GUIDE TO PROMOTION AND TENURE-ABBREVIATED VERSION-2016

NOTE: These guidelines are adapted from the Mercer University School of Medicine Handbook. Consult Section 5 “Procedures and Guidelines for Faculty Appointments, Promotions, and Tenure” for a complete explanation and detailed instructions. You may access the Handbook and other materials at http://medicine.mercer.edu/faculty-staff/promotions/.

Important Dates:

1. **Prior to July 1**: Faculty members should have discussed with the Department Chair the intent to submit an application for promotion and/or tenure.

2. **July 1 as specified in the bylaws**: Faculty member submits Letter of Intent to the Department Chair indicating an application will be submitted for promotion and/or tenure. The faculty member also sends a copy of this letter to M. Marie Dent, PhD; Associate Dean of Faculty Affairs (dent_mm@Mercer.edu). Letters of intent to nominate emeritus/emerita faculty are also due on this date in any of the Campus Deans’ Offices.

3. **Before September 1**: Letters of Support
   a. The candidate and department chair should identify referees willing to review the candidate’s application. The referee’s academic rank should be higher than the current rank of the candidate. The Chair should provide references with adequate information to address the applicable standards for advancement including CV and application, if available, as well as a copy of the applicable standards for advancement.
   b. Specifically request that the referee forward the review directly to Dean Sumner. Please use the template letter to request reviews.
   c. A combination of internal and external reviewers should be contacted.
   d. The Department Chair also submits a letter of support (see below).

4. **September 1 (per department rules)**: Ideally, the Chair convenes the Department P&T Committee to review applications, to provide feedback regarding the quality of the application, and to make suggestions to the candidate for improvement prior to submission to the Dean’s Office.

5. **October 3 by 5:00 PM**: Faculty member submits completed application electronically to Elaine Arnold (Arnold_el@mercer.edu) in the Dean’s Office on the Macon Campus.

6. **By mid-December**: P&T Committee sends recommendations to the Dean. The Dean will make recommendations to the Senior Vice President of the Health Sciences Center. The Senior Vice President then makes recommendations to the Provost.

7. **April**: Mercer University Board of Trustees meet to approve recommendations. Applicants are notified of their status following this meeting.

Chair Responsibilities:

1. Encourage faculty to routinely document activities, secure student evaluations, maintain an updated CV, etc.
2. Encourage faculty to become familiar with procedures and requirements for advancement by reviewing the P&T guidelines and attending P&T workshops early in their employment/affiliation with Mercer and again the spring prior to submitting an application.
3. Inform faculty of Departmental Guidelines and Important Dates.
4. Convene Departmental P&T Committee to review applications and provide feedback to applicant. Suggestion is by September 1 in order to give the applicant an opportunity to make changes.
5. Solicit Letters of Recommendation

Required Letters of Recommendation:

MMD: 7-9-16
Note: Generally these letters are not available for the candidate to review. These letters are submitted directly to the Dean’s Office.

1. Types of Letters
   a. The Department P & T Committee writes a letter of support detailing the candidate’s accomplishments in the pertinent areas as well as an overall assessment of the application.
   b. The Department Chair writes a letter of support detailing the candidate’s accomplishments in the pertinent areas of teaching, scholarly activity, clinical services, and institutional and academically related public service areas as well as an overall assessment of the application: very strong, strong, weak, or very weak.
   c. If a faculty member teaches in the BMP Program, a letter from the discipline head would be appropriate.
   d. Three letters from referees external to the department, but within the institution, including MUSM, Navicent Health, Memorial University Medical Center, Columbus Regional Health, and St. Francis.
   e. Three letters from referees external to MUSM, Navicent Health, Memorial University Medical Center, Columbus Regional, or St. Francis.
   f. Validation letters-Faculty in the candidate’s department may write support letters but these would be supplementary and would speak to the candidate’s value to the school, department, institution, i.e., validation. Letters from colleagues in professional organizations or the community may be appropriate.

2. Request assessments from referees regarding candidate’s application (a template is provided at the end of this document). Provide referees with adequate information to address the standards for advancement. The requirements for advancement and/or tenure as stated in Section 5 “Procedures and Guidelines for Faculty Appointments, Promotions, and Tenure” should be provided to the reviewers.

3. Submit materials in a timely fashion to the Office of the Dean. Deliberations begin October 1 so request that referees submit letters by September 15. Electronic (scanned) copies are accepted.

For further information contact:
M. Marie Dent, PhD, EdS, Associate Dean of Faculty Affairs
1350 East 66th Street, Savannah, GA 31404
912-721-8148, dent_mm@mercer.edu
Template for Chairs Requesting Letters of Support for Faculty Advancement/Tenure
Please include the appropriate criteria for advancement with this letter.

Name/Title
Department
Address
City, State, Zip

Dear Dr. ______:

Dr. (First and Last Name) is applying for (advancement to Rank) (Tenure) in the Department of (Department Name) in the School of Medicine, Mercer University in (Macon/Savannah/Columbus). Dr. (Last Name) is currently a (Rank), and has held this position since (Year).

All proposals for advancement with the School of Medicine require letters of reference. You are being asked to provide a frank and candid assessment of the professional accomplishments of Dr. (Last Name). Our advancement review process considers the faculty member’s teaching, scholarship, clinical service, administrative accomplishments, and institutional and academically related public service. Please comment specifically on each of these areas based on (His/Her) curriculum vitae and any other materials that have been forwarded to you and on your familiarity with (His/her) work. If you are unable to comment on a specific area please indicate this in your review.

Of great importance is the stature of the candidate in his/her scientific or professional community. A specific and critical evaluation of the impact of the faculty member’s work will be more useful than will general statements of praise. Please review our guidelines and criteria for faculty advancement which are included with this letter.

I appreciate the effort that these academic reviews require and gratefully appreciate your time in performing this review. Academic reviews hold a high level of importance in the establishment and sustenance of strong institutional programs. Please provide your response directly to the Dean at the address below by September 15th so that we can comply with our institutional deadlines.

Jean R. Sumner, MD
Dean, Mercer University School of Medicine
1550 College Street
Macon, GA 31207

On behalf of Mercer University School of Medicine, I thank you.

Sincerely yours,

Department Chair