

Promotion/Tenure Guidelines for the Department of Cellular Biology

(Date of Department approval: March/20/2015; University approval June 8, 2015)

In all matters related to promotion and tenure, our department will carefully follow and adhere to the *Guidelines for Appointment, Promotion, and Tenure* (referred to as the *Guidelines*). The guidelines and criteria that follow provide specific information on how promotion and tenure will be handled in our department, and on the criteria approved by our faculty for promotion and for tenure in the department. Revisions to this document are approved by Faculty of the department, the Dean of Franklin College, and the Provost. Issues not addressed in this document can be answered by resort to the *University Guidelines*.

Advisement: At the time of appointment, a new faculty member will be advised about the department's requirements for promotion and tenure. They will be given a copy of this document and the university guidelines for promotion and tenure and will sign a letter acknowledging the receipt of these guidelines. For each assistant professor, the head will appoint at least one senior faculty mentor who will advise on matters of teaching, research, professional decorum, the department, and promotion and tenure. In the written annual evaluation, the department head will provide advice to faculty below the rank of professor on their progress towards promotion in each relevant category (research, teaching, and service).

Third-year review: At the midpoint of the third year each assistant professor will submit an updated Curriculum Vitae. The CV provided for the third-year review must be in the promotion dossier format as 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 department head or an assigned faculty mentor will advise the faculty member on the contents of the materials submitted.

At the same time, the department head will appoint a committee of three faculty to review the faculty member's performance. This committee will review publications and works in progress, visit several classes, and read course evaluations and other evidence of performance in instruction. The committee may request that the faculty mentor contribute to this review. On the basis of this review, the committee will write a report that presents in detail its finding and that makes clear recommendations to the candidate concerning his or her progress towards promotion in each relevant category (research, teaching, and service). In particular, the report will address the question of whether the candidate is progressing in a satisfactory way towards meeting departmental criteria for promotion and tenure. A copy of the report will be given to both the candidate and the department head. The candidate will have an opportunity to provide a written response to the review.

At a departmental meeting with a quorum of eligible faculty present, the head will present the report to the faculty. The *Guidelines* define faculty eligibility. The faculty will then discuss the progress of the faculty member toward promotion and tenure, and will vote "Yes" or "No" on the following question:

"[Candidate's name] has made sufficient progress towards promotion and/or tenure to Associate Professor."

At the same meeting, faculty will take a second "Yes" or "No" vote on the following question:

“The faculty recommends to the Department head that the appointment of the [Candidate’s name] should be renewed.”

The results of the discussion and the votes will be reported to the faculty member as outlined in the *Guidelines*.

Promotion and Tenure

Preliminary Consideration: The department will follow procedures for initial consideration presented in the *Guidelines*. In the spring of the appropriate year, no later than the deadline of March 1, candidates who wish to be considered for promotion and/or tenure will communicate this wish in writing to the department head.

In an instance where a faculty member’s EFT distribution (*i.e.*, instruction or service or research) has changed over the course of employment at UGA, evaluation of that person's work each year will be considered in relation to the EFT for that particular year.

The candidate will by the March 1 deadline present a vita, and copies of publications to the department head. If the candidate has not recently presented a seminar on campus, the department head may request that one be scheduled. The department head will also assure that one or more faculty have had the opportunity to observe the candidate’s performance in the classroom in conformity with our long standing departmental tradition of ongoing peer review of instruction in Cellular Biology. Candidates whose record reflects problems with teaching must provide evidence of improvement at the time of Promotion and Tenure. All eligible faculty will review these materials. At a meeting of eligible faculty held before the end of the spring semester, these materials will be discussed. The faculty will vote on the following question:

“[Candidate’s name] should be formally reviewed for promotion to the [next rank] and/or for tenure.”

Faculty will vote “Yes” or “No” on this question. The results will be conveyed by the head in writing to the candidate within three working days of the vote.

In accordance with the *Guidelines*, candidates who receive a majority of “Yes” votes on this question and who wish to be formally reviewed for promotion and/or tenure will work with the department head or an appointed senior mentor to prepare the dossier.

Formal Review: In all matters pertaining to the formal review, the department will follow the *Guidelines*.

