

**Department of Physiology and Pharmacology**  
**Criteria for Promotion and Tenure**

The two primary missions of the Department are teaching and research. Common to all appointments is service to the department, college and university. Faculty are also expected to participate in professional development which includes membership in professional societies, governance in these organizations, and service to academic publishers and funding organizations. In the promotion review consideration will accordingly be given to performance of faculty in both areas proportional to the candidate's percent appointment in teaching and research. While it is recognized that faculty members display different strengths and abilities, it is expected that they will demonstrate effectiveness in teaching professional, graduate and/or undergraduate students; and that they demonstrate scholarly accomplishment as measured by appropriate peer assessment of his or her work. Review of the Promotion and Tenure dossier will consider the relative effort (%EFT) of the candidate regarding teaching, research, and service to the department, college and university as well as participation in professional societies and service to academic publishers and funding organizations. These principles and criteria for Promotion and Tenure will be applied to both annual performance evaluations and the third year review.

**Progress Towards Promotion and Tenure**

A non-tenured faculty member's progress toward promotion and tenure will be followed annually by a mentoring committee and the committee's comments incorporated into the annual review by the department head prior to the faculty member's third year review. The mentoring committee will consist of at least 3 faculty and 1 must be from the Department of Physiology and Pharmacology.

During the third full year of employment, a more extensive review will be performed by a subcommittee assigned by the Department Head consisting of at least 3 tenured faculty members from the department. This same document, Department of Physiology and Pharmacology Criteria for Promotion and Tenure, will be used for annual and third year reviews. The findings of the committee should be transmitted to the Department Head by a letter, stating strengths and weaknesses along with suggestions to improve any noted deficiencies.

Each non-tenured faculty member will prepare a yearly list of achievements for the past 12 months and a list of goals for the coming year. Ordinarily, this task will be accomplished in February or March. It is the Department Head's responsibility to see that this is done. The Department Head and the mentoring committee will meet annually, but separately, with the non-tenured faculty member to review current achievements and compare them to the stated goals of the previous year. The Department Head will provide a written assessment of the faculty member's progress toward promotion and tenure as part of the overall evaluation. For tenured associate professors, overall progress toward promotion will be evaluated as part of the annual evaluation of faculty by the department head. For all faculty (tenured and non-tenured) annual progress toward achieving the discipline-specific criteria must be clearly documented in writing.

Goals and achievements for individual faculty will vary depending on assignments, interests, and abilities. The budgeted EFT status for each year will accurately reflect the faculty member's goals, activities, and assignments. In all matters related to promotion and tenure, the Department of Physiology and Pharmacology 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 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 entitled, "University of Georgia Guidelines for Appointment, Promotion, and Tenure, Spring, 2014" (and subsequently approved revisions) will supersede the promotion and tenure related policies as outlined in the current document entitled, "Department of Physiology and Pharmacology Criteria for Promotion and Tenure."

As per *The University of Georgia Guidelines for Appointment, Promotion and Tenure* (Revised 2014), promotion and/or tenure may occur after five (5) years at rank, this includes the year when the promotion and/or tenure dossier is being considered. However, it can be noted that there is no requirement for consideration of a faculty member to occur at this time. Early promotion may occur after four (4) years as an assistant professor (including the year of review), however there must be clear evidence of professional stature at the regional and national level. This includes not only an exceptional funding and publication record, but service to the profession at a regional and national level. The time limit for service at the rank of Assistant Professor is seven (7) years and the time limit from initial appointment at any tenure-track rank for award of tenure is seven (7) years. It is possible that promotion and tenure may not occur in the same year.

### **Research Accomplishments More Specific to the Department of Physiology and Pharmacology:**

Research achievement is of fundamental importance in the evaluation of the performance of a faculty member in the Department of Physiology and Pharmacology. To be considered scholarly, research activities must be assessed and evaluated by peers as to its quality.

#### Criteria for Promotion from Assistant to Associate Professor:

For promotion from Assistant to Associate Professor candidates must show clear and convincing evidence of emerging stature as regional and national authorities unless their work assignments are specifically at the local or state level. Evidence of independent or collaborative research should be demonstrated. Faculty with a research EFT of greater than 50% are expected to obtain extramural funding. Faculty with a research EFT of less than 50% are expected to submit extramural funding requests and participate in funded collaborative partnerships at a minimum. Since no single measure defines professional achievement, the following information provides benchmarks for assessing overall performance. A candidate will not be expected to excel in every measure listed below. Criteria for assessing research productivity may include, but are not limited to the following:

1. Innovative contributions to knowledge in the fields of physiology, pharmacology, toxicology, neuroscience, nutrition, or related areas. While individual efforts are easily recognized, engagement in collaborative or interdisciplinary scholarly research endeavors is also highly valued.
2. Research publications in peer-reviewed journals or peer-reviewed books of national or international significance. Publications should be in journals appropriate to the sub-discipline. The quality and nature of scholarly works, as demonstrated by number of citations, impact factor, or other quantifier, is valued above quantity. Publication of other scholarly materials will also be considered such as non-peer-reviewed book chapters, abstracts, proceedings, and symposia, but these are not as significant as are peer-reviewed publications.
3. Membership on editorial boards reviewing publications.
4. Funded projects, grants, commissions, and contracts (include source, dates, title and amount) completed or in progress. For promotion from Assistant to Associate Professor it is expected that the candidate will have been successful in obtaining extramural support for research.
5. Presentation of research papers containing novel data before technical and professional meetings.
6. Other evidence of research or creative accomplishments as appropriate (e.g. patents, new product development, technology transfer)
7. Record of participation in seminars and workshops. Indication of leadership role in development of a seminar or workshop is highly valued.
8. Research honors or awards.
9. Evidence of successful mentoring of graduate and post-doctoral students. This will be measured by the scholarly achievements of these students (e.g. employment, publications, awards, grants).
10. Election to offices, committee activities and important service to professional associations, learned societies and granting agencies including editorial work and peer review of research.

Criteria for Tenure:

Since the decision to grant tenure is a lasting commitment, the process must be handled rigorously and fairly. Although according to The University of Georgia Guidelines for Appointment, Promotion and Tenure (Revised 2014) promotion to associate professor requires evidence of “emerging stature as regional or national authority”, the departmental review committee may determine that a sustained record of accomplishment as a regional or national authority is a consideration for award of tenure. Thus, participation in regional and national workshops and seminars; election to regional or national offices and committees; and invitation to present novel data at regional or national meetings in addition to the sustained record of research accomplishment will be considered in the award of tenure.

Criteria for promotion from Associate to Full Professor:

1. Continued innovative and significant contributions to the knowledge base in the fields of physiology, pharmacology, toxicology, neuroscience, nutrition, or related discipline since promotion to Associate Professor.
2. Recognition as a research leader at the national and/or international level in the candidate's area of expertise.
3. Continued success in obtaining extramural funding.
4. Publication of research in peer-reviewed scientific journals that are nationally and/or internationally recognized.
5. The national and international research reputation of the candidate is one of the principal criteria for consideration to Full Professor. This is demonstrated by invitations to participate in international workshops and seminars; election to national and international office of professional societies; and organization of events at international meetings.

**Teaching Accomplishments:**

Teaching performance is also a significant factor in the evaluation of the performance of a faculty member in the Department of Physiology and Pharmacology. Like research, these activities must also be assessed and evaluated by peers as to its quality.

Criteria for Promotion from Assistant to Associate Professor:

1. Honors or special recognitions for teaching accomplishments.
2. Development or significant revision of programs and courses.
  - a. Preparation of innovative teaching materials, instructional techniques, curricula or programs of study.
  - b. Collaborative work on interdisciplinary courses, programs and curricula within the University or across institutions.
3. Development or significant revision of continuing education programs or courses.
4. Effectiveness shown by student evaluations and accomplishments.
  - a. A list of courses and information from student questionnaires designed to reflect teaching effectiveness and creativity. In such cases, information for all courses taught in the previous three years that have been evaluated should be included unless a candidate seeks early promotion, in which case information for two years is sufficient. The candidate should report quantitative data for items that provide summary evaluations of the course and instructor, if collected by the department or unit.
  - b. Representative student comments that attest to a teacher's abilities to arouse student interest and to stimulate their work should be reported for the previous three years. Candidates seeking early promotion may provide this information for the previous two years.
  - c. Letters of evaluation from former students attesting to the candidate's instructional performance both within the traditional classroom setting and beyond it.

- d. Effective direction of graduate study including theses and dissertations.
- 5. Effectiveness shown by peer evaluation of expertise in instruction.
- 6. Publication activities related to teaching.
- 7. Effective mentoring of undergraduate, graduate and professional students.
- 8. Accomplishments of former students.
- 9. Participation in departmental, college, or institutional governance as related to instruction. This can include, but is not limited to, development of academic policy and procedure, curriculum development, promotion of student development and retention, and oversight of implementation of academic policy

Criteria for Tenure:

- 1. Since the decision to grant tenure is a lasting commitment a sustained level of performance as judged by the above criteria will be used to assess teaching performance.

Criteria for promotion from Associate to Full Professor:

- 1. In addition to the above criteria, promotion to Full Professor must include leadership in professional and graduate instructional activities.

**Service Accomplishments:**

The Department of Physiology and Pharmacology is a basic science department with no assigned mission in extension or clinical service, however service within the Department of Physiology and Pharmacology focuses on being a good university citizen with consideration of service on departmental, college and university committees being an example of such service. Evidence of service contributions may include, but are not limited to, any combination of the following activities and are considered important aspects for consideration for promotion and tenure:

- 1. Service on departmental, college or university committees involving governance bodies and related activities.
- 2. Service on professional society committees involving governance bodies and related activities.
- 3. Selection for service as a reviewer for journal submissions or for service on journal editorial board.
- 4. Selections for service as state, national, or international professional society officer.
- 5. Selection for service on foundation or federal grant review panels.
- 6. Service to the community providing educational or policy support in areas of expertise.

This document and discipline-specific criteria must be accepted by the faculty within the Department of Physiology and Pharmacology, 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 faculty vote: April 15, 2015

Approved by the Dean: April 17, 2015

Approved by the Provost: April 29, 2015