

PROMOTION AND TENURE PROCESS

ROLLINS SCHOOL OF PUBLIC HEALTH

PROCESS FOR FACULTY PROMOTION (OR APPOINTMENT) WITH TENURE

- Candidate assembles, in consultation with department chair, dossier contents
- Senior faculty in department decide whether to proceed with promotion (for promotion to associate professor, senior faculty include all tenured members; for promotions to the rank of professor, only full professors)
- Associate dean, in consultation with the chair, solicits external evaluations
- With reference to dossier and external evaluations, senior faculty decide whether to recommend promotion
- If faculty member is recommended for promotion, department chair writes letter to associate dean transmitting this decision, including the department faculty vote, basis or rationale for the promotion, concerns of faculty who may not be supportive, etc.
- Chair must include information on which evaluators declined to review the candidate and, as best as can be ascertained, why
- Associate dean prepares dossier for RSPH Appointments, Promotion and Tenure (APT) Committee which meets monthly
- APT Committee reviews and votes; Associate dean compiles APT Committee vote and assessment in a letter to the dean (May be minority report of APT members if split vote)
- Dean writes recommendation to Provost with reference to department and APT review and sends letter to the Executive Vice President of Health Affairs for his review (co-signs dean's letter conveying approval).
- Dossier is forwarded to President's Advisory Committee (PAC meets periodically through the academic year)
- In consultation with PAC, President and Provost make their recommendation to the Board of Trustees

(Note: Appeal process for denial of promotion are found in the APT Guidelines)

CONTENTS OF DOSSIER for PRESIDENT'S ADVISORY COMMITTEE

The RSPH APT Committee receives listed materials; first three items (cover sheet, dean's letter and APT Committee report) are added to the dossier following the dean's review.

PART I

- Cover sheet with basis on which candidate is being proposed for promotion or appointment with tenure. List summary assessment of research, teaching, and service.
- Dean's Letter to Provost, which includes:
 - Brief description of the position (if new position)

- Summary of internal appointment or review process, including the chronology (e.g., time of recruitment and/or dates of various levels of review, summary of content of review at these levels, votes of department or committee)
- Assessment of candidate including a brief description of the cohort within which the candidate was evaluated, candidate's credentials, and the candidate's teaching, research/scholarship and service, and a concluding paragraph
- Comments regarding the external review letters
- Letter from RSPH APT Committee to the dean reporting review and vote
- Letter from department chair to the dean/associate dean reporting departmental review and recommendation
- One-page summary curriculum vitae
- One copy of the letter used to solicit external reviews with list of persons to whom sent; if different letters were used for different reviews, a copy of each.
- Promotion and Tenure criteria from the unit-based handbook that were sent to the external reviewers
- External reviewers
 - Letters from at least six external reviewers
 - If applicable, letters from internal reviewers (may be appropriate for documenting certain achievements)
 - Brief biographical description of each external reviewer
- Candidate's personal statement (no more than five pages) covering achievements in and future plans for research, teaching and service
- Full CV (include past, current or pending sponsored research)
- External Reviewer Forms (indicating familiarity with candidate or conflict of interest)

PART II

- Teaching Dossier *
- Service Dossier, if applicable**
- Copy of the selected scholarly work submitted to external reviewers

PART III

- External Reviewer Tracking Form
 - List of all persons asked to serve as external reviewers
 - If declined, reasons given
 - Who recommended external reviewers--candidate, senior department faculty, chair or deans (prefer that half, or less, of reviewers are determined by the candidate to assure "arms-length" process)

*The content of a Teaching Dossier will be more extensive if a promotion is based on excellence in teaching (see Guidelines). A dossier documenting "very good" teaching would typically include the following:

- Statement on achievements in teaching which may include a philosophy of or approach to teaching, steps taken to develop teaching skills, challenges that were met and addressed, etc. This narrative could be similar in content to the personal statement and can frame the other contents of the dossier.
- Representative syllabi for courses developed (may include other innovative course materials)
- Student course evaluations (representative; could include excerpts from student comments)

- Peer evaluation (one or more observations of classroom instruction and/or course design by a faculty colleague that assesses strengths and weaknesses)
- Mentoring (publications and papers co-authored with students, MPH/MSPH thesis advisees, PhD advisees and dissertation supervision or committees)
- Other contributions to teaching (descriptions and evaluations of short courses, teaching related publications, continuing education workshops, training of student research assistants, teaching related awards, recognition of students for work guided by the candidate, letters from students reflecting on instruction or mentoring, etc.)

