



EMORY

NELL HODGSON
WOODRUFF
SCHOOL OF
NURSING

PART D: GUIDELINES FOR FACULTY APPOINTMENT, PROMOTION, AND TENURE

CHAPTER 1. OVERVIEW OF THE POLICY DOCUMENT

This policy statement was developed in accordance with University policies on faculty appointment, promotion, and tenure. These policies have been reviewed by the Office of the Provost of Emory University.

This document sets forth principles, criteria and procedures for appointment, promotion and the award of tenure for faculty members within the Nell Hodgson Woodruff School of Nursing of Emory University. Separate sections address the processes for achieving recommendations for the advancement of NHWSN faculty in each track. Policies and procedures for appealing promotion and/or tenure decisions of the School are also included in this document.

CHAPTER 7. Criteria for Appointment to Tenure Track and Promotion within Tenured Ranks

7.1 OVERVIEW

Standards for appointments at rank, along with promotion and tenure, reflect the expectations that a faculty holds of its members and specific rules and guidelines for attaining a continuous appointment or promotion are set forth by each academic unit. The academic excellence and integrity of the NHWSN requires the highest standards of scholarship, teaching, and professional/clinical service for appointment and promotion. The tenure track is a series of progressive faculty ranks for faculty who vigorously participate in the full range of the activities of the academy throughout their careers. These activities are scholarship, teaching, and professional service. The fundamental requirement for the evaluation of faculty eligibility for appointment or promotion to a certain rank is the significance of their work and their continuous and progressive success in demonstrating their contributions to their field. For promotion and consideration of the award of tenure, candidates should ideally display excellence in all three areas of scholarship, teaching and service. However it is recognized that in order to fulfill the missions of the School and the University, it often is necessary for faculty members to concentrate their efforts in one or two of the three areas at the expense of the other(s). Thus, a tenure-track faculty member may be recommended for promotion in rank and for tenure on the basis of outstanding or excellence in scholarship and teaching and at least good performance in service. In addition, candidates for promotion or tenure must provide evidence that can lead internal and external evaluators to conclude that the faculty member will continue to achieve at the highest levels in the areas of research, teaching, and/or professional service.

7.2 Minimum Requirements for Appointment, Continuation and Promotion by Rank

7.2.a. Professor: Candidates for appointment or promotion to the rank of tenured Professor requires scholarly excellence and be established nationally and/or internationally as among the most distinctive and recognized voices in their discipline, consistently examining and addressing nursing or healthcare or their discipline's most pressing questions. This is demonstrated by significant, continuous, and progressive contributions to the candidate's field and to research, teaching, and service in their academic field over a number of years. A doctoral degree and, if the faculty member is a nurse, both an active license to practice nursing in the State of Georgia and graduate preparation in nursing are also required. The minimum time required in the rank of Associate Professor prior to consideration for promotion to full Professor is normally four years.

7.2.b Associate Professor: Candidates for appointment or promotion to the rank of tenured Associate Professor must show academic excellence, including meritorious scholarship, creative inquiry, and teaching as well as have demonstrated promise to become leaders and transform nursing and healthcare or their discipline as their career progresses. This is demonstrated by nationally significant, continuous, and progressive contributions in the areas of research, teaching, and service in their academic field. A doctoral degree and, if the faculty member is a nurse, an active license to practice nursing in the State of Georgia and graduate preparation in nursing are also required.

