

**Department of Clinical and Administrative Pharmacy
University of Georgia College of Pharmacy
Unit Criteria for Promotion and Tenure**

Preamble

These unit criteria apply to tenure-track and tenured faculty members that hold an appointment in the Department of Clinical and Administrative Pharmacy. Clinical-track faculty members in the department have their own separate unit criteria for promotion (see Clinical Appointment and Promotion Unit (CAPU) criteria).

The vision of the Department of Clinical and Administrative Pharmacy is to lead pharmacy education and research, from theory to practice. This is achieved through student-centric instruction, public service, and research over the continuum of clinical and translational science. Clinical and Experimental Therapeutics program faculty have expertise in research and instruction at the initial “bench-to-bedside” stage and those in Pharmacy Care Administration, over the remaining spectrum of translational research and education. For these reasons, departmental expertise encompasses foundational sciences in pharmacy, pharmacology, biochemistry, pharmacogenomics, drug development, clinical practice, public health, drug policy, pharmaceutical marketing, pharmacoepidemiology, pharmacoeconomics, as well as fundamental and applied behavioral and social sciences. Therefore, faculty members in the department have diverse teaching expertise, programs of scholarship, requisite levels of funding to establish national/international reputations in their discipline, and abilities to collaborate with our clinical faculty. These are foundational elements of our program of research and departmental educational programs.

PTU Discipline Specific Criteria for Promotion and Tenure

In all matters related to promotion and tenure, the Department of Clinical and Administrative Pharmacy 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.

All faculty members in the Department of Clinical and Administrative Pharmacy will help deliver the educational program(s) of the College of Pharmacy, demonstrate excellence in teaching, conduct nationally recognized research, maintain collegial citizenship, and demonstrate consistent support for University, College, and Department administrative and service responsibilities.

Along with University Guidelines and Standards, our PTU discipline specific criteria (outlined below) detail faculty contributions and achievements in research, teaching and service that the Department of Clinical and Administrative Pharmacy uses to make sound judgments and decisions on appointing faculty, conducting annual and third year faculty reviews, and recommending faculty members for promotion and/or tenure. The PTU criteria are discipline-

specific and are general, in some instances, to recognize the broad range and diversity of faculty activities within the department in both Pharmacy Care Administration and Clinical and Experimental Therapeutics.

To be promoted to associate professor with tenure, an assistant professor must satisfy the university criteria that the candidate shows clear and convincing evidence of an emerging stature as a regional or national authority as judged by their peers and experts within their discipline. Based on the EFT distribution and assigned duties, an assistant professor being considered for promotion in Clinical and Administrative Pharmacy will demonstrate excellence in teaching, an independent scholarly program in their field that has emerging regional or national recognition, and contribute to service as outlined in the PTU discipline specific criteria below. Evidence of a high likelihood of continued scholarly growth and advancement to professor should be clearly demonstrated.

To be promoted to professor, an associate professor must satisfy the University criteria that the candidate shows clear and convincing evidence of high levels of attainment in their work, demonstrate an established national or international recognition in their field, and the likelihood of maintaining this stature. Based on the EFT distribution and assigned duties, an Associate Professor being considered for promotion in Clinical and Administrative Pharmacy will demonstrate excellence in teaching, maintains an independent scholarly program that is recognized at the national or international level, and contributes to service as outlined in the PTU discipline specific criteria below.

To attain tenure, the candidate must have a record of exemplary performance in their primary responsibilities, be able to meet continuing and long range needs of the University, and demonstrate the likeliness that the candidate will continue to be an active and productive scholar over the extended period of time that tenure supposes as defined in the University Guidelines.

The Department of Clinical and Administrative Pharmacy discipline-specific unit criteria for promotion and tenure are detailed below. It is required that faculty members meet university criteria for promotion and tenure as judged against these unit criteria. Faculty will build, establish and maintain their reputation and authority within their discipline by documenting a collection of the metrics established by the department that demonstrate excellence in teaching, research and scholarship.

1. Contribution to Research, Scholarship and Other Activities.

The primary criterion for promotion and tenure is scholarship, which may be in the areas of research, instruction, or pharmacy practice. The metrics accepted by the department for a faculty member to establish and maintain a scholarly reputation and authority within his or her discipline include:

- Competitive, peer-reviewed, external grant awards from federal sources or national/international foundations.
- Receipt of competitive non-federal or foundation grants, industry grants or contracts, or intramural grant awards.
- Competitive awards for research achievement(s) or programs of excellence.
- Publication of research and professional papers, including book chapters, in high-quality, peer-reviewed journals and/or books.
- Frequent citations of the candidate's published works by other authors.

- Invited presentations at peer or aspirational institutions, national/international meetings or professional or scientific organizations.
- Publication and presentation of research abstracts at national/international meetings or professional or scientific organizations.
- Recognition by nationally or internationally known peers and experts in the field.
- Development of new products or patents.

It is expected that individual faculty members will have achieved a number of these metrics that, when considered as a whole, clearly defines an emerging national or an established national/international authority in their field of research for those seeking promotion to Associate Professor and Professor, respectively.

2. Contributions to Teaching and Other Instructional Activities

Teaching communicates knowledge to students and develops in them the desire and skills necessary to continue learning. Teaching includes not only formal classroom instruction, but also advising and mentoring of undergraduate, professional (i.e., Pharm.D.), and graduate (i.e., resident certificate and Ph.D.) students. The department recognizes excellence in teaching by the following mechanisms:

- Peer review of teaching that documents quality.
- Creation of instruction or practice models that are documented to advance learning or pharmacy care, and/or are nationally recognized or adopted by other universities.
- Competitive awards for pharmacy practice/teaching achievement(s) or program of excellence.
- Invitations to lecture at other college and universities.
- Documentation of achievements or support from former students (Pharm.D. and/or graduate).
- Development and offering innovative and progressive courses.
- Attraction of graduate students, postdoctoral fellows, or graduate residents to the candidates program.
- Evidence of a positive impact on pharmacy education, health care, or society at large.

3. Contribution of Service

Service to society refers to the function of applying academic expertise to the direct benefit of external audiences in support of the department's and University missions. It is expected that the candidate will have documented service. Service activities that are recognized by the department include:

- National/international leadership positions in professional or scientific organizations.
- Planning, coordinating, or moderating sessions at national/international meetings.
- Journal editor, editorial board member, or manuscript or abstract reviewer.
- Chair or committee member for national/international organizations.
- Documentation of contributions to patient care, particularly those demonstrating high quality of care and or outcomes.
- Service on national/international grant and award study selection committees.
- Consultant to government agencies, industry, or professional associations.

Annual Evaluations and Third Year Review

In all matters related to annual evaluations and completing the candidate's third year review, the Department of Clinical and Administrative Pharmacy will carefully adhere to the processes and standards outlined in the University of Georgia Guidelines for Appointment, Promotion and Tenure. Based on the candidate's EFT distribution and assigned duties, these formal evaluations will extend to progress on achieving, meeting or exceeding PTU discipline specific criteria, listed above, for scholarship, teaching and service.

Amendments and Approval Process

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.

This document and its discipline-specific criteria was

- approved by the faculty within the Department of Clinical and Administrative Pharmacy on 20 August, 2015
- approved by the Dean of College of Pharmacy on 20 August, 2015 and
- approved by the Senior Vice President for Academic Affairs and Provost on 21 August, 2015