**A Service Dossier is not required so some faculty members prefer to reference their statement on service/practice in the Personal Statement and document service or practice activities in the full CV. Faculty members seeking a promotion in rank are encouraged to consider including a Service Dossier if it reflects substantial achievements that should be highlighted.

The content of a service dossier will be more extensive if promotion is based on excellence in service (see Guidelines). A dossier documenting “very good” service would typically include the following:

- Statement on service or public health practice through actions, applications of research or training; may be similar in content to a personal statement and can frame the other contents of the dossier
- List of contributions to service or public health practice
- Evaluations of contributions to service or public health practice (letters, testimony, awards, etc.)

CONTENTS OF DOSSIER THE *CANDIDATE* FOR PROMOTION SHOULD ASSEMBLE IN CONSULTATION WITH THE DEPARTMENT CHAIR

Three Year Review

- Current CV (include past, current or pending sponsored research)
- Personal Statement (5 pages or less) on achievements in research, teaching and service and future plans
- Representative student course evaluations
- Representative publications (3-5)

Promotion (and Tenure)

- Current CV (include past, current or pending sponsored research)
- One-page summary CV
- Personal Statement (5 pages or less) on achievements in research, teaching and service and future plans
- Teaching Dossier
- Service Dossier (if applicable)
- Representative Publications (4-5)

EXTERNAL EVALUATIONS REQUIRED for PROMOTION AND TENURE

External Evaluation Reviews

The Associate Dean for Academic Affairs will send a dossier, received from the candidate through the department, to six or more external evaluators containing the following:

- Current CV
- Personal Statement
- 4-5 Representative Publications
- RSPH Promotion Guidelines
- Summary of teaching performance evaluations
- External Evaluator Form (reporting relationship of external reviewer to candidate)
- If assessments from external evaluators are sought on achievements in teaching and service, additional materials pertaining to those contributions will be included.

External Evaluators

The university requires “arms-length” evaluations from leading scholars working in areas similar to that of the candidate. Thus, external evaluators:

- Must be senior faculty at peer academic institutions or strong departments
- Are recommended by the candidate, senior department faculty, department chair and associate dean and selected by the associate dean in consultation with the chair
- May not be personally or professionally close to the candidate (e.g., former teachers, family members, close friends, past or current research collaborators, etc.), but evaluators may have had some professional interaction with the candidate

CRITERIA FOR PROMOTION IN TENURE TRACK RANK OR APPOINTMENT WITH TENURE

Candidates must demonstrate achievement in teaching, research and service or public health practice. The faculty member must be excellent in at least one of the three areas and at least very good in the others.

Criteria for documenting *excellent* and *very good* achievements are described in the *RSPH Appointment, Promotion and Tenure Guidelines*.

EMORY UNIVERSITY STATEMENT THAT MUST BE INCLUDED IN LETTERS REQUESTING EXTERNAL EVALUATIONS

“Standards for appointments at rank, along with promotion and tenure, reflect the expectations that a faculty holds of its members. Candidates for appointment or promotion to Associate Professor must show academic excellence, including meritorious scholarship, creative inquiry, and teaching, as well as have the demonstrated promise to become leaders and transform their field as their career progresses.

Candidates for appointment or promotion to Professor must show scholarly excellence and be established, nationally or internationally, as among the most distinctive and recognized voices in their discipline, consistently examining and addressing their field's most pressing questions."

February 22, 2013