**PROMOTION AND TENURE TIMELINE, CHECKLIST AND INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF APPLICATION**

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| **DEADLINES** | **ACTION ITEMS** | **RESPONSIBLE PERSONS** |
| **Prior to July** | * Discuss with department chair progress toward promotion and/or tenure and intent to submit an application. * Determine the departmental policy for promotion and/or tenure as early as possible to identify any additional requirements and due dates. * Attend a Promotion and Tenure Workshop (recommended). | Candidate and Chair |
| **July 1** | * Submit a letter of intent (including nominations for Emeritus Faculty) to department chair and submit a copy via email to the Office of Faculty Affairs: [Musm\_Faculty\_Affairs@mercer.edu](mailto:Musm_Faculty_Affairs@mercer.edu) * All requests shall be in writing and initiated by the faculty member. | Candidate |
| **July 1** | * The candidate will receive notice from the Office of Faculty Affairs indicating receipt of the letter of intent. * The Office of Faculty Affairs forwards all letters of intent to the Chair of the MUSM Faculty Promotion and Tenure Committee. | Office of Faculty Affairs |
| **Ongoing-October 1** | * Compile and submit the information required for the review process. The purpose of the application is to assess the contributions of the candidate to MUSM. Therefore, the goal of the candidate should be to present his/her credentials as positively as possible but honestly. Applications are designed to reflect the Standards for Advancement and the Standards for Tenure. | Candidate |
| **Mid-August** | * Candidate and department chair identify internal and external referees and prepare materials to submit to referees. The referee’s academic rank should be higher than the current rank of the candidate. * Contact each referee and provide them with a copy of the CV and supporting material as well as MUSM promotion and/or tenure standards. Request that letters be sent electronically by September 15 to the Office of Faculty Affairs: [Musm\_Faculty\_Affairs@mercer.edu](mailto:Musm_Faculty_Affairs@mercer.edu) | Candidate and Chair |
| **September 15** | * Internal and external referee letters are due to the Office of Faculty Affairs. Letters should be addressed to the dean and sent directly from referees electronically to the Office of Faculty Affairs: [Musm\_Faculty\_Affairs@mercer.edu](mailto:Musm_Faculty_Affairs@mercer.edu) | Candidate and Chair |
| **September 1- September 30** | * September 1, or in accordance with departmental policy and procedures, complete an application for promotion/tenure and submit for review by the department chair and department review committee. * Candidate’s department chair and department committee evaluate the application and forward it with letters of recommendation to the Dean’s office. These letters should address the value the candidate provides the school, department, University, and/or national/international organizations. * Make changes to application based on department and department chair feedback. | Department Chair,  Candidate,  Department Review Committee |
| **October 1** | * By 5:00 p.m. on the first business day in October, submit the application and supporting material electronically using the instructions provided at the end of this document. | Candidate |
| **October 1** | * The department chair submits his/her recommendation electronically to the Office of Faculty Affairs: [Musm\_Faculty\_Affairs@mercer.edu](mailto:Musm_Faculty_Affairs@mercer.edu) * It is the responsibility of the department chair to initiate the review and evaluation of the Request for Promotion/Tenure within the department. Supporting documentation should include a letter from the department chair and/or the Department Promotion and Tenure Committee addressing: * Value the candidate provides to the school, department, University, and/or national/international organizations; * Results of the review and evaluation process from the department * A recommendation regarding the candidate. | Department Chair, Department Review Committee |
| **October 1** | * The Office of Faculty Affairs forwards all application materials to the Chair of the MUSM Faculty Promotion and Tenure Committee. | Office of Faculty Affairs |
| **Oct – Dec** | * MUSM Faculty Promotion and Tenure Committee convenes and begins its review of the applications. Committee deliberations and recommendations are conducted in executive session and are confidential. | P&T Committee |
| **3rd Friday in December** | * The Promotion and Tenure Committee forwards its recommendations, along with supporting documents, to the Dean for consideration. | P&T Committee |
| **3rd Friday in January** | * Dean considers the recommendations of the department chair/unit director, department review committee, and the Promotion and Tenure Committee before making a recommendation to the Mercer University Provost. The action taken by the Dean, and all subsequent applicable notification and review procedures, shall be in accordance with the Mercer University Faculty Handbook and follow the prescribed timelines. | Dean |
| **Mid-April** | * The Provost’s Office makes recommendations to the Board of Trustees at the April meeting.The Dean notifies candidates of Board of Trustees’ actions. * Note: Candidates will neither be informed of the Promotion and Tenure Committee recommendation to the Dean nor of the Dean’s recommendation to the Provost. | Provost, Dean, Board of Trustees |

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

The Promotion and Tenure Committee has implemented an electronic system for submission of applications for consideration of advancement and/or tenure. 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 Thursday, October 1, 2020.
2. Submit required materials in a PDF format via email the Office of Faculty Affairs: [Musm\_Faculty\_Affairs@mercer.edu](mailto:Musm_Faculty_Affairs@mercer.edu)
3. Each faculty member will submit between 2-4 files, depending upon their promotion 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\_2020 (Transmittal form and CV in MUSM format)

b. Lastname\_combined\_2020 (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\_2020 (Review of tenure criteria materials, if applicable)

d. Lastname\_appendix\_2020 (Supplementary materials such as publications, teaching evaluations). You are encouraged to provide links to published materials rather than reproducing the item in its entirety.

