

# INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF PROMOTION AND/OR TENURE APPLICATIONS

**Revised 9/24/19**

The Promotion and Tenure Committee has implemented an electronic system for submission of applications for consideration of advancement and/or tenure. Please submit required materials in a PDF format via email to Marie Dent in the Faculty Affairs Office (dent\_mm@mercer.edu). Hard copies of materials are no longer required and will not be accepted. The materials will be posted to a file that is behind a firewall, password protected, and only accessible only to Promotion and Tenure Committee members. Specific instructions for preparing and submitting your materials:

1. All materials are due by 5:00 PM on Tuesday, October 1, 2019.
2. Submit files in PDF format to Faculty Affairs Office who will upload your materials.
3. Each faculty member will submit between 2-4 files, depending upon their appointed track and whether or not they are seeking tenure. The files submitted should be labeled as follows and contain the specified documentation:
  - a. Lastname\_CV\_2019 (Transmittal form and CV in MUSM format)
  - b. Lastname\_combined\_2019 (Combined file documenting teaching, scholarship, QI, clinical practice, and service; a **summary** of teaching evaluations should be included within the teaching section)
  - c. Lastname\_tenure\_2019 (Review of tenure criteria materials, if applicable)
  - d. Lastname\_appendix\_2019 (Supplementary materials such as publications, teaching evaluations). You are encouraged to provide links to published materials rather than reproducing the item in its entirety.
4. When your department chair requested letters from internal and external referees on your behalf, they were instructed to submit the letters directly to the Dean's Office. The Dean's Office will post these letters to your electronic folder for review by the Promotion and Tenure Committee. During September, Laurie Jones will send an e-mail informing the applicant of the number of letters the Dean's Office has received on your behalf, so that your department chair can send a gentle reminder to the referees who have not responded.
5. If you need instructions on how to convert documents into PDF format without expensive software such as Adobe Pro, access the links below:
  - a. Converting Microsoft Word Document to PDF:  
<https://support.office.com/en-US/article/Save-as-PDF-D85416C5-7D77-4FD6-A216-6F4BF7C7C110#bm11>
  - b. Converting Pages for Mac Document to PDF:  
[https://support.apple.com/kb/PH26118?locale=en\\_US](https://support.apple.com/kb/PH26118?locale=en_US)
6. If you need support from the library, please contact:

- a. Anna Krامل, ([Krامل\\_a@mercet.edu](mailto:Krامل_a@mercet.edu)), 478-301-4144, Macon
  - b. Carolyn Klatt, ([Klatt\\_ca@mercet.edu](mailto:Klatt_ca@mercet.edu)), 912-721-8224, Savannah
7. Should you have concerns about potential predatory publisher information, visit the library's links at [https://med.mercet.edu/library/identifying\\_scholarly\\_publications.htm](https://med.mercet.edu/library/identifying_scholarly_publications.htm)

**If you have questions, please contact the Office of Faculty Affairs:**

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