7.2.c. Assistant Professor: Appointment to the rank of tenure track Assistant Professor requires that the candidate hold a doctoral degree in an appropriate academic field, and, if the faculty member is a nurse, an active license to practice nursing in the State of Georgia and graduate preparation in nursing. Candidates for this rank should demonstrate the distinct potential for developing an independent research program with the likelihood of continuous success. Candidates should also have demonstrated skills that contribute to an evaluation of their potential for effective teaching and professional service. This is a limited appointment that may be renewed annually, but can be held no longer than nine years. Therefore, tenure track Assistant Professors must submit their credentials for consideration for promotion to tenured Associate Professor no later than the fall of their eighth year of appointment so that the tenure and promotion process can be initiated for completion prior to the beginning of the ninth year of appointment. If there is a superior record of accomplishments, application for promotion to Associate Professor with tenure could also occur earlier than the eighth year. Candidates are deemed to have a superior record of accomplishments if they achieve a tenurable record earlier than in the eighth year. The minimum time required in the rank of tenure track Assistant Professor prior to consideration for promotion to tenured Associate Professor is four years. The procedures for this process are described in a following section of this document.

7.3 Definitions and Examples of Scholarship, Teaching, and Service

7.3.a. Overview for tenure track and tenured faculty: The following are descriptions of scholarship, teaching, and service, with examples of how these faculty roles are demonstrated. The hallmark of success for senior faculty at Emory University is the congruence of focus among these roles.

7.3.b. Scholarship advances knowledge in specialized fields of intellectual inquiry through a systematic collection of evidence that may be replicated by other researchers. Regardless of its subject or form, a candidate's scholarship must show evidence of continued research

productivity. Evidence of scholarly achievement includes research funding awards, publication in peer-reviewed journals, and research and other scholarly presentations at national and international meetings in their area of inquiry. Candidates rated as outstanding in scholarship demonstrate significant and continuous scholarly accomplishment that includes national or international recognition in such peer-reviewed venues as national and international publications and funding awards from national or international agencies.

Tenured faculty are expected to continue to maintain and demonstrate continuous progress in their scholarly contributions and development, beyond the level required for the award of tenure throughout their careers.

7.3.c. Teaching systematically and responsibly transmits knowledge, inspires engagement with the subject, and offers a model of scholarly inquiry for students to pursue in their own research. Teaching and research should be seen as complementary endeavors. Successful teaching finds expression through a variety of avenues. Faculty will enrich baccalaureate, master's, doctoral, and postdoctoral education in the NHWSN through program and course design, classroom lectures, mentorship, participation in academic seminars, and supervision of students in academic programs and clinical practice. To demonstrate their effectiveness and innovation as teachers, faculty will assemble portfolios of materials that document their educational activities, including evaluations by students and colleagues.

7.3.d. Service is the active application of expertise to improve the wellbeing of the professional communities within and beyond the School and University. Service includes, but is not limited to, participation in professional clinical work, participation in the work of administrative or advisory committees, and consultation and/or technical assistance. Service activities must be performed within the School. It is also important that faculty provide significant service within professional organizations, governmental entities, and national or international communities. To evaluate service, reviewers will consider the degree of significance, competence, and integrity displayed by the faculty member in his or her service activities and the significance of the contribution to the School, University, professional organizations, and the nursing and health community.

Refer to the Criteria for Promotion for Tenure Track and Tenured Faculty (See Appendix B).

