

TENURE AND PROMOTION PROCESS CHECKLIST

This document is intended for candidates, chairs, and lead staff so that processes can be coordinated. For detailed information on required materials, forward-planning, deadlines, and review processes, see the “Principles and Procedures for Appointment, Promotion, and Tenure”: <http://college.emory.edu/faculty/faculty/promotion-tenure-track.html>. This is the general order in which steps occur, but there can be variation in the exact order and timing for individual cases depending on circumstances. All candidate and departmental materials are uploaded to the candidate’s case in Interfolio/Facet RPT.

	Who is primarily responsible?	Complete
PRE-CASE PREPARATION (ONGOING)		
Start collecting teaching observation letters (3+ recommended by the time case goes to review)	Department chair	
Ensure quantitative and qualitative teaching evaluations are being collected for each course each semester	Candidate and department chair	
<i>For tenure and promotion to full professor reviews:</i> Ensure candidate is contributing satisfactory service; serving on a faculty search committee counts as ECAS-level service. Service review letters must come from individuals outside of the department.	Candidate and department chair	
Conduct progress reviews (https://college.emory.edu/faculty/faculty/progress-review.html)	Department chair	
CASE REVIEW PROCESS		
Finalize list of faculty to be reviewed during upcoming year	Department chair (promotion to full professor review); Office of Faculty and department chair (tenure/pre-tenure review)	
Create review cases in Interfolio/Facet RPT	Office of Faculty	
Ask candidate to select an advocate if they would like to have one (optional)	Department chair	
Compile lists of possible external and service reviewers with biographies & potential conflict of interest disclosures (no service reviewers for pre-tenure review)	Candidate	
Independently add additional external reviewer names to list of possible reviewers	Department chair and department review committee	
Vet candidate’s list of proposed external and service reviewers (no service reviewers for pre-tenure review)	Department chair and department review committee	
Upload CV and research summary	Candidate	
Upload final external reviewer list and final service reviewer list (if applicable) and department review criteria	Department chair or lead staff/ADA	
Solicit undergraduate student review letters; solicit graduate student review letters (if applicable)	Department chair or lead staff/ADA on behalf of chair	
Secure external reviewers; secure service reviewers (if applicable)	Office of Faculty	
Upload scholarly materials & optional DEI and COVID statements	Candidate	

	Who is primarily responsible?	Complete
Share scholarly dossier with external reviewers	Office of Faculty	
Schedule date the case goes before the ECAS T&P Committee	Office of Faculty, in consultation with department chair	
Schedule department review meeting	Department chair	
Upload complete external review letters; upload complete service review letters (if applicable)	Office of Faculty	
Upload teaching observation and student review letters	Department chair or lead staff/ADA	
Upload quantitative and qualitative teaching evaluations	Lead staff/ADA or candidate	
Create and upload departmental comparison chart for quantitative teaching evaluations	Lead staff/ADA	
Upload teaching materials	Candidate	
<i>For tenure and promotion to full professor reviews:</i> Upload service and summary materials	Candidate	
Add faculty to the department review committee in Interfolio/Facet RPT, giving them access to case materials	Lead staff/ADA	
Create and upload biography documents for final external reviewers (2 pages max)	Department chair or lead staff/ADA	
<i>For pre-tenure and tenure reviews:</i> upload Fall semester quantitative and qualitative teaching evaluations when available	Lead staff/ADA	
Upload updated CV (optional; can be done up until department review meeting, or earlier deadline chair sets)	Candidate	
Hold department review meeting; write department letter	Department chair	
Upload department letter	Department chair or lead staff/ADA	
Share redacted version or summary of department letter with candidate; if a summary is given to the candidate, forward a copy to Office of Faculty	Department chair	
ECAS T&P Committee meeting agendas set based on department chair and advocate availability	Office of Faculty, in consultation with department chair and advocate	
Chair and advocate are available during ECAS T&P Committee meeting in case they are asked to attend	Department chair and advocate	
ECAS T&P Committee voting results shared	Senior Associate Dean of Faculty tells department chair, who tells candidate	
Dean of ECAS reviews case	Dean of ECAS	
<i>For pre-tenure reviews:</i> Final decision on case and ECAS T&P Committee letter shared with candidate and department chair	Office of Faculty	
<i>For tenure and promotion to full professor reviews:</i> For cases with a positive recommendation from the Dean, full case sent to TPAC/Provost/President/Board of Trustees	Office of Faculty	
<i>For tenure and promotion to full professor reviews:</i> Final decision on case shared with candidate and department chair	Office of Faculty	