



Acclaimed historian and documentary film producer Malinda Maynor Lowery has been named the second Cahoon Family Professor in American History in Emory College of Arts and Sciences.

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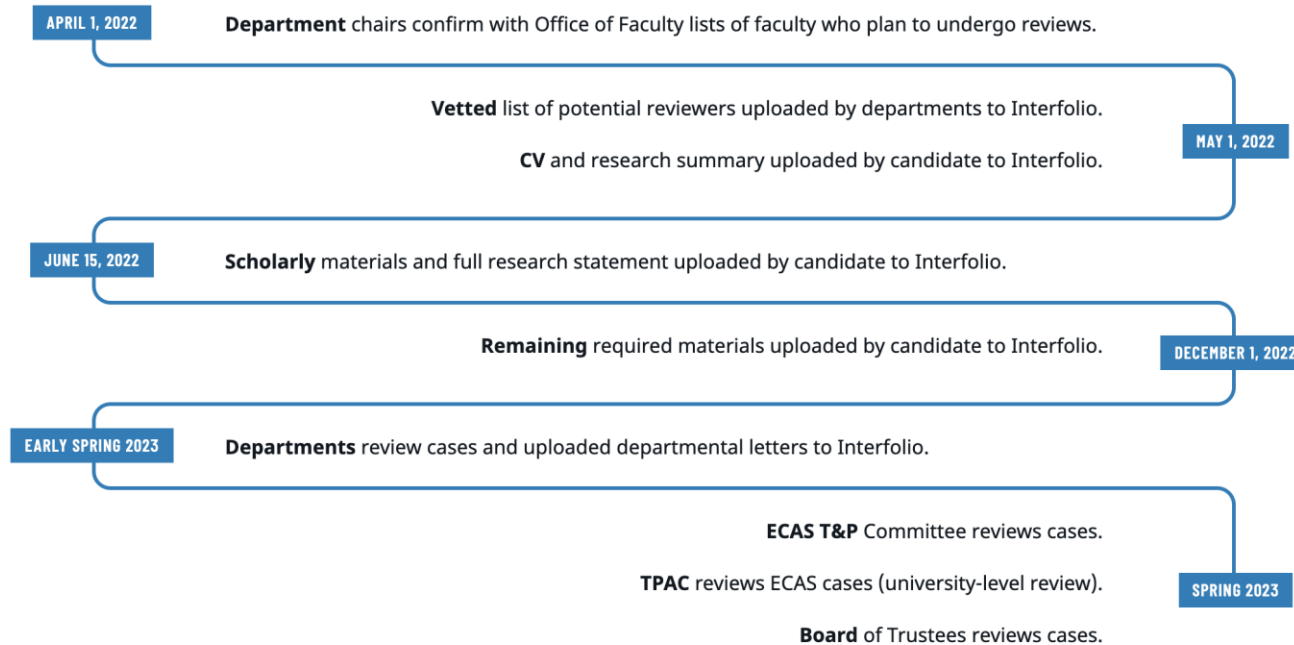


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Tenure-track faculty (Tenure and Promotion)



Tenure and Pre-Tenure Review



Tenure Track Faculty (Tenure and Promotion)

- Principles and Procedures for Promotion & Tenure:
<http://college.emory.edu/faculty/documents/tenure-track/tp-principles-and-procedures.pdf>
- this document includes “Guidelines for Submitting Materials”
- decanal document
- updated version that clarifies procedures and is more user friendly will be presented to ECAS Faculty Senate in January 2022 (no changes to standards for tenure and promotion)

TENURE CLOCK EXTENSION

The Office of the Provost is keenly aware that COVID-19 has had significant and differential impacts on faculty success and professional progress. The Emory University Executive Committee of the Board of Trustees has approved a blanket one-year tenure clock extension to all pre-tenure faculty on the tenure track.

This extension recognizes the ongoing impacts of COVID-19 on faculty research and teaching and applies to all pre-tenure faculty in Emory College of Arts and Sciences who joined Emory before or in January 2021. It is an opt-out approach whereby we will work with those faculty who would prefer not to receive the extension. This extension will in no way limit faculty from being granted further extensions for other reasons consistent with our current policies. If you have any further questions about this extension or its implications for your particular trajectory, please contact Dean of Faculty Deboleena Roy, dean_of_faculty@emory.edu.

More information about tenure clock extension policies and tenure clock examples can be found [here](#) .

Tenure Clock

- Pre-tenure review
 - 3rd/4th year – can now go up in the 5th year with the extension
- Tenure review
 - 6th year – can now go up in the 7th year with the extension
- Promotion to Full Professor (generally 6-8 years after tenure)
- COVID-related tenure clock extension will in no way limit faculty from being granted further extensions for other reasons consistent with our current policies

External Review Letters

As a general rule, all reviewers should be full professors from peer institutions. In some pre-tenure cases, an associate professor who is a leading scholar in the field may be included.

- Pre-tenure: 6 names (Dean of Faculty solicits 2 letters)
- Tenure & Promotion to Full: 15 names (Dean of Faculty solicits 6 letters)
- 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 additional names (1-2 for pre-tenure; 2-4 for tenure and promotion to full)
- list can include generalists as well as sub-field experts
- in cases of interdisciplinary scholarship, clustering groups of external reviewer names by sub-field/discipline is helpful
- earlier these lists are submitted, the better success in yielding best reviewers for the candidate (February for promotion to full; May for tenure/pre-tenure)

External Review Letters (continued)

- For the benefit of external reviewers, candidates should list, with full citations, their most important scholarly articles, publications, or other works.
 - Pre-Tenure review: top 3-5
 - Tenure review: top 5
 - Promotion to full professor review: top 5 published since tenure
- This document is also helpful for the ECAS T&P Committee.

Teaching Observations and Student Review Letters

The ECAS Faculty Senate Working Group on Practices, Policies for Evaluation of Teaching (PPET) is reviewing this process.

- one teaching observation letter per semester is recommended
- chair should continue to solicit letters from:
 - all students in 2 undergraduate classes of different levels (such as introductory and advanced)
 - students in two graduate seminars, if applicable
 - all of the candidate's honors, directed research, and graduate advisees
- candidate may not contact students to request these letters.

Department Tenure and Promotion Committee

- All tenured faculty members participate in pre-tenure and tenure reviews; for promotion to full professor, all full professors participate in review.
- Research & Teaching
 - departments should establish clear expectations and criteria for excellence
- 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 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's vote and recommendation is presented in summary letter to 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 review letters
- when the case is favorable, the Dean 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 for 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 and/or to ECAS?
- Is this candidate contributing to the service and citizenship of the department/ECAS/university/profession that is appropriate to their rank?



Key Questions for Promotion to Full Professor

- Is this scholar a leading figure in their field or subfield nationally/internationally?
- Is this faculty member an excellent pedagogue, advancing the teaching mission of their respective field(s) and actively mentoring and advising graduate and 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 2022-2023

	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