

Comprehensive Review of Full-Time MUSM Faculty

Introduction

Mercer University requires that all full-time employed faculty undergo a comprehensive review within the first four years of service (Mercer University Faculty Handbook Section 2.5.1 Categories of Review; revised July 2023). Note that this comprehensive review is separate from our required annual review process for reappointment.

Non-tenured full-time faculty on non-tenure promotion tracks must undergo a **comprehensive reappointment review** within the first four years of service and no less than every six years thereafter. If a faculty member applies for promotion prior to the date they are scheduled for a comprehensive review, this requirement has been fulfilled.

Non-tenured full-time faculty on the tenure-track must undergo a **comprehensive pre-tenure review** within the first four years of service. This review provides an assessment of progress towards tenure. If a faculty member applies for promotion, or promotion and tenure prior to the date they are scheduled for a comprehensive review, this requirement has been fulfilled.

Timeline

- All materials are submitted via Watermark (PDF format). Materials are described on the following page and include the MUSM Portfolio and a letter detailing progress towards promotion and/or tenure.
- Faculty are reviewed by their department chairs and the dean reviews and sign off on the chair reviews.
- Department chairs and administrators (e.g., assistant, associate, and senior associate deans) are reviewed by the dean.
- Comprehensive review materials are due the same day as annual reviews (second Friday of February).
- Reviews by chairs and the dean are due the last business day of March.
- Review date schedule example:

Appointment year	Appointment month	Due 2nd Friday of February
2021	Jan-Aug	2024
	Sept-Dec	2025
2022	Jan-Aug	2025
	Sept-Dec	2026
2023	Jan-Aug	2026
	Sept-Dec	2027
2024	Jan-Aug	2027
	Sept-Dec	2028
2025	Jan-Aug	2028
	Sept-Dec	2029

Process for non-tenured full-time faculty on non-tenure promotion tracks

- Submit your MUSM Portfolio (downloaded from Watermark – Rapid Reports). The MUSM Portfolio date range should begin with the date of initial employment at MUSM and include contributions made while employed at MUSM.
- Faculty at the rank of Instructor, Assistant Professor, or Associate Professor:
 - In addition to the MUSM Portfolio, faculty should submit a letter that includes the date of initial employment, current rank, promotion track, and a reflection on their progress toward promotion using the qualitative and quantitative guidelines specified in the Mercer University School of Medicine Faculty Handbook. For each relevant domain (teaching, service, scholarship/research, administration/leadership, clinical practice), faculty should indicate whether they do not meet, meet, or exceed the guidelines, their plans for meeting those guidelines they currently do not meet, and a proposed timeline and action plan for promotion. Note that a faculty member’s initial appointment letter should specify whether activities and scholarship from a previous appointment at another medical school, or other relevant experience, may be considered for promotion. If so, that information should also be captured in the MUSM Portfolio and letter. The letter should conclude with a reflection on any professionalism/civility/collegiality issues and whether remediation was needed.
 - A one-on-one meeting will be scheduled with the Department Chair (or the Dean for assistant, associate, and senior associate deans) to discuss progress and plans for achieving promotion, and to review/revise the timeline and action plan to improve performance to assure that faculty are making progress towards goals.
 - The action plan and faculty progress should be revisited during each required annual review. Department Chairs/Dean will provide a written a summary of the meeting to the faculty member, and Department Chairs will send the summary and all materials for review and signature by the Dean.
- Faculty at the rank of Professor:
 - In addition to the MUSM Portfolio, faculty should submit a letter that includes the date of initial employment, current rank, promotion track, and for each relevant domain (teaching, service, scholarship/research, administration/leadership, clinical practice), a reflection on their contributions and a timeline and plan to address any areas needing improvement. The letter should conclude with a reflection on any professionalism/civility/collegiality issues and whether remediation was needed.
 - A one-on-one meeting will be scheduled with the Department Chair (or the Dean for assistant, associate, and senior associate deans) to discuss progress and to review/revise the timeline and action plan to improve performance to assure that faculty are making progress towards goals.
 - The action plan and faculty progress should be revisited during each required annual review. Department Chairs/Dean will provide a written a summary of the meeting to the faculty member, and Department Chairs will send the summary and all materials for review and signature by the Dean.

Process for non-tenured full-time faculty on the tenure-track

- Submit your MUSM Portfolio in MUSM format (downloaded from Watermark – Rapid Reports). The MUSM Portfolio date range should begin with the date of initial employment at MUSM and include contributions made while employed at MUSM.
- Faculty should submit along with their MUSM Portfolio a detailed letter that includes the date of initial employment, date they are expected to apply for tenure (specified in initial appointment letter), current rank, and a reflection on their progress toward promotion and/or tenure using the qualitative and quantitative guidelines specified in the Mercer University School of Medicine Faculty Handbook. For each relevant domain (teaching, service, scholarship/research, administration/leadership, clinical practice), faculty should indicate whether they do not meet, meet, or exceed the guidelines for promotion and/or tenure, and a timeline and action plan for meeting those guidelines they currently do not meet. Note that a faculty member’s initial appointment letter should specify whether activities and scholarship from a previous appointment at another medical school, or other relevant experience, may be considered for tenure. If so, that information should also be captured in the MUSM Portfolio and letter. The letter should conclude with a reflection on any professionalism/civility/collegiality issues and whether remediation was needed.
- A one-on-one meeting will be scheduled with the Department Chair (or the Dean for assistant, associate, and senior associate deans) to discuss progress and plans for achieving tenure, and to review/revise the timeline and action plan to improve performance to assure that faculty are making progress towards goals.
- The action plan and faculty progress should be revisited during each required annual review. Department Chairs/Dean will provide a written summary of the meeting to the faculty member, and Department Chairs will send the summary and all review materials for review and signature by the Dean.
- Tenure track faculty who are successfully tenured will undergo **post-tenure review** as described in the Mercer University School of Medicine Faculty Handbook. The post-tenure review process can also be accessed on the MUSM website:
<https://medicine.mercer.edu/faculty/resources/promotion-and-tenure/>