Are You on the Track to Tenure for 2012?

If you answered “yes” to this question, it is time to start the conversation with your Division Director and with Dr. Cornish in regards to your readiness for promotion, where you are on the “tenure clock”, CV review and update or options for changing tracks.

The “Tenure Train” will depart in May for promotions effective 2012. Following are dates to keep in mind:

- May 28, 2011 — Division Directors submit potential candidates for promotion.
- June 1-11, 2011 — Candidates are notified and given specific instructions.
- June 14-28, 2011 — Candidates are to have list of external referees submitted to Dean’s Office.
- June 23, 2011 — Dossier due to Faculty Development Program Coordinator.
- August 13, 2011 — Dossier revisions/edits must be complete and dossier sent to referees.

Though it sounds like there is plenty of prep time, in reality you need to be “ready to go” in May, which leaves about 2 months to prepare for boarding. Don’t let the train leave without you!

For more detailed information, instructions, document templates and timelines go to Department of Pediatrics Faculty Development, Appointments and Promotions: http://www.pediatrics.emory.edu/resources/development/promotion.html

Are You On the Clinical or Research Track 2012?

CT and RT Promotion Candidate recommendations from Division Directors are due August 2011, candidate dossiers due in September and ready for sending to external referees in November/December.

Start updating your CV and preparing your Service and Teaching Portfolios and Personal Statement.

No matter your track—Spring is a great time to schedule a meeting with your Division Director and Dr. Cornish to discuss readiness for promotion and review your CV, Teaching Portfolio and Service Portfolio.

Are you on the “fast track” to MEST this year (2011)?

If your answer is YES, then you should be well into the preparation of your promotion packet/dossier!

If you are not sure but think maybe... make immediate plans to meet with your Division Director and Dr. Cornish to discuss readiness/appropriateness for the new Medical Educator and Service Track.

The turnaround time for MEST Promotions, effective September 2011, is tight and leaves little room (okay, no room) for delay.

Candidates MUST have their dossier in final form, with list of internal and external referees and former students/trainees, to the Office of Faculty Development no later than April 1, 2011!

- April 1 — Dossier due to Faculty Development Program Coordinator
- April 4 — Dossier sent to referees
- May — Appointment and Promotions (A P) Committee meets to review all MEST Candidates submitted by April 1 and who have required letters from referees.
- May 5—June 3 — Candidates may have revisions or edits due based on A P Committee review

You may see the complete timeline with instructions and templates on our website via the following link: http://www.pediatrics.emory.edu/documents/Associate%20Professor%20Medical%20Educator%20and%20Service%20Track%20Candidate%20timeline%20and%20checklist%202011.pdf

Department of Pediatrics, Office of Faculty Development
visit us at: http://www.pediatrics.emory.edu/index.html
Upcoming FREE educational events and opportunities on Campus

Stopping Discrimination Before It Starts
The Impact of Civil Rights Laws on Health Care Disparities
March 22, 2011; 10:00am-2:00pm; WHSCAB Auditorium
Grand Rounds Organized by
the Department of Emergency Medicine, School of Medicine,
Law School, and Office of Community & Diversity
For additional information and registration instructions:

Women First: Honoring Two SOM Women Pioneers
Dr. Linda Cendales and Dr. Nanette Wenger
March 23, 2011; 1:15pm-2:45pm
An inaugural Women’s History Month program honoring the
accomplishments of School of Medicine-associated women who are/were the first in
their field/program/area of study.
For additional information and registration instructions:
http://med.emory.edu/staff/files/2011%20Women%20First.pdf

"Writing and Revising Articles for Science Journals:
A Panel Discussion"
Thursday, March 24, at 4 p.m. Room 2001, Claudia Nance Rollins Building
A panel of Emory researchers who have served as editors of science journals will
discuss:
- Common mistakes researchers in the sciences makes when submitting to journals
- Features that distinguish articles that get past the first round of scrutiny
- Effective use of feedback from peer reviewers.

For additional information and to RSVP:
http://www.emory.edu/EMORY_REPORT/stories/2011/02/take_note_writing_workshops.html?
utm_source=ebulletin&utm_medium=email&utm_campaign=mar012011

Dear Denise,

I have just wrapped up my annual report/review with my Division Director and already I have a new publication and invited lecture to add for next year’s report and I don’t want to forget to include.

Can I add information to my Career Development Conference Report (CDCR) as it happens or do I have to wait and enter all at the time the report is due?

Thanks,
A Busy Emory Doc!

Dear Busy Doc,

You have asked an excellent question and one I have only recently learned the answer.

Yes, you may add information to your CDCR in “real time” beginning March 1, 2011 as long as you have completed your 2010 CDCR.

Do not equate “completion” to having had your meeting with your Division Director. “Completed” means you and your director or chair have electronically completed Parts I, II and III and taken the final step of electronically signing by selecting “Faculty Signature and Notify Your Chair” at the bottom on the electronic form.

This explains why some of you have received an email from me indicating that your CDCR needs to be completed—if all portions have not been populated and electronically signed then it continues to be reported as incomplete.

Please share your ideas for future newsletter topics with Denise Jacobson @ dsjaco2@emory.edu

Your Department of Pediatrics Faculty Development contacts: Denise Jacobson, Program Coordinator dsjaco2@emory.edu and J. Devn Cornish, M.D., Professor, Pediatrics, Vice Chair for Faculty Development jcornis@emory.edu