

EMORY UNIVERSITY SCHOOL OF MEDICINE

**CHECKLIST FOR APPOINTMENT OR PROMOTION TO SENIOR RANKS
ON CLINICAL TRACK OR RESEARCH TRACK
(Associate Professor or Professor, CT or RT)**

[Items 1-3 may be included in the Chair's letter or as separate memoranda.]

- ___1. A statement of the data or documents that were reviewed by the Department Appointments and Promotions Committee.
- ___2. The vote of the Department Appointments and Promotions Committee (without names).
- ___3. A statement that the Department Affirmative Action Committee reviewed and certified that affirmative action procedures were followed.

- ___4. Chair's letter of support.
Checklist for Chair's letter
 - ___(1) A clear statement of the areas in which outstanding, excellent, and good criteria have been achieved by the candidate;
 - ___(2) An assessment (strengths and weaknesses) of the candidate's qualifications in scholarship for appointment or promotion, including the candidate's field and the candidate's position within the field;
 - ___(3) An assessment (strengths and weaknesses) of the candidate's qualifications in teaching for appointment or promotion, including a brief summary of teaching activities and how they were assessed;
 - ___(4) An assessment (strengths and weaknesses) of the candidate's qualifications for appointment or promotion in service at Emory and reputation on the national and/or international level, including a statement that defines the service and describes how the service of the candidate was evaluated at Emory and externally;
 - ___(5) An assessment of the nature and the current and future impact of the candidate's scholarship, teaching, and service;
 - ___(6) A description of how the candidate's promotion will advance the purposes of the Department, School, and University;
 - ___(7) For a new appointment, a description of the position and a brief summary of the qualifications of the cohort with whom the candidate has been evaluated.

- ___5. A hard copy of the candidate's full *curriculum vitae* in the standard School of Medicine format and one copy on diskette (Word or WordPerfect) or submitted to the Dean's office electronically (preferred).

- ___6. The candidate's teaching portfolio, prepared by the candidate, clearly **documenting** the basis for the assessment. More information is available in the *Guidelines*.

- ___7. A personal statement prepared by the candidate in language that the non-specialist can understand describing what the candidate plans to do in the next few years in research, teaching, and service, and also reviewing prior achievements in these areas. The statement should be no more than five pages long.

- ___8. A list of all internal and external evaluators, and a brief description from the Chair of the credentials of each that explain the selection of that evaluator; the evaluator's perceived standing in the field of scholarship, teaching, and/or service; and the evaluator's relationship to the candidate, if any (e.g., doctoral advisor, co-author, former student, research collaborator; residency director, fellowship advisor). Please arrange list in alpha order by last names of evaluators and arrange letters in the same order in each packet. (*See Guidelines under Procedures for Appointment and Promotion, paragraph X, paragraph D, section b, last paragraph stating:*

“Letters from research collaborators, co-authors, pre-doctoral and post-doctoral advisors, residency directors, and fellowship advisors may be included in the nomination packet but will not count toward satisfying the required number of letters. Letters of evaluation are expected to be from peer reviewers who are generally acknowledged experts in their fields and who do not have a close relationship to the candidate.”)

- ___9. A list of additional potential evaluators, none of whom has advised, mentored, or collaborated with the candidate, prepared in consultation with the candidate.
- ___10. One copy of the form letter used by the Chair to solicit internal and external evaluations; if different letters were used for different reviewers, a copy of each. The School of Medicine provides the template.
- ___11. Copies of all internal and external letters of evaluation, whether favorable or not (in alpha order). All internal letters must be from faculty outside the candidate’s Department.
 - For **Associate Professor CT/RT**, at least **three** letters of evaluation, at least **two** of which must be from outside the University.
 - For **Professor CT/RT**, at least **four** letters, at least **two** of which must be from outside the University.
- ___12. One letter, solicited by the Chair, from any University unit outside the SOM in which the faculty member holds joint appointment (if applicable).
- ___13. Copies of the five representative publications selected by the candidate that were provided to the peer reviewers.
- ___14. A list of Emory faculty, prepared in consultation with the candidate, who may not be used by the Faculty Committee on Appointments and Promotions as secondary reviewers (optional).
- ___15. Any other documents supporting the credentials of the candidate.

Please provide original and 5 copies of complete packet.

Personnel action form (HRAF) should be submitted after approval of action.

In addition, **appointments** require the HR and Dean’s office new-hire documents. The checklist is available from the Dean’s office and includes such items as a copy of Faculty Proposal Form and Chair’s recruitment letter and signature authorizations when the salary sources include Grady (Grady Authorization Form), the VA Medical Center, the Emory Children’s Center, The Emory Clinic, or any other source besides the School of Medicine.

February 22, 2008