**PREPARING THE APPLICATION**

To assist the candidate in the preparation of the application, the P&T Committee provides templates and examples of documentation on the MUSM Website. The candidate should provide complete information to ensure that the Promotion and Tenure Committee receives an application that accurately reflects the contributions and accomplishments necessary to evaluate the candidate. If the templates do not adequately address an area which the candidate believes is important, then add the information in the appropriate section.

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

M. Marie Dent, PhD, EdS

Associate Dean, Faculty Affairs

4700 Waters Avenue

Savannah, GA  31404-3089

Phone:   (912) 721-8148

Dent\_mm@mercer.edu

**REQUIRED SECTIONS-WHAT TO INCLUDE IN THE APPLICATION**

Each application will include several sections depending upon the candidate’s track and tenure status. For each of the sections below, notations list which sections are required and which may be optional depending upon the track. Please contact the Office of Faculty Affairs if there is any question about the inclusion or exclusion of any section. Note that details about material required by track is contained in the document “Instructions for Electronic Submission”.

1. **TRANSMITTAL FORM-REQUEST FOR PROMOTION AND/OR TENURE**
* Required of all candidates
* Refer to most recent appointment letter to confirm appointment track and tenure status or confirm with Laurie Jones (478-301-4022) in the Dean’s Office
* Will be submitted as a separate file
1. **COMPLETE CURRICULUM VITAE**
	* Up-to-date curriculum vita utilizing the MUSM standard format. Template and examples are provided
	* Required of all candidates
	* Will be submitted as a file
2. **MATERIAL ESSENTIAL FOR EVALUATION OF ADVANCEMENT**

**Teaching:** Provide documentation demonstrating commitment by experience (Associate Professor) or sustained excellence (Professor). Educational activities are generally an expectation of all faculty members. For purposes of evaluation for promotion and/or tenure, teaching will include instruction, curriculum development, learner assessment, advising/mentoring, and educational leadership/administration.

* Required of most faculty
* Template for documentation provided

**Scholarship/Research/Creative Endeavors:** Provide documentation demonstrating peer-review validation (Associate Professor) or sustained excellence (Professor). Laboratory research is not a requirement for scholarly activity.

* Required of most faculty
* Template for documentation provided

**Clinical Practice:** Provide documentation of demonstrated service (Associate Professor) or sustained service (Professor) to/for MUSM, Mercer University, and/or a Clinical Affiliate Partner.

* Required of faculty in active clinical practice
* Templates for documentation provided

**Administrative Services:** Provide documentation ofservice to/for MUSM, Mercer University, and/or a Clinical Affiliate Partner. Administrative service will be a responsibility of a few faculty members but not all. Faculty with less than 50% time allocated for administration are not required to complete this section; administrative contributions for these faculty may be reported under Institutional Service.

* Appropriate for Faculty members with service in the role of a dean, department chair, or unit director, etc. Faculty contributions as a course director, residency director, phase coordinator, etc., should be noted in the Teaching Domain as part of educational leadership/administration area. Document committee work in the Institutional and Academically Related Public Service Section, not in the Administrative Services domain.
* Templates for documentation provided

**Institutional and Academically Related Public Service:** Provide documentation of service to the medical school, the university, Clinical Affiliate organization, professional organizations/societies and/or community in this section. Librarians will provide documentation of their unique services in this section.

* Required of all faculty
* Template for documentation included

**Validation:** Provide validation of peer review(Associate Professor) or sustained excellence (Professor) of teaching, research/scholarly activity, clinical practice, administration and appropriate service. In addition to the required letters from referees, candidates may have letters that document contributions to committees, to review panels, to the peer review process, from colleagues attesting to collegiality, etc.

* Value to the school, department, University, and/or national organization should be provided by representatives best able to speak to the candidate’s abilities.
* Required of all candidates
1. **MATERIAL ESSENTIAL FOR EVALUATION OF TENURE**
	* All material in Section III is required of faculty applying for tenure
	* See requirements outlined in Section 5.0
	* Guideline for documenting tenure is provided