

**Department of Infectious Diseases
Guidelines for Promotion and Tenure**

- I. INTRODUCTION.** The Department of Infectious Diseases' mission is to:
- A. Educate and train veterinary and graduate students.
 - B. Conduct basic research to benefit animal and human health.
 - C. Develop and disseminate technologies for vaccine discovery, diagnosis of infectious diseases and develop new drug treatment strategies.

The primary responsibilities of faculty are teaching, research and service. For purposes of promotion and tenure, a faculty member must demonstrate excellence in the faculty member's area(s) of assignment (EFT).

II. GENERAL CONSIDERATIONS. The guidelines provided below are stated with the understanding that all candidates should meet or exceed the requirements as specified in the "University Guidelines for Promotion and Tenure." In all matters related to promotion and tenure, the Department of Infectious Disease 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.

- A. For tenure track faculty, progress toward promotion and tenure is evaluated annually by the academic department head with assistance from the mentoring committee and any other tenured faculty in the candidate's discipline. A detailed evaluation of faculty performance is conducted in the third year ("third year review"). This review is conducted according to UGA guidelines by the mentoring committee appointed by the department head and will consider the criteria listed in Section V, Requirements for Ranks. The committee is comprised of a chairperson who must be a tenured departmental faculty and at least two other tenured members. Departmental guidelines will be used to evaluate faculty in the annual and third year review.

Tenure track faculty may vote on promotions or tenure. All associate professors and professors vote on candidates from assistant professor to associate professor. Only professors vote on candidates for promotion from associate professor to professor. All tenured faculty, regardless of rank, vote on candidates for tenure and candidates under third-year review. The time period that tenure-track faculty must serve, with the exception of receiving tenure upon appointment, prior to becoming eligible for tenure is five years, counting the year in which a faculty member may be reviewed for promotion and/or tenure. Errors in the promotion and/or tenure process that may affect the outcome of a vote include: (1) failure to conduct a third-year review or yearly performance evaluations; and (2) failure to consult candidates regarding external evaluations.

- B. Annual review process for tenure track faculty. Faculty members must construct an annual list of achievements accomplished during the last 12 months. Individual

professional goals for subsequent year(s) are also submitted. The department head meets annually with each faculty member to discuss their achievements and goals from the previous year and to evaluate progress towards meeting the criteria for promotion and tenure. After these discussions, the department head will provide an annual review letter that assesses performance and progression of the faculty.

- C. For research faculty, progress toward promotion is evaluated annually by the direct supervisor with assistance from the department head and any other tenured or research faculty in the candidate's discipline.
- D. Tenure track and research track faculty may vote on promotions for research faculty. All associate professors, professors, associate research scientists and research scientists are eligible to vote on candidates moving from assistant research scientist to associate research scientist. Only professors and research scientists vote on candidates for promotion from associate research scientist to research scientist. Errors in the promotion process that may affect the outcome of a vote include: (1) failure to conduct yearly performance evaluations; and (2) failure to consult candidates regarding external evaluations.

III. PROMOTION AND TENURE. University criteria for evaluation of promotion and tenure are clearly outlined in the University of Georgia Guidelines for Appointment, Promotion and Tenure. In addition to this document, the department also uses more discipline-specific criteria in faculty assessment of research and service. Evidence of faculty effectiveness may include but is not limited to any combination of criteria found in the departmental guidelines and the UGA Guidelines for Appointment, Promotion and Tenure.

- A. Teaching Documentation.** Effectiveness in teaching at one or more of the following categories: undergraduate, graduate, and professional levels can be supported by the criteria listed in the UGA Guidelines for Appointment, Promotion and Tenure.
- B. Research Documentation.** Evidence of conducting high quality research includes criteria listed in the UGA Guidelines for Appointment, Promotion and Tenure, and also the sources listed below. In joint endeavors, the evidence should specify the extent of each person's contribution (e.g. first author, supervisor). Standards are based on the quality and scientific impact of the candidate's research accomplishments, and not solely quantity.
 1. An established, nationally-recognized body of peer-reviewed research and/or scholarly publications.
 2. Externally funded projects, grants, commissions and contracts (include source, dates, title and amount) completed or in progress, where the candidate is the principal investigator or a major co-principal investigator.
 3. Invited, and accepted presentation of research papers before professional meetings. Invited and published scholarly review articles.

