He may be retiring from Emory, but by no means is he slowing down! For Dr. Cornish, it is on to the next challenge, the next calling to serve…

Devn will continue his extraordinary service not as Dr. Cornish, neonatologist; but as Elder Cornish with his religious and spiritual community, The Church of Jesus Christ of Latter-day Saints.

Initially, he will share ecclesiastical and service oversight for Church activities in all of the Caribbean and a bit of South America. Dr. Cornish, his wife, Elaine and their son, Reid will live in Santo Domingo, Dominican Republic.

The months of May and June, Dr. Cornish will be working remotely, juggling training for his new post and transitioning his current position (thank goodness for email!) He will be back with us full time the month of July as he wraps up loose ends and assists in the orientation and coaching of his successor.

So instead of saying “adios”, we’ll say “hasta pronto” (see you soon!)

July 12, 2011 5:30—7:00PM
School of Medicine Commons
Join us for Dr. Cornish’s “send-off”
RSVP to Denise @ dsjaco2@emory.edu

What does Dr. Cornish’s retirement mean for the faculty promotions currently in process and for future faculty promotion proposals?

Certainly Dr. Cornish’s wisdom and guidance will be missed, but the promotion cycle(s) will continue with timelines and deadlines as established internally and by the Dean’s Office. Specifically with regard to the new Medical Educator and Service Track; we have been working closely with Division Directors and individual faculty members to move the initial group of candidates forward.

We will continue to work with Dr. Stoll, the Appointment and Promotions Committee, the Dean’s Office and the appropriate appointee to assure all faculty proposals are handled appropriately and in a timely manner.

Page 2 outlines the time frame and guidelines from the Dean’s Office for MES Track changes and MEST promotion proposals

Page 3 describes the path your dossier takes once it leaves the Office of Faculty Development—illustrating the review and decision-making path beyond the Department of Pediatrics!

Page 4 offers an internal, unofficial simplification of promotion ratings for all tracks

Please refer to http://www.pediatrics.emory.edu/resources/development/promotion.html for specific timelines, guidelines and general information on the promotion process.

Call for Nominations!

Society for Pediatric Research (SPR) and American Pediatric Society (APS) now accepting nominations for new members—deadline June 21, 2011. If you are a member of either society, please nominate a colleague. For detailed information go to: http://www.aps-spr.org

Please advise Denise Jacobson (dsjaco2@emory.edu) of your nominees. The list of nominees and nominators will be shared with Dr. Barbara Stoll.

2010-2011 Department of Pediatrics Annual Faculty Awards nominations. Deadline June 3, 2011. If you have not yet done so, please go to http://www.surveymonkey.com/s/deptpedsfacultyawardnominations2011 to see past award winners and nominate faculty for this year’s award categories.
Medical Educator and Service Track Now Official!

MEST Transfers and Promotions—Guidelines from the Office of the Dean

MEST transfers will be considered for a limited number of faculties who meet the criteria below. Track switches will be reviewed by the Associate Dean for Faculty Affairs and approved by the Dean and Provost.

A. Criteria for Track Transfer
  - Teaching and service responsibilities exceed that of the usual tenure, research, and clinical track faculty in quality and quantity
  - Teaching and service roles are essential or mission-critical for department or School of Medicine
  - Other tracks do not offer potential for promotion of the candidate

B. Transfer of Current Assistant and Associate Professors to MEST
  - Initial requests for track switches will be accepted over the summer and will go into effect September 2011.

C. Promotions to Associate Professor on MEST
  - Packets for promotion on the MEST will be accepted September 1-December 15, 2011.
  - The packet will include all of the same components as dossiers for the other tracks
  - Letters of evaluation: Three letters will be required: 2 internal; 1 external from local or regional individuals of note. Internal letters should come from individuals outside the department who can speak to the individual's accomplishment.

D. Appointments and Promotions to Assistant Professor on MEST
  - Appointments of new assistant professors to MEST
    New assistant professors recruited from outside Emory can be placed on the MEST by the chair. This will be reflected in the recruitment letter.
  - Associates and Senior Associates with temporary appointments who remain at Emory as assistant professors are considered new appointments. Their appointment as assistant professor MEST will be reflected in the documentation submitted to the Dean's office and should include a brief justification for the track assignment.
  - Promotion of instructors (CT, RT, TT) to assistant professor MEST.
    Because these are individuals who have already been assigned a track based on certain job expectations, reassignment to MEST will require in addition to the usual documentation submitted to the Dean's Office, inclusion of 2-3 paragraphs justifying the switch and describing the modification of the career trajectory.