APPENDIX B: TENURE TRACK APPOINTMENT AND PROMOTION CRITERIA*

Associate Professor	Professor
<p>Overall Indicia: Appointment or promotion to the rank of tenured Associate Professor requires nationally significant, continuous, and progressive contributions in the areas of research, teaching, and service in their academic field. A doctoral degree and, if the faculty member is a nurse, an active license to practice nursing in the state of Georgia are also required. The minimum time required in the rank of Assistant Professor prior to consideration for promotion to Associate Professor is normally four years.</p>	<p>Overall Indicia: Appointment or promotion to the rank of tenured Professor requires nationally and/or internationally significant, continuous, and progressive contributions to the candidate's field and to research, teaching, and service in their academic field over a number of years. A doctoral degree and, if the faculty member is a nurse, an active license to practice nursing in the state of Georgia are also required. The minimum time required in the rank of Associate Professor prior to consideration for promotion to full Professor is normally four years.</p>
Research/Scholarship Criteria	
Is a regionally and/or nationally known independent investigator with a clearly defined area of intellectual inquiry that is evidenced in a program of research	Is a nationally and/or internationally known researcher or scholar who demonstrates substantive and sustained development of knowledge in one or more areas of intellectual inquiry, and who has contributed to the preparation of the next generation of scholars
Conducts research that adds to scientific knowledge as a lead investigator in a defined area of intellectual inquiry	Demonstrates a significant impact on the field, such as through the setting of policy and/or research agendas; citation by others; development of evidence-based guidelines; and/or research dissemination
Demonstrates a progressive track record of funding in a defined area of knowledge development (ex. Serves as Principal Investigator on independently funded, extramural research and/or leadership on collaborative research).	Demonstrates sustained knowledge development by serving as the lead investigator on a series of peer reviewed funded grants
Has sustained scholarly activity, including leadership in defining, promoting, and disseminating scholarly work, as evidenced by first or senior authorship in peer reviewed publications (journals, chapters, books or electronic media) that are based on a defined area of inquiry.	Has a continuous publication record in peer reviewed publications (journals, chapters, books or electronic media) including interdisciplinary or international publications, with increasing leadership in defining, promoting, and disseminating scholarly work in defined area of inquiry.
Presents at regional and national meetings based on knowledge generated in particular area(s) of inquiry.	Presents at national and international meetings including invited presentations in area(s) of inquiry and expertise or other related topics.
Engaged in research or scholarship mentorship of students through advising and mentoring research activities across the programs.	Demonstrates leadership and engagement in the research or scholarship mentorship of others, including students, faculty, and other interdisciplinary colleagues.

Teaching Criteria	
Provides leadership in design, organization, and/or presentation of a major course or clinical program	Provides leadership in development of curricula in own area of clinical expertise/ scholarship
Evaluates, counsels and mentors nursing students at various levels, including doctoral students	Successfully mentors doctoral and/or postdoctoral students, fellows and faculty members
Presents at regional and national meetings on variety of topics related to content expertise	Provides invited scholarly presentations at national and international meetings on variety of topics related to content expertise
Contributes to the dissemination of the scholarship of teaching (Examples include dissemination of educational research or methods, clinical manuscripts, textbooks, etc.)	Contributes to the dissemination of the scholarship of teaching (Examples include dissemination of educational research or methods, clinical manuscripts, textbooks, etc.)
Obtains, directs, and/or evaluates externally funded educational/training grants	Obtains, directs, and/or evaluates externally funded educational/training grants
Professional Service Criteria	
Holds membership and participates in leading regional and national scientific societies of the candidate's field with demonstration of increasing leadership roles (e.g., conference planning, elective or appointed leadership positions)	Holds leadership positions in national and international scientific societies of the candidate's field (e.g., conference planning, elective or appointed leadership positions)
Participates in peer review activities; on editorial boards of scientific publications; and/or on scientific advisory and review groups or task forces of governmental agencies, organizations, or foundations at regional and national levels	Participates in peer review activities; on editorial boards of scientific publications; and/or on scientific advisory and review groups or task forces of governmental agencies, organizations, or foundations at national and international levels
Provides service or consultation to regional or national governmental organizations, NGOs, foundations or similar agencies	Provides service or consultation to national or international governmental organizations, NGOs, foundations or similar agencies
May contribute to high quality patient care that informs or advances research and/or teaching	May contribute to high quality patient care that advances research and/or teaching
Provides distinctive contributions in the School/University toward the aspirations, operation, development, and improvement of the organization with demonstration of increasing leadership roles (e.g., elective or appointed leadership positions)	Provides leadership in the School/University toward the aspirations, operation, development, and improvement of the organization (e.g., elective or appointed leadership positions)

*Delineation of specific criteria for Assistant Professor on the tenure track is not necessary due to the explication of detailed minimum requirements for appointment provided in the *Faculty Handbook*.