TENURE AND PROMOTION TIMELINE
Appendix A

Attached you will find instructions for the Tenure and Promotion process in the College of Arts and Sciences. On time or early submission of documents leads to a smoother review process. Materials should be submitted electronically through the Interfolio RPT system (http://www.interfolio.com).

Deadlines for Tenure and Promotion Material Submission by Review Type

<table>
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<tr>
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<th>Promotion to Full Professor Review</th>
<th>Tenure Review</th>
<th>Pre-Tenure Review</th>
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<tr>
<td>Confirmation of Plans*</td>
<td>January 15</td>
<td>April 1</td>
<td>April 1</td>
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<tr>
<td>Initial Documents</td>
<td>February 15</td>
<td>May 1</td>
<td>May 1</td>
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<tr>
<td>Scholarship</td>
<td>April 1</td>
<td>June 15</td>
<td>June 15</td>
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<tr>
<td>Teaching and Service</td>
<td>August 1</td>
<td>December 1</td>
<td>December 1</td>
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*Department chairs must notify the Office of Faculty of any faculty who plan to be reviewed for promotion to full professor by January 15. For tenure and pre-tenure cases, the Office of Faculty will confirm candidate lists with the departments.

Initial Documents

1) List of potential external reviewers
2) List of four names of possible service reviewers
3) C.V. (dated)
4) One-page single-spaced summary of research/discipline in 12-point typeface

Scholarship

1) Research statement
2) Scholarly materials
3) C.V. (dated)

Teaching and Service

1) Additional scholarly materials, if you have items to add to your prior submission
2) Complete teaching portfolio
   • Candidates will upload their teaching statements, sample syllabi, list of dissertation supervision and committees, a description of mentoring and advising activities and number of advisees, and any other teaching related materials
   • Teaching evaluations and the summary template can be uploaded by candidates or the department
   • The candidate’s department will submit teaching observation letters and student review letters
3) Service statement and any supporting materials
4) C.V. (dated), if there are updates
5) *a. One-page C.V.
   *b. Five-page Personal Statement

Other Items

1) Departmental Letter (submitted by department)
2) External Reviewer Letters (submitted by college office)
3) Service Letters (submitted by college office)
4) One-page list of external reviewers who submitted letters to the College (submitted by department)
5) C.V. (dated), if there are updates

* These are requirements from the Provost’s Office for PAC (Presidential Advisory Committee) review and final review by the Provost’s office and Emory University Board of Trustees.
Candidate Guidelines for gathering and submitting Tenure and Promotion materials

SECTION ONE
Below are the instructions for the Tenure and Promotion process in the College of Arts and Sciences. Candidates are responsible for assembling complete dossiers. All materials are to be electronically submitted through the Interfolio system (http://www.interfolio.com).

1. External Reviewers
   For tenure and promotion, submit to your department chair a list of fifteen (15) names of potential external reviewers who can provide an impartial and objective review of your work. The chair and the department committee will vet and submit the list. The department may add two additional names to the list as well as two alternatives. All reviewers should be full professors.

   For pre-tenure review, submit to your department chair a list of six (6) names of potential external reviewers who can provide an impartial and objective review of your work.

   For each nominee, include the following information:
   1. Name and Academic rank/title of External Reviewer
   2. Name of Institution
   3. Email address
   4. Mailing address (no P.O. Boxes)
   5. Telephone and fax numbers
   6. a) brief paragraph commenting on each reviewer’s appropriateness as evaluator of your work.
      b) a statement describing any personal or professional contact you have had with them. Co-authors, co-editors, collaborators and former advisors are not eligible. The relationship between you and the external reviewer should be written in neutral language and not from the perspective of “I” or “me”.

      The final list of external reviewer names will be vetted and ranked by the College Office.

2. Service reviewers (not required for pre-tenure reviews)
   Submit to your department chair four (4) potential evaluators of your service work to the University, College and or field. The chair will vet and submit the list. The potential evaluators should be from outside of your department. Include the following information:
   1. Name and title
   2. Name of Institution
   3. Email address and telephone number
   4. A brief description of how you worked with each potential reviewer / the nature of the service engagement he or she would be reviewing

3. Complete, current, and dated C.V.

4. One-page, single-spaced layperson’s summary of your research/discipline

5. Research statement of four to five pages

6. Scholarly/research materials

7. Complete teaching portfolio

8. Two to three-page service statement (not required for pre-tenure reviews)

9. Five-page personal statement that combines research, teaching, and service. It may not exceed five pages. (not required for pre-tenure reviews)

10. One-page Curriculum Vitae (not required for pre-tenure reviews)
CANDIDATE PORTFOLIO GUIDELINES

SECTION TWO

I. RESEARCH PORTFOLIO

A. Curriculum Vitae

As you prepare your C.V. for review, please remember that it will be reviewed by a diverse committee that includes non-specialists. It is essential that the C.V. be in a format that allows easy interpretation of your scholarship and its importance within your discipline. In addition to standard biographic information, your C.V. should include a current date and information on scholarly and teaching activities, organized as follows:

Scholarship

➢ Please separate peer reviewed and non-peer reviewed publications.
➢ Within peer reviewed and non-peer reviewed sections, please separate journal articles, chapters in edited volumes, reviews, edited volumes, books, and other publication types, with each section clearly delineated.
➢ For co-authored publications where you are not first or senior author, please include a key or brief sentence that indicates the nature of your specific contribution to the work. More details may also be included in the research section of your application.
➢ Complete citations for all print publications should include page numbers.
➢ Include approximate word counts for online publications without page numbers.
➢ Clearly indicate the current status of work that has not yet appeared in press or is not yet accepted for publication.
➢ Please include any information that may be used to indicate the importance of the work within your discipline. This may include citation information (e.g., h-index or numbers of citations for published articles), awards, etc.
➢ For major articles and books not yet published or in page proofs, provide a letter or email from the editor indicating the status of the project. For example, in the case of books, confirmation that the manuscript is in production with no further changes, with an expected publication date.
➢ Please delineate among public presentations, invited talks, presentations selected from submitted abstracts, etc.
➢ Include any funding applied for and received that is relevant to your discipline.