E. MEST promotion Committee
  - A dedicated MEST promotion committee will review and make recommendations to the COC on all MEST promotions during the initial phase of implementation. This committee will be composed of faculty with extensive promotion experience and include members of both pre-clinical and clinical departments

F. Promotion Process Timelines—dates below are when FINAL/COMPLETE packets are due (for internal, step by step deadlines please go to http://www.pediatrics.emory.edu/resources/development/promotion.html)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>June-September 2011</td>
<td>MEST switches</td>
</tr>
<tr>
<td>October 15, 2011</td>
<td>Tenure Track promotion packets due</td>
</tr>
<tr>
<td>December 15, 2011</td>
<td>MEST promotion packets due</td>
</tr>
<tr>
<td>March 15, 2011</td>
<td>Clinical Track promotion packets due</td>
</tr>
<tr>
<td>September 1, 2012</td>
<td>2011 promotions go into effect</td>
</tr>
</tbody>
</table>
The promotion of senior faculty is a lengthy and detailed process that begins with the Division Director and Vice Chair for Faculty Development and ends with the Dean, for Research, Clinical and MES Track proposals; or with the Board of Trustees, for Tenure proposals.

1) A recommendation for promotion by the Division Director and Vice Chair is not arbitrary, it is after careful consideration of the promotion criteria and how the proposed faculty meet the criteria.

Upon recommendation the candidate receives specific instructions and guidelines for preparing their dossier. The Office of Faculty Development works closely with the candidate to prepare and perfect their dossier.

2—4) Dossiers are reviewed and discussed in detail by the Appointment and Promotions Committee. The committee will recommend which candidates to move forward. The committee recommends only those faculty who meet or exceed promotion criteria.

5—7) It is at this time the dossier is submitted to the Dean’s Office. From there it is distributed and reviewed by the Faculty Committee for Appointments and Promotions (FCAP); the next review body is the Council of Chairs (COC). Finally it is sent to the Dean. The Dean will review the recommendations of both FCAP and COC and has the option to override their recommendations (though rarely does!).

8—12) For Tenure faculty proposals the process continues to the Provost’s Office, University Presidential Advisory Committee (PAC), then to the Academic Affairs Committee, the Provost and University President, to the full Board of Trustees (BOT) for final review and approval.
## Ratings

- **Outstanding** – Ongoing contributions and recognition at *national and/or international* levels
- **Excellent** – Ongoing contributions and recognition at *state and/or regional* levels
- **Very good** – Ongoing contributions and recognition at *local and/or institutional* levels

## Rating requirements for promotion

**Tenure*, Research or Clinical Track**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Tenure</th>
<th>Research</th>
<th>Clinical</th>
<th>MES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Outstanding</td>
<td>Outstanding</td>
<td>“Participation”</td>
<td></td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
<td>Outstanding</td>
<td>Excellent</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td>Outstanding</td>
<td>Excellent</td>
<td></td>
</tr>
</tbody>
</table>

* oversimplified

**Medical Educator and Service Track (MEST)**

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Tenure</th>
<th>Research</th>
<th>Clinical</th>
<th>MES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Associate Professor</td>
<td>Excellent</td>
<td>1 criterion (teaching or service)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Very good</td>
<td>1 criterion (service or teaching)</td>
<td>Scholarship</td>
<td></td>
</tr>
<tr>
<td>Professor</td>
<td>Outstanding</td>
<td>1 criterion (teaching or service)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Excellent</td>
<td>1 criterion (service or teaching)</td>
<td>Scholarship</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Substantial participation</td>
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</tbody>
</table>

*Plus participation in ongoing teaching of Emory learners and leadership roles

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### Commonly Proposed Ratings by Track

<table>
<thead>
<tr>
<th>Track</th>
<th>Tenure</th>
<th>Research</th>
<th>Clinical</th>
<th>MES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td>Outstanding (Usually)</td>
<td>Outstanding (Required)</td>
<td></td>
<td>“Participation”</td>
</tr>
<tr>
<td>Teaching</td>
<td></td>
<td></td>
<td>Outstanding</td>
<td>Excellent</td>
</tr>
<tr>
<td>Service</td>
<td></td>
<td></td>
<td>Outstanding (Usually)</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

*** For official and detailed School of Medicine Guidelines go to [http://www.med.emory.edu/dean/index.cfm](http://www.med.emory.edu/dean/index.cfm)