4. Evidence of graduate student's and post-doctoral researcher's scholarly achievements (e.g. regional/national/international meeting abstracts, publications, awards, grants).
 5. Director of undergraduate, graduate or professional training grants.
- C. Service.** Service refers to the function of applying academic expertise to the direct benefit of external audiences in support of the department. It can include applied research, service-based instruction, program and project management and technical assistance.

Service to the University includes, but is not limited to, participating in departmental, /college and/or University committee work and/or governance; contributing to administrative support work and developing, implementing or managing academic programs or projects.

Service to the profession includes, but is not limited to, offices held and committee assignments performed for professional associations and learned societies; development and organization of professional conferences; editorships and the review of manuscripts in professional association and learned societies publications; and review of grants applications.

IV. DOCUMENTATION OF SERVICE. Service in the department refers to the clinical parasitology program and diagnostic services at the Athens and Tifton Diagnostic laboratories. These programs enhance the knowledge of parasitology for the veterinary students and diagnostic assistance to veterinarians in the state. Evidence of effectiveness of service to society, the University and the profession includes, but is not limited to, the sources listed below. In joint endeavors, the degree each person contributes should be identified.

- A. Honors, awards and special recognition for service activities.
- B. Program and project development, such as new diagnostic technology.
- C. Service-based instructional activities.
- D. Consultation and technical assistance.
- E. Applied research.
 1. Listing of publications relating to service including books, book chapters, articles and scholarly papers (indicate if peer-reviewed).
 2. Quality and impact of written documents produced.
- F. Copyrights, patents, inventions and contracts related to service activities.
- G. Documentation of candidate's role in institutional service:
 1. Committee work at departmental, school/college and/or University levels;
 2. University governance bodies.
 3. Development, implementation or management of academic programs, projects or study abroad initiatives.
 4. Professional and learned societies, including election to offices, committee activities, editorial work, peer review and other important service.
 5. Development and organization of professional conferences.
 6. Review grant applications; and

7. Edit and review manuscripts for professional association publications.
- H. Service-based activities related to management of local, state or federal core laboratories, repositories or reagent centers.

V. REQUIREMENTS FOR RANKS

- A. Instructor – The rank of instructor is an entry-level position for the University. Requirements include the following:
 1. Years in Rank – Candidates do not need a minimum number of years in a lower rank.
 2. Criteria – Candidates should show promise of moving toward excellence in the criteria appropriate to their work assignments.

- B. Assistant Professor – The rank of assistant professor is the primary entry-level position for employment as a faculty member at the University. Requirements include the following:
 1. Degree – Candidates should have the terminal degree or specialty board certification appropriate for their discipline.
 2. Years in Rank – Candidates do not need a minimum number of years in a lower rank unless the initial appointment was at the instructor level at the University of Georgia.
 3. Criteria – Candidates should show promise of moving toward excellence in the criteria appropriate to their work assignments.

- C. Associate Professor – The rank of associate professor is the mid-career faculty rank at the University. Requirements for promotion to Associate Professor include the following:
 1. Degree – Candidates should have the terminal degrees or specialty board certification appropriate for their disciplines.
 2. Years in Rank – Under usual circumstances, a candidate must serve at least four years as an assistant professor, including the year when the promotion will be considered at the University level, before they are eligible for promotion to associate professor.
 3. Criteria – Candidates must show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level. For faculty with a high research EFT (greater than 50%) the following discipline-specific criteria will be considered for promotion to Associate Professor:
 - a. Publish at least 5-7 peer-reviewed, quality journal articles as a corresponding author, as evidenced by acceptance in the top journals in the field.
 - b. Evidence of efforts to achieve extramural funding commensurate with your scholarship requirements and student mentoring needs.
 - c. Support their research program through external funding obtained as the principal investigator, or a major co-investigator on the awarded research grants.

- d. Show evidence of emerging national recognition in research through invitations to present research seminars at peer and aspirational institutions and at national meetings. Additional evidence of emerging national recognition includes service as reviewer for academic journals and granting agencies.
 - e. Demonstrate effectiveness in teaching undergraduate, graduate and professional courses as outlined in section III A above.
 - f. Demonstrate that scholarship and other creative activities are leading to an emerging national reputation based on independent outside letters from peers at peer institutions.
4. Criteria for faculty with a high teaching EFT (50% or greater) expectations include
- a. Effectiveness in teaching undergraduate, graduate and professional courses as outlined in section III A above.
 - b. Publish at least 3-5 peer-reviewed articles, in the top journals in the fields of science or education as corresponding author.
 - c. Evidence of efforts to achieve extramural funding commensurate with your scholarship requirements and student mentoring needs.
 - d. Achieve research funding as either principal investigator or co-principal investigator on an extramurally funded grant.
 - e. Show evidence of regional recognition, and evidence of the development of national recognition including presentation of research at national meetings.
 - f. For candidates with appointments that are predominantly or exclusively in instruction, evidence of an emerging national reputation for excellence in teaching is expected. With few exceptions, this should include the following: significant curriculum enhancements or innovations; publications and presentations related to teaching; grants related to instruction; involvement in professional organizations related to chemical education; local, regional or national awards. An emerging national reputation for excellence in teaching should also be apparent in letters from external assessors
- D. Professor – The rank of professor is the highest rank at the University. Requirements for promotion to Professor include the following:
1. Degree – Candidates should have the terminal degrees or specialty board certification appropriate for their disciplines.
 2. Years in Rank – Under usual circumstances, candidates must serve at least five years as associate professor, including the year when the promotion will be considered at the University level, before they are eligible for promotion to professor.
 3. Criteria – 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 candidates' assignments are specifically regional, they should demonstrate established national or international

recognition in their fields and the likelihood of maintaining that stature. In the most recent 4 years Discipline-specific criteria to be considered for promotion to Professor include:

- a. Publish on at least 2-4 peer-reviewed, high-quality journal articles or review articles per year as corresponding author, as evidenced by acceptance in the top journals in the field.
- b. Apply for funding commensurate with your scholarship requirements and student mentoring needs.
- c. Have a record of sustained research funding from extramural grant sources as either principal investigator or major co-investigator that demonstrates consistent funding.
- d. Show evidence of national and international recognition in research, through presentation of work at national and international meetings and invitations to present research seminars at peer and aspirational institutions.
- e. Effective mentoring of a minimum of 2 graduate students or post-doctoral researchers.
- f. Effectiveness in teaching undergraduate, graduate and professional courses as outlined in section III A above.

E. Assistant Research Scientist - The rank of assistant research scientist is the primary entry-level position for employment as a faculty member at the University. Requirements include the following:

1. Years in Rank – Candidates do not need a minimum number of years in a lower rank.
2. Criteria – Candidates should show promise of moving toward excellence in the criteria appropriate to their work assignments.

F. Associate Research Scientist – The rank of associate research scientist is the mid-career faculty rank at the University. Requirements include the following:

1. Degree – Candidates should have the terminal degrees or specialty board certification appropriate for their disciplines.
2. Years in Rank – Under usual circumstances, a candidate must serve at least four years as an assistant research scientist, including the year when the promotion will be considered at the University level, before they are eligible for promotion to associate research scientist.
3. Criteria – Candidates must show clear and convincing evidence of emerging stature as regional or national authorities unless their work assignments are specifically at the local or state level.

G. Research Scientist– The rank of research scientist is the highest rank in this category at the University. Requirements include the following:

1. Degree – Candidates should have the terminal degrees or specialty board certification appropriate for their disciplines.

2. Years in Rank – Under usual circumstances, candidates must serve at least five years as associate research scientist, including the year when the promotion will be considered at the University level, before they are eligible for promotion to research scientist.
3. Criteria – 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 candidates’ assignments are specifically regional, they should demonstrate national or international recognition in their fields and the likelihood of maintaining that stature. Research scientists perform a variety of tasks, however the following discipline specific criteria will be considered for promotion to Research Scientist
 - a. Research publications – 1 publication per year for scientists with a research EFT of 50% or greater.
 - b. Service – Management of core labs and facilities, supported by documentation of effectiveness from supervisors and end users.
 - c. Teaching - Effectiveness in teaching undergraduate, graduate and professional courses as outlined in section III A above

H. Exceptions to the requirement of the terminal degree or specialty board certification for appointments to professional ranks may be made for individuals, whose experience and accomplishments compensate for, or make irrelevant, the lack of a terminal degree. A request for an exception is subject to approval by the Senior Vice President for Academic Affairs and Provost following receipt of supporting documentation and the recommendations of the department head and dean.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Infectious Disease, and must be reviewed and approved by the dean of the College of Veterinary Medicine 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 faculty: April 15, 2015

Approved by the Dean: April 17, 2015

Approved by the Provost: April 29, 2015