

**PROMOTION AND TENURE TIMELINE AND INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF  
APPLICATION AY 2021-22**

| <b>DEADLINES</b>                       | <b>ACTION ITEMS</b>   | <b>RESPONSIBLE PERSONS</b>                               |
|--|---|--|
| <b>Prior to July 1, 2021</b>           | <ul style="list-style-type: none"> <li>• Review the departmental policy, if applicable, for promotion and/or tenure as early as possible to identify any additional requirements and due dates.</li> <li>• Attend a Promotion and Tenure Workshop (recommended).</li> <li>• Discuss with department chair progress toward promotion and/or tenure and intent to apply for promotion and/or tenure.</li> </ul>   | Candidate and Chair                                      |
| <b>July 1, 2021</b>                    | <ul style="list-style-type: none"> <li>• Submit a letter of intent (including nominations for Emeritus/Emerita Faculty) to department chair and submit a copy via email to the Office of Faculty Affairs: <a href="mailto:Musm_Faculty_Affairs@mercer.edu">Musm_Faculty_Affairs@mercer.edu</a></li> <li>• For faculty who have a joint appointment, a letter of intent must also be submitted to the chair of this secondary department.</li> </ul>   | Candidate  |
| <b>July 1, 2021</b>                    | <ul style="list-style-type: none"> <li>• The candidate will receive notice from the Office of Faculty Affairs indicating receipt of the letter of intent.</li> </ul>  | Office of Faculty Affairs                                |
| <b>July 1 - October 4, 2021</b>        | <ul style="list-style-type: none"> <li>• Complete all application materials.</li> <li>• Collect student evaluations from One45 using the PDF guide provided in this document.</li> </ul>  | Candidate  |
| <b>Mid-August</b>                      | <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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 13 to the Office of Faculty Affairs: <a href="mailto:Musm_Faculty_Affairs@mercer.edu">Musm_Faculty_Affairs@mercer.edu</a></li> </ul>   | Candidate and Chair                                      |
| <b>September 1- September 30, 2021</b> | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Candidate's department chair and department committee evaluate the application.</li> <li>• Make changes to application based on department and department chair feedback.</li> <li>• Chair's letter of recommendation is sent by the Chair to the Dean's office and to the Office of Faculty Affairs.</li> <li>• The Office of Faculty Affairs forwards the letter to the chair of the MUSM Faculty Promotion and Tenure Committee.</li> </ul> | Department Chair, Candidate, Department Review Committee |
| <b>September 13, 2021</b>              | <ul style="list-style-type: none"> <li>• Internal and external referee letters are due to the Office of Faculty Affairs. These letters include a recommendation letter from the candidate's chair and, if applicable, a recommendation letter from the chair of the candidate's secondary/joint appointment. Letters should be addressed to the Dean and sent directly from referees electronically to the Office of Faculty Affairs: <a href="mailto:Musm_Faculty_Affairs@mercer.edu">Musm_Faculty_Affairs@mercer.edu</a></li> </ul>   | Candidate and Chair                                      |

