

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

DEADLINES	ACTION ITEMS	RESPONSIBLE PERSONS
Prior to July	<ul style="list-style-type: none"> • If applicable, review your <u>departmental</u> policy for promotion and/or tenure as early as possible to identify any additional requirements and due dates. Note that not every department has department P/T committee). • Attend a Promotion and Tenure Workshop (recommended). • Discuss with department chair progress toward promotion and/or tenure and your intent to apply for promotion and/or tenure. 	Candidate and Chair
First business day of July	<ul style="list-style-type: none"> • Submit a letter of intent to your department chair and submit a copy via email to the Office of Faculty Affairs by the first business day of July: Musm_Faculty_Affairs@mercer.edu • For faculty who have a joint appointment, a letter of intent must also be submitted to the chair of this secondary department. 	Candidate
July	<ul style="list-style-type: none"> • The candidate will receive an email 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, Chair of Promotion and Tenure Committee
July-October	<ul style="list-style-type: none"> • Compile and submit the information required for promotion and/or tenure. Application materials are due the first business day of October. 	Candidate
Mid-August	<ul style="list-style-type: none"> • 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. • Chair contacts each referee and provides them with a copy of the candidate's CV and supporting material as well as the MUSM promotion and/or tenure guidelines. The chair request that letters are sent electronically no later than the first business day of September to the Office of Faculty Affairs: Musm_Faculty_Affairs@mercer.edu 	Candidate and Chair
First business day of September	<ul style="list-style-type: none"> • First business day of September, or in accordance with departmental policy and procedures, submit the application for promotion and/or tenure for review by the department chair and, if applicable, the departmental promotion and tenure review committee. 	Candidate Department Chair, Department Promotion and Tenure Review Committee
Third Monday of September	<ul style="list-style-type: none"> • Chair letter of recommendation, and Internal and external referee letters are due the third Monday of September. Letters should be addressed to the dean. 	Chair, internal and external referees

First business day of October	<ul style="list-style-type: none"> All application materials are due on the first business day of October. 	Candidate
Oct – Dec	<ul style="list-style-type: none"> MUSM Faculty Promotion and Tenure Committee convenes and begins its review of applications. Committee deliberations and recommendations are conducted in executive session and are confidential. 	P&T Committee
Second Monday of December	<ul style="list-style-type: none"> The Promotion and Tenure Committee forwards its recommendations, along with supporting documents, to the Dean for consideration no later than the second Monday of December 	P&T Committee
Third Friday of December	<ul style="list-style-type: none"> Promotion and Tenure Application Addendum: In recognition of ongoing developments in the areas of evaluation, the promotion and tenure review process allows for a one-time amendment to the application portfolio with a one-page written addendum submitted to the Dean on or prior to the end of the third Friday in December. The addendum is not an opportunity to reimagine the application narrative but rather is limited to additions/revisions of status that may materially impact the review process (e.g., notification of final acceptance of publication, award of external grant/fellowship, award of professional honorific or teaching recognition, reflection on fall semester teaching, etc.). Confirming documentation may be submitted with the addendum, which shall be added to the promotion and tenure application for subsequent review. There is no guarantee of reconsideration of recommendations completed prior to addendum submission. Note that this addendum applies to all MUSM promotion tracks. 	Candidate
Last Monday of January	<ul style="list-style-type: none"> Dean considers the recommendations of the department chair/unit director, and the Promotion and Tenure Committee. 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. For Mercer-employed faculty, the Dean’s recommendation and application packets are due to the Provost’s office the last Monday of January. For non-Mercer-employed faculty, the Dean makes the final decision on promotion. 	Dean
Feb – March	<ul style="list-style-type: none"> The Provost and the President review applications of Mercer-employed faculty. 	Provost, President, Dean
April	<ul style="list-style-type: none"> The Provost’s Office makes recommendations to the Board of Trustees at the April meeting (Spring meeting) on the applications of Mercer-employed faculty. 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

IMPORTANT CONSIDERATIONS

Mercer employed faculty: all application materials must be uploaded as PDFs to Watermark (formerly Activity Insight). Word documents will not be accepted. **Non-Mercer employed faculty:** submit materials directly to their chair and the Office of Faculty Affairs via email: Musm_faculty_affairs@mercer.edu

INSTRUCTIONS FOR ELECTRONIC SUBMISSION OF PROMOTION AND/OR TENURE APPLICATIONS

Promotion and tenure applications are collected and transmitted as PDFs. Hard copies of materials are not accepted. All materials are due by **5:00 PM on the first business day of October**. If you need instructions on how to convert Word or other documents into PDF format without using software such as Adobe Pro, access the links below:

- 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>
- Converting Pages for Mac Document to PDF:
<https://support.apple.com/guide/pages/export-to-word-pdf-or-another-file-format-tance1161f26/mac>

If you have concerns about potential predatory publisher information, contact a MUSM librarian or 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
Senior Associate Dean for Faculty Affairs
Director of Medical Education Research
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 Promotion and Tenure 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.
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.
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 a split vote occurred)
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.