In addition, the candidate will make available to the department head by May 21st an updated CV, one copy of all publications as well as teaching materials, including student evaluations, syllabi, and other evidence pertaining to teaching. Student letters may be submitted if solicited by the department head; the candidate may suggest students who could be contacted for letters of evaluation. All evaluations for all courses taught must be submitted to the head. Articles or books that have been accepted but not published may be submitted if accompanied by a letter of formal acceptance. Books or articles not yet accepted for publication may not be submitted or included on the vita. Copies of all published items listed on the vita, along with other materials prepared for the dossier, including the external letters of assessment, must be made available to the department by August 15.

The faculty will meet to discuss the credentials and vote on a recommendation. Following the vote on each candidate the head will announce how he/she voted.

Requests for reconsideration by candidates who do not receive a positive recommendation must be handled in accordance with the *Guidelines*.

Criteria for the Ranks:

For Tenure and for Promotion to Associate Professor:

For tenure and for promotion to associate professor, candidates must show clear and convincing evidence of emerging stature as recognized authorities in their field of research unless their work assignments are specifically at the local or state level.

Instruction: In the area of instruction, the candidate is expected to present evidence of strength and accomplishment. This evidence may consist of: student and peer reviews; development of new courses, including graduate-level courses in their area of expertise; mentoring of graduate and undergraduate students in the candidate's research laboratory; student achievements and presentations; teaching awards; and, the utilization of innovative teaching methods, including online courses. Other evidence of accomplishment in instruction may be presented.

Research: In the area of research, the candidate should present evidence of an independent, externally funded research program resulting in a published body of work carried out at the University of Georgia sufficient to establish an emerging reputation. Publications in high quality, peer-reviewed journals are expected. Scholarly work including but not limited to the issuance of United States patents, development of on-line courses, software and web sites will be considered. For these forms of scholarship, the candidate must make available to the department appropriate metrics that are used to assess the effectiveness and impact of the media. For multi-investigator projects and publications, the contributions of the candidate should be clearly described and documented. Other evidence of a reputation including invitations to review manuscripts or to present research results, and service on editorial boards and grant review panels may be included.

Letters of evaluation from external reviewers are crucial to the review for promotion and tenure. These letters should generally come from full professors with prominent standing in the candidate's field of research. A description of the qualifications of the referee will be included in the dossier.

If the department hires a faculty member whose research will result in different kinds of research productivity that are not included above, the department and the candidate must agree in writing at the time of appointment as to the general expectations that the candidate must satisfy; the Dean must approve this agreement.

Service: Successful candidates for promotion to associate professor and/or for tenure are expected to participate in departmental meetings, have some limited service on student and departmental committees, and, if asked to serve, limited service on campus committees and governing bodies. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community. Participation or leadership in professional organizations counts towards meeting these criteria.

For Promotion to Professor:

For promotion to full professor, candidates must show clear and convincing evidence of high levels of attainment in the criteria appropriate to their work assignments and the missions of their units. Unless the candidate's assignments are specifically regional, they should demonstrate a widely established reputation in their fields based on a body of published work and the likelihood of maintaining that stature.

Instruction: In the area of instruction, the candidate is expected to present evidence of strength and accomplishment. This evidence may consist of: student and peer reviews; development of new courses, including graduate-level courses in their area of expertise; mentoring of graduate and undergraduate students in their research laboratory; student achievements and presentations; teaching awards; and, the utilization of innovative teaching methods. Other evidence of accomplishment in instruction may also be presented.

Research: In the area of research, the candidate should present evidence of an independent, externally funded research program resulting in a published body of work sufficient to demonstrate an established reputation. A solid record of past research funding with evidence of the likelihood of sustained funding is expected. Publications in high quality, peer-reviewed journals are expected. Scholarly work including but not limited to the issuance of United States patents, development of on-line courses, software and web sites will be considered. For these forms of scholarship, the candidate must make available to the department appropriate metrics that are used to assess the effectiveness and impact of the media. In cases of multi-investigator projects and publications, the contributions of the candidate should be clearly described and documented. Other evidence of a reputation in their field of study including invitations to review manuscripts or to present research results, and service on editorial boards and grant review panels may also be presented.

Letters of evaluation from external reviewers are crucial to the review for promotion and tenure. These letters should generally come from full professors with prominent standing in the candidate's field of research. A description of the qualifications of the referee will be included in the dossier.

Service: Successful candidates for promotion to professor will demonstrate active participation in the life of the department, the College, and the University by service on student, departmental, and/or college committees. Beyond the level of the kinds of service that involve instruction and research, service can be broadly interpreted to mean participation in activities that contribute to the life of the department, the discipline, the University, and the community. Leadership in professional organizations can count towards meeting these criteria.