|                          |  |  |
|--------------------------|--|--|
|                          | <ul style="list-style-type: none"> <li>• The Office of Faculty Affairs forwards letters to the chair of the MUSM Faculty Promotion and Tenure Committee.</li> </ul>  |  |
| <b>October 1, 2021</b>   | <ul style="list-style-type: none"> <li>• By 5:00 p.m., upload the application and supporting materials in <b>PDF</b> format to Activity Insight. <b>Do not upload Word documents.</b></li> </ul>   | Candidate  |
| <b>October 1, 2021</b>   | <ul style="list-style-type: none"> <li>• Upload the department chair recommendation as a <b>PDF</b> to Activity Insight. <b>Do not submit Word documents.</b></li> <li>• Upload the internal and external referee letters as <b>PDFs</b> to Activity Insight. <b>Do not submit Word documents.</b></li> </ul>  | Chair of the MUSM Faculty Promotion and Tenure Committee |
| <b>Oct – Dec 2021</b>    | <ul style="list-style-type: none"> <li>• 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.</li> </ul>   | P&T Committee  |
| <b>December 17, 2021</b> | <ul style="list-style-type: none"> <li>• The Promotion and Tenure Committee forwards its recommendations, along with supporting documents, to the Dean for consideration.</li> </ul>   | P&T Committee  |
| <b>January 21, 2022</b>  | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Upload the dean's recommendation as a <b>PDF</b> to Activity Insight. <b>Do not submit Word documents.</b></li> </ul> | Dean   |
| <b>Mid-April 2022</b>    | <ul style="list-style-type: none"> <li>• The Provost's Office makes recommendations to the Board of Trustees at the April meeting. The Dean notifies candidates of Board of Trustees' actions.</li> <li>• 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.</li> </ul>   | Provost, Dean, Board of Trustees                         |

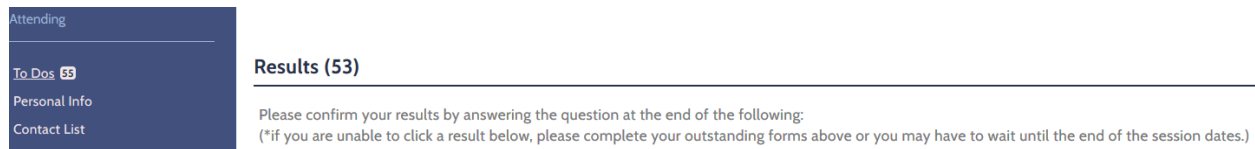
# View Evaluation Results

Log in to One45 by clicking here: <https://mercer.one45.com>.

There are two reports of Evaluations:

1. Not Viewed and/or Confirmed on the To-Do page
2. Confirmed Viewed on left menu

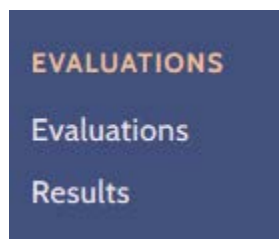
On your **To-Do** page, you will see **Results** in the middle of the screen of any unviewed evaluation reports.



You can click on each Activity Results to open the report. From this page, you can **SAVE** the report as a PDF or **PRINT** the report in the top right corner.



If you have previously reviewed results, you can return to the report by scrolling on the left to the **Results** tab under the **EVALUATIONS** header.

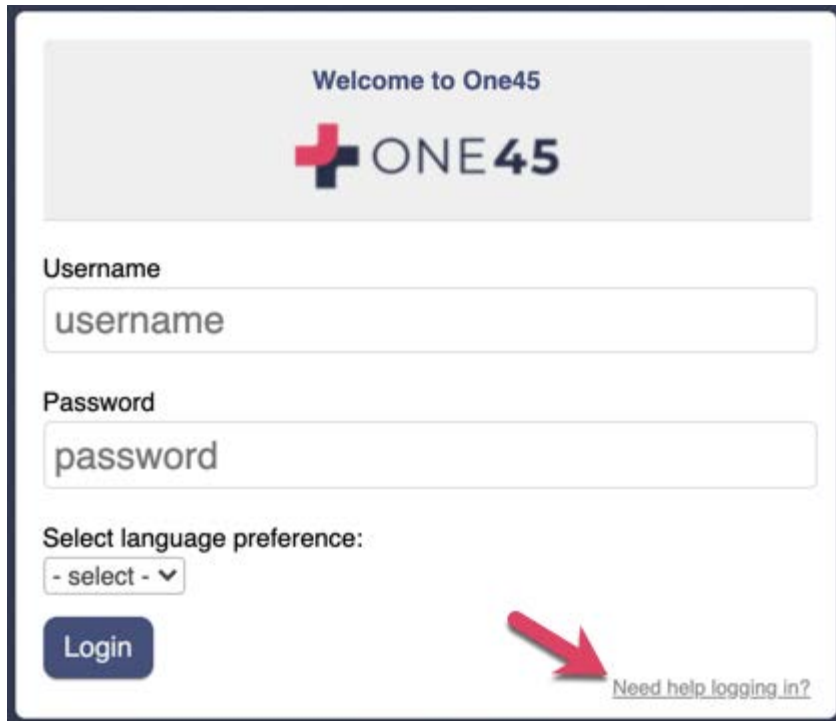


From this page, you can also click on each Activity Results to open the report and **SAVE** or **PRINT**.