Teaching

➢ Include a list of courses taught and the year(s) in which they were taught. Crosslisted courses should be noted and combined into single entries.
➢ Indicate any courses that were co- or team-taught.
➢ Separate undergraduate from graduate courses, and indicate if you developed the course.
➢ List any nominations or awards related to teaching or mentorship.
➢ Number or list students you have mentored in a substantial fashion (e.g., honors theses students), separating undergraduate and graduate advisees. This list should not include PACE advising and will rarely include departmental/program academic advisees.
➢ Provide the number or list of Honors and Graduate committees on which you have served.

Note that your teaching information will be more fully detailed in the Teaching Portfolio, but its inclusion in your CV will allow external reviewers to consider your teaching and mentoring efforts as part of their overall evaluation of your portfolio.

B. Layperson’s Summary Statement

A one-page single-spaced (no more than 300 words in 12 point typeface) summary to be written in layperson’s terms about your research. This summary will be used in initial correspondence between the Dean’s Office and potential external reviewers. It will also be used by the Tenure and Promotion Committee to assist them in understanding your specific area of research. The Tenure and Promotion Committee consists
of three members from each Division in the College (Humanities, Social Sciences and Natural Sciences). For example, a committee member who is in the Humanities might not be conversant with research in Physics.

C. **Research Statement** (not more than 5 pages or 2,500 words in 12 point typeface)
   This statement is for the external reviewers. It should include discussion of your completed research, discussion of the impact of completed research, and plans for your future research. Additionally, external reviewers often request that candidates specify their five most important scholarly articles. *For faculty in the area of performing arts, please reference the Goldsmith memo.*

D. **A one-page list of the External Review Letter Writers who submitted letters to the College** *(prepared and submitted by the Department)*
   This list should include biographical information about each reviewer and a statement about the candidate’s relationship to each reviewer.

E. **Scholarly Materials**
   1. **Scholarly/research materials** - All scholarly and research materials should be submitted electronically. For books, please submit a source electronic copy, rather than a scanned copy of the book.
   2. Any other materials the candidate would like the Tenure and Promotion Committee to consider

II. **TEACHING PORTFOLIO**

A. **Teaching Statement (not more than 5 pages or 2,500 words in 12 point typeface)**
   This statement is for the Tenure and Promotion Committee. It should include information about your teaching philosophy and methods, and explanations of course development, curricular innovations and major contributions.

B. **Summary Template** *(prepared and submitted by the Department)*
   A cover sheet that summarizes the data from a candidate’s teaching evaluations as provided in the sample table below. While the department can assist in creating this document, the candidate is responsible for providing all the information. This should include all cross-listed classes and co-taught classes with total enrollment numbers.

<table>
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<tr>
<th>Professor Name</th>
<th>Department Name</th>
<th>Proposed Rank</th>
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| Academic Year | Semester | Course Number | Course Name   | Total Enrollment | Number of Forms Returned | Course Score - weighted mean | Instructor Score – weighted mean | Overall weighted mean | Departmental Average of courses of this size and type |
|---------------|----------|----------------|----------------|------------------|---------------------------|-------------------------------|-----------------------|---------------------------------|
| 2015-16       | Fall     | Biol 250       | Cell Biology   | 25               | 23                        | 7.42                          | 7.73                  | 8.05                            |
C. One complete set of teaching evaluations (prepared and submitted by the Department or candidate). Tenure portfolios should provide all course evaluations from date of hire. Promotion portfolios need only provide the most recent 5 years.

1. Copies of all College course evaluation summary sheets.

2. Copies of structured written qualitative and quantitative evaluations from both undergraduate and graduate courses

3. Be sure that the candidate’s most recent course evaluations are added to the case once they are available.

D. Sample syllabi

E. Teaching observation letters (prepared and submitted by the Department)
Letters from senior or peer colleagues who have observed and evaluated the candidate’s teaching. Letters will comment on the quality of teaching and note areas for improvement and areas of excellence.

F. Student review letters (prepared and submitted by the Department)
The chair should 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. Do not include “thank you” notes/letters from students.

G. List of dissertation supervisions and committees (PhD, MA, Honors)

H. Description of mentoring and advising activities and number of advisees

I. Any other teaching related materials
There are numerous specific ways to document excellence in teaching, including teaching awards; evidence of student and mentee achievements such as talks, grants, and publications; documentation of number of students mentored; details regarding diverse forms of mentorship; involvement in supervising teaching assistants; activities related to course and/or curriculum development; evidence of efforts to improve teaching; and/or participation in professional development for teaching.

III. SERVICE (not required for pre-tenure reviews)

A. Service Statement
A two to three-page statement (in 12 point typeface) that explains your service to your department, the College, the University, and to the profession at large.

B. Service letters (submitted by the College Office)

C. Any other service related materials
You may include other materials that you would like the Tenure and Promotion Committee to consider. You may include materials from within the Emory community or to your discipline.