

Department of Biochemistry & Molecular Biology
Promotion and Tenure Criteria
April 5, 2015

Preamble

“In all matters related to promotion and tenure, the Department of Biochemistry and Molecular Biology will carefully adhere to the *University of Georgia Guidelines for Appointment, Promotion and Tenure*. The standards, criteria, and processes presented in this document are intended to supplement and/or extend the University’s Guidelines. All faculty are expected to be familiar with both this PTU document and the University Guidelines. If any inconsistency or discrepancy is found in this document or if this PTU document does not address a certain issue, the University’s Guidelines will supersede this document.”

Faculty in the Department of Biochemistry and Molecular Biology have responsibilities in three broad areas: 1) research and scholarship, 2) instruction, and 3) service to the Department, University, profession, and society. At the time of appointment, new faculty will be given a copy of both the unit and the university guidelines for promotion and tenure, and will sign a letter acknowledging receipt and understanding of these guidelines.

Advisement:

Each year the Department Head meets with every Assistant and Associate Professor who has been asked to submit, before the meeting, a detailed report on their activities in research, teaching, and service for the year. An objective review of the faculty member's annual dossier is conducted and then discussed with the individual. Faculty are expected to publish in quality journals on a regular basis, to disseminate their findings at conferences and via seminars, to obtain grant support for their activities, to provide excellent instruction and mentoring in the classroom and laboratory, and to serve as invited reviewers of manuscripts and grant proposals for scientific journals and funding agencies. Evaluations of performance and recommendations for improvement, if deemed appropriate, are discussed with the faculty member, who receives a copy of the review (signed by the Head and the faculty member).

During the Third-Year Review of Assistant Professors, a committee of three senior faculty members, appointed by the Head, conducts a comprehensive review of the faculty member's performance and prepares a written report with an assessment and a recommendation of whether satisfactory progress is being made toward promotion and tenure. If not, specific recommendations for corrective action are given. The Head then meets with the faculty member to review the report and make recommendations as appropriate. Thus, a faculty

member at the rank of Assistant Professor receives an evaluation and specific feedback from the Head on an annual basis and from an ad hoc senior faculty committee during his/her third year of service. Again, the expectations are publications in top quality journals, dissemination of results via conferences and seminars, funding, excellence in teaching and mentoring, and service to the Department, College, University, and professional discipline. The CV provided for the Third-Year Review must be in the promotion dossier format described in the Administrative Guidelines on the Provost's web site (http://provost.uga.edu/index.php/policies/appointment-promotion-and-tenure/admin_guidelines).

The committee conducting the Third-Year Review will provide a copy of the review report to the Department Head and the candidate. The candidate will have an opportunity to provide a written response to the review, and both the report and any response will be made available to the faculty prior to the meeting at which the votes on the report and renewal of the candidate are taken. The faculty shall discuss and vote "Yes" or "No" on the following two questions as applicable: "[Candidate's name] has made sufficient progress toward promotion to Associate Professor" and "[Candidate's name] has made sufficient progress toward tenure." At the same meeting, faculty will take an additional "Yes" or "No" vote on the following question: "[Candidate's name] should be renewed for the coming academic year."

An additional mechanism to assist new hires is the appointment of senior faculty members to advise and provide information on career development, obtaining research support, and academic responsibilities. To this end, each new Assistant Professor is assigned one or two faculty mentors from among the tenured faculty who will advise on matters of teaching, research, service, departmental issues in general, and promotion and tenure. This model, while not intended to be evaluative, has been successful in helping new faculty navigate the academic environment at the University.

In summary, each faculty member at the rank of Assistant and Associate Professor receives advice and evaluation on a regular basis to enhance their chances of success in Promotion and Tenure.

Research:

For promotion from Assistant Professor to Associate Professor and for tenure, the candidate must have a body of published scientific research conducted at the University of Georgia sufficient to establish a national reputation. In multidisciplinary and interdisciplinary research projects, the candidate's specific contributions and roles must be explicitly documented. Collaborative work, as is done in many sub-disciplines within the biological sciences, is encouraged and will be given credit if appropriately documented. For promotion from Associate

Professor to Professor, the candidate is expected to have established an international reputation and have addressed an important scientific question.

Publications. Although no fixed number of papers is required, publications are expected to be consistently forthcoming and to appear in peer-reviewed journals with national and international standing. An issued U.S. Patent is also considered as an original contribution.

Funding. For promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor, the candidate is expected to have obtained competitive external funding from federal agencies, e.g. but not limited to, the National Institutes of Health, the National Science Foundation, the Department of Energy, and the U.S. Department of Agriculture, and/or private foundations, e.g. but not limited to, the American Cancer Society, the American Heart Association, and others. Funding via large collaborative projects is acceptable if sufficient documentation is available demonstrating the candidate's major creative role in the award and subsequent research. While the quantity of external funding required is specific to the field of study, the principle to be applied is that of developing a sustainable program that permits a pattern of regular publication and dissemination of research as well as the training of doctoral students and/or postdoctoral scholars.

Other Indicators of Research Recognition. The Department also expects documentation of peer recognition via one or more of the following avenues: invitations to review manuscripts for prestigious juried journals; invitations to review grant proposals; and invitations to speak at regional, national, and international institutions and meetings.

Teaching:

Opportunities exist within the Department for faculty to develop strong undergraduate and graduate instructional portfolios. Teaching assignments are made by the Head of the Department based on departmental need and appropriate background of the faculty member. These assignments can be within any academic unit at the university or affiliated institution including but not limited to the Georgia Regents University and GRU/UGA Medical Partnership. In teaching, the Department strives for excellence in classroom instruction and laboratory mentoring. Student and peer evaluations are but one type of indicator used. Others include student performance on examinations, quality of laboratory research as assessed by the quality of journals in which the work is published, placement (the latter two pertaining more to graduate students and postdoctoral fellows), teaching awards, creation of new courses, and utilization of innovative teaching methods. It is also expected that candidates will have trained both graduate and undergraduate students in their laboratory.

Service:

Positive and collegial service is expected at the Departmental, College, and University levels. It is also expected that candidates for promotion from Associate Professor to Professor will have a more substantial record of institutional service. In addition, candidates for promotion from Assistant Professor to Associate Professor should have achieved national peer recognition as judged by invitations to review manuscripts and grant proposals for journals and funding agencies, respectively. It is also expected that candidates for promotion from Assistant to Associate Professor will have received invitations to present their research at professional meetings and seminars. For candidates from Associate Professor to Professor, service should include some, but not necessarily all, of the following invitations (in addition to invitations to review manuscripts and grant proposals): to serve on Editorial Boards and/or Review Panels; to hold office in professional societies; to organize and chair sessions at conferences; and to contribute reviews and book chapters.

External Letters:

The external evaluations should be from established scientists with international reputations with whom the candidate has not had a significant collaboration. Publication with the candidate on large multi-author papers where there was minimal interaction does not exclude this person from serving as an external evaluator. However, the relationship must be explicitly stated in the letter. It is expected that each dossier will contain 4 - 7 evaluations testifying to the candidate's contributions and recognition in his/her respective field. For candidates being considered for promotion to Professor, the external letters must address the overall quality of the candidate's work and the candidate's international standing.

Revisions and Updates:

This document and discipline-specific criteria must be accepted by the faculty within the Department of Biochemistry and Molecular Biology, and must be reviewed and approved by the Dean of the College and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines. In addition, any changes or updates to this PTU document must be approved by the faculty, Dean, and the Provost. All revisions and approval dates must be listed in the PTU document.

Approved by the University, June 8, 2015