1. Note that the requested recommendation letters from internal and external referees should have been submitted directly to Office of Faculty Affairs (see contact information in item 2 above), who 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 received and verify that the Dean’s Office has received them on your behalf. Your department chair may need to send a reminder to the referees who have not responded.
2. If you need instructions on how to convert documents into PDF format without software such as Adobe Pro, access the links below:

a. Converting Microsoft Word Document to PDF:

<https://support.office.com/en-us/article/save-or-convert-to-pdf-or-xps-in-project-desktop-d85416c5-7d77-4fd6-a216-6f4bf7c7c110>

b. Converting Pages for Mac Document to PDF:

<https://support.apple.com/guide/pages/export-to-word-pdf-or-another-file-format-tance1161f26/mac>

1. If you need support from the library, please contact:

* Anna Krampl, (Krampl\_a@mercer.edu), 478-301-4144, Macon)
* Carolyn Klatt, (Klatt\_ca@mercer.edu, 912-721-8224, Savannah)

1. Should you have concerns about potential predatory publisher information, visit the library’s

links at https://med.mercer.edu/library/identifying\_scholarly\_publications.htm

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

Bonny Dickinson, PhD, MS-HPEd  
Associate Dean for Faculty Affairs and Professional Development

478-301-4026

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Director, Faculty Affairs and Professional Development   
912-721-8148

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**GENERAL OPERATING PROCEDURES OF THE MUSM FACULTY PROMOTION AND TENURE COMMITTEE**

Promotion and Tenure Committee deliberations on each candidate are confidential; information is not shared outside the Committee, except in recommendations to the Dean. In general, the Committee conducts the review process for each candidate in the following manner:

1. Each member of the Committee completes a Conflict of Interest form prior to beginning the review cycle. These forms are collected by and maintained by the Office of Faculty Affairs. Any potential conflict of interest is taken into consideration, for example a relative, would not be assigned as a reviewer and might be excused from deliberations regarding this candidate.
2. Each member of the Committee is provided electronic access to the materials of each candidate.
3. The Committee chair assigns each candidate a primary and secondary reviewer. Reviewers are assigned by mixing reviewers by campuses and backgrounds (i.e., clinical or basic science faculty).
4. The Committee reviews candidates as a group when possible. For example, all candidates seeking promotion to Associate Professor with Tenure might be discussed sequentially.
5. After the primary reviewer presents the candidate, the secondary reviewer also assesses the candidate based on the criteria. Group discussion follows. At any time, a Committee member may make a motion to table the vote if it is determined that further discussion and/or additional information and review is needed. This motion is voted on. If there is no motion to table, a committee vote is taken the first time a candidate is presented. Each Committee member may make any of the following votes related to the recommendation: yes, no, abstain. A proxy vote to determine quorum or to vote on pending agenda items are not permitted on the Promotion and Tenure Committee. For promotion, committee members may vote on those applicants whose rank is below the committee member’s rank. For tenure, individuals with tenure or individuals who are not on the tenure track may vote.
6. Once all candidates have been presented once, those candidates without a vote (i.e., motion to table discussion) are reviewed a second time at a later date. Following discussion, a vote is taken. As during the first review cycle, each Committee member may make any of the following votes related to the recommendation: yes, no, abstain. A proxy vote to determine quorum or to vote on pending agenda items are not permitted on the Promotion and Tenure Committee. For promotion, committee members may vote on those applicants whose rank is below the committee member’s rank. For tenure, individuals with tenure or individuals who are not on the tenure track may vote.
7. By the third Friday in December, the Committee makes a recommendation to the Dean regarding promotion and/or tenure of the candidates. This recommendation includes the following materials:
   1. Letter addressed to the Dean and signed by the Chair of the Committee
   2. Evaluation of Candidate
      1. Teaching in applicable areas (instruction, curriculum development, learner assessment, mentoring/advising)
      2. Research, scholarship, creative endeavors
      3. Clinical practice, as applicable
      4. Administration/leadership, as applicable
      5. Institutional and Academic Service
   3. Vote count on promotion and/or tenure; clearly indicate recusals, abstentions and absences
   4. Minority viewpoint (if there was a split vote)
8. By the third Friday in January, the Dean will forward a recommendation to the Provost. This shall incluce:
   1. Dean’s analysis and evaluation, including analysis of impact of candidates’ professional activities and contributions
   2. Evaluation of Candidate
      1. Teaching in applicable areas (instruction, curriculum development, learner assessment, mentoring/advising)
      2. Research, scholarship, creative endeavors
      3. Clinical practice, as applicable
      4. Administration/leadership, as applicable
      5. Institutional and Academically Related Service
   3. Recommendation on promotion/tenure
9. The Board of Trustees meets in mid-April to review the Provost’s recommendation and approve any recommendations for promotion and/tenure.
10. Neither the candidate nor the Promotion and Tenure Committee will receive notification of the status of the candidate’s application until after the Board of Trustees meeting.