# Reset your password

If you need to reset your password, please initiate the **password recovery workflow** from your school's One45 login page by clicking the **Need help logging in?** link:



Welcome to One45



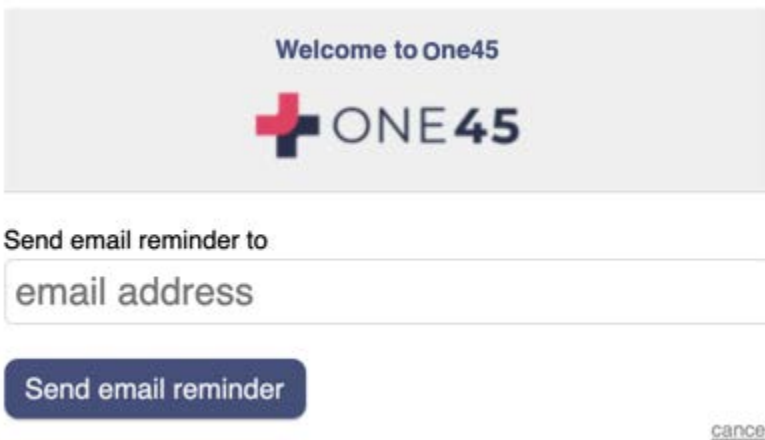
Username

Password


Select language preference:

[Need help logging in?](#)

From there, enter in the **email address** you have associated with your One45 account:



Welcome to One45

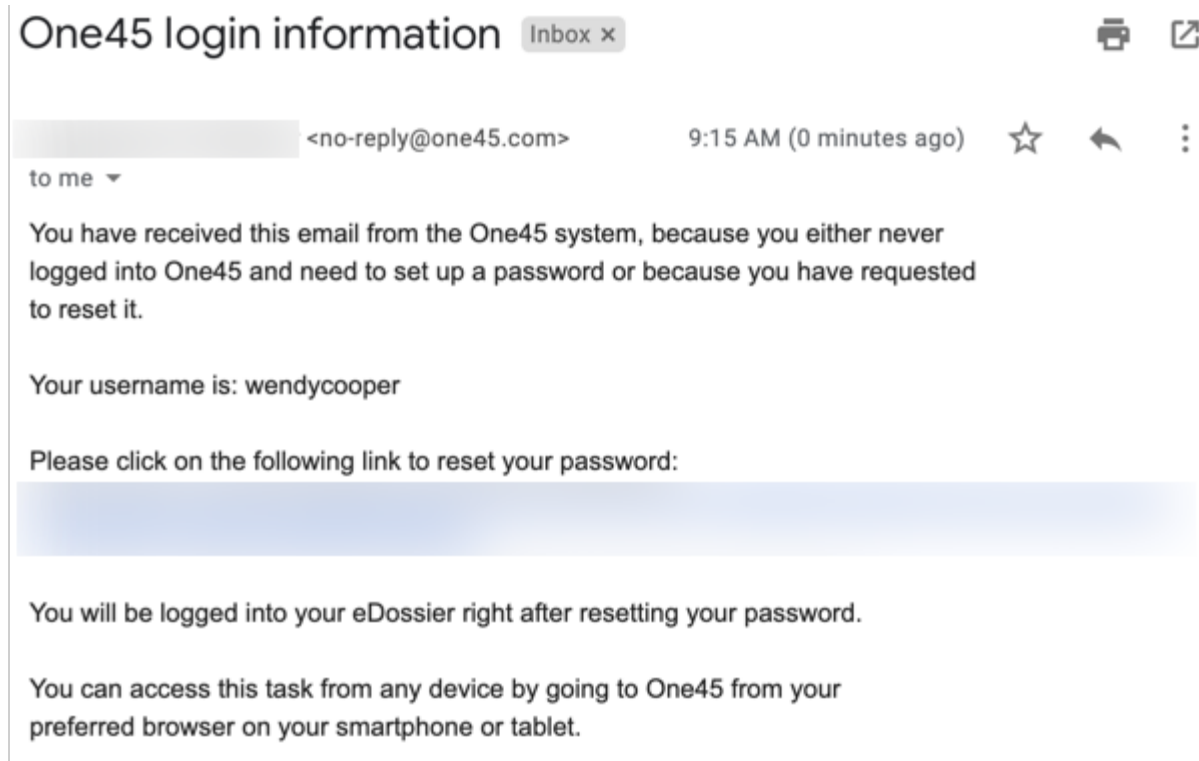


Send email reminder to

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You will receive an **email** from your **school name** as the sender, and the subject line: **One45 login information**.

If you do not receive the email, please check your **junk/spam email folder** or verify with your program admin that the email you are using is the same as in One45.



The body of the email will contain your username and a **link to your password reset** page. Click on the link.

**\*Please note that by default, the link is valid in your email for 10 minutes** and can be clicked on multiple times during that 10-minute period. But it will expire right after the password is reset.

From there you will be asked to **create a new password**.

**One45 password policy:** Minimum 8 characters, more than 3 unique characters.

After clicking **Submit**, you will be taken to your eDossier account.

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

**The Provost's office requires that promotion/tenure materials are uploaded in PDF format to Activity Insight. Do upload Word documents.** Specific instructions for preparing and submitting your materials:

1. **All materials are due by 5:00 PM on Monday, October 4, 2021.**
2. Upload materials in PDF format to Activity Insight.
3. Materials should be labeled as follows:
  - a. Lastname\_CV\_2021 (Transmittal form and CV in MUSM format)
  - b. Lastname\_combined\_2021 (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\_2021 (Review of tenure criteria materials, if applicable)
  - d. Lastname\_appendix\_2021 (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. 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). Faculty affairs will post these letters to Activity Insight for you. During September, faculty affairs will send an e-mail informing the applicant of the number of letters received. Your department chair may need to send a reminder to the referees who have not responded.
5. 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>
6. If you need support from the library, please contact:
  - Anna Kramp, (Kramp\_a@mercer.edu), 478-301-4144, Macon)
  - Carolyn Klatt, (Klatt\_ca@mercer.edu, 912-721-8224, Savannah)
7. Should you have concerns about potential predatory publisher information, visit the library's links at [https://med.mercer.edu/library/identifying\\_scholarly\\_publications.htm](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

Dickinson\_bl@mercer.edu

## **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:
  - a. Letter addressed to the Dean and signed by the Chair of the Committee
  - b. Evaluation of Candidate
    - i. Teaching in applicable areas (instruction, curriculum development, learner assessment, mentoring/advising)
    - ii. Research, scholarship, creative endeavors
    - iii. Clinical practice, as applicable

- iv. Administration/leadership, as applicable
    - v. Institutional and Academic Service
  - c. Vote count on promotion and/or tenure; clearly indicate recusals, abstentions and absences
  - d. 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 include:
  - a. Dean's analysis and evaluation, including analysis of impact of candidates' professional activities and contributions
  - b. Evaluation of Candidate
    - i. Teaching in applicable areas (instruction, curriculum development, learner assessment, mentoring/advising)
    - ii. Research, scholarship, creative endeavors
    - iii. Clinical practice, as applicable
    - iv. Administration/leadership, as applicable
    - v. Institutional and Academically Related Service
  - c. 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.