Track Assignments

There are two options for the assignment of academic tracks within the School of Medicine:

1. When the career goals and trajectory are readily apparent at the time of initial appointment, a track will be assigned to the faculty member and stipulated in the offer letter.

2. When the career goals and trajectory are uncertain or when they are apt to change over time, track assignment can be delayed for a period of three years. The offer letter will reflect this fact. During this three-year period and for purposes of career counseling, the Department may discuss the probable track to which the faculty member will be assigned or may even assign an unofficial one. At any time during this three year window, the Department must submit a request for final track assignment to the Dean’s office, which will be officially recorded. Each June, the Dean’s Office will send out a report of faculty who need a track assignment to help Departments manage this process.

A faculty member assigned to the tenure track at the end of three years will have his/her tenure clock set retroactively to the date of his/her appointment and will be considered to have completed three years of a nine-year tenure cycle.

Following an official track assignment, either at the time of appointment or at the end of three years, a faculty member will be permitted only one track change during his/her Emory career. For faculty switched to the tenure track (without tenure), there must be at least three years between the date of the track switch and the application for tenure.

Track Changes

Ordinarily, faculty will remain on the track to which they were initially assigned. However, in special circumstances, faculty may be transferred from one track to another. Such transfers should be requested and justified in writing by the Department Chair for faculty members whose accomplishments are exemplary under the criteria of the proposed track and who are highly valued by the Department and the School of Medicine. Changes to or from the tenure track require approval from the Provost’s Office. Changes between the clinical, research, and medical educator and service tracks require approval from the Dean’s Office. Note that only one track change will be permitted.

A track change request must include the following:
The track change request letter should contain a description of service, teaching, and scholarship responsibilities and activities; future responsibilities; and a justification for the switch.

When a request for a track change is accompanied by a promotion within the junior ranks, it must be submitted via eHRAF to Malik Smith. Additional instructions can be found at http://med.emory.edu/administration/faculty_affairs_dev/documents/JrFacultyPromotionsGuidelines.pdf.

Track change requests that are not coupled with a request for promotion must be submitted to Jennifer Fairchild-Pierce, PhD, Senior Coordinator, via Blackboard. Please notify her via email once you have uploaded the request, and contact her for any questions. The Dean's Office can no longer approve track changes to be effective retroactively.

For more detailed information regarding track assignments and changes, see the Guidelines for Appointment, Promotion, and Tenure -- http://www.med.emory.edu/documents/policies/guidelines_appointment_promotion_tenure.pdf