

PROCEDURE FOR ENSURING TIMELINESS OF SENIOR FACULTY APPOINTMENTS

The University policy on faculty appointments requires completion of all steps prior to the arrival of the senior faculty member. When impossible, the Dean's Office may grant an exception. In such exceptional cases, the entire appointment process must be completed within six months after the arrival of the faculty member (all ranks, all tracks).

The following steps will apply when a new senior faculty member will receive a transient appointment (all tracks):

1. The recruitment packet will contain the start date for the new appointment. When the recruitment packet is returned to the Department, the Faculty Affairs Office will email to the Chair, with a copy to the Department Administrator, an unsigned memo from the Dean to the Chair that states the deadline for submission of the completed review packet for the intended senior appointment. A copy of the memo will also be placed in the returned recruitment packet. The deadline stated in the memo will take into account the time needed by the Dean's Office to obtain approval from the FCAP and COC and, for tenured appointments, the PAC, Academic Affairs Committee, and Board of Trustees, and will, whenever possible, allow two weeks for review of the packet by the Dean's Office and resolution of problems prior to its routing to FCAP. The memo will also ask the Chair to contact the Dean's Office in the event the faculty member fails to cooperate in a timely manner. The template for the memorandum to the Chair is attached as Exhibit A.
2. The Faculty Affairs Office will monitor the status of these appointments and, if necessary, take appropriate action as described below:
 - a. If the packet has not been received one month before its absolute due date in the Dean's Office, an email reminder will be sent from the Faculty Affairs Office to the Department Administrator and copied to the Chair. A copy of the template for such emails is attached as Exhibit B.
 - b. If the packet has not been received one week before it is due to the Dean's Office, a second email reminder will be sent from the Faculty Affairs Office to the Department Administrator and copied to the Chair and the Executive Associate Dean / Administration & Faculty Affairs. A copy of the template for such emails is attached as Exhibit C.
 - c. If the packet has not been received by the date it is due to the Dean's office, the Executive Associate Dean and/or the Dean will contact the Chair.
3. If at any time in the process, the Dean's Office is alerted by the Department that the new faculty member is not cooperating in a timely manner, the Executive Associate Dean will contact the new faculty member directly to emphasize the importance of a timely response.

EXHIBIT A
Memo Sent to Chair With Recruitment Packet

TO:

FROM: Thomas J. Lawley, M.D.
Dean

DATE:

SUBJECT: [candidate name], [degree], Acting [title]

Dr. _____ has been proposed as Acting [title]. As you know, we have six months to complete the approval process for this appointment. **To meet this deadline, please ensure that the complete packet is received in the Dean's Office by [date].** This allows time for review by the Dean's Office and resolution of any problems, as well as review by the FCAP, COC, PAC, and the Board of Trustees within the six-month period.

I am enclosing the Checklist for Appointment or Promotion to Senior Ranks, which shows the documentation that the complete packet must contain when submitted to the Dean's Office.

If the candidate does not submit the necessary information and documentation to you in a timely manner, please immediately inform Assistant Dean for Administration Joshua Barwick at 404-712-9793 or by email to joshua.barwick@emory.edu. Also, please let us know whether it would be helpful for Dr. Adkison or me to communicate directly with the candidate. If delays by the candidate cause us to miss the deadline, the proposed appointment will not go forward and the candidate's transient appointment will be converted to an appointment as Assistant Professor. The candidate then may be put forward for promotion at a future time.

Thank you for your assistance in ensuring that we meet the University's requirements.

TJL/ks

Enclosure

EXHIBIT B

One-Month Email Reminder to Department Administrator (Copied to Chair)

Subject: [candidate name], [degree], Acting [rank] [track] of [Department]

Dear _____:

This is a reminder that the complete packet for Dr. _____'s proposed appointment must be received in my office no later than [date].

If you believe there may be obstacles to complying with this deadline, please contact me immediately. Thank you.

[Name], Faculty Affairs Office

EXHIBIT C

One-Week Email Reminder to Department Administrator (copied to Chair)

Subject: [candidate name], [degree], Acting [rank] [track] of [Department]

Dear _____:

This is a reminder that the complete packet for Dr. _____'s proposed appointment must be received in my office no later than [date].

If you believe there may be obstacles to complying with this deadline, please contact me immediately. Thank you.

[Name], Faculty Affairs Office