

**Guidelines for Appointment and Promotion of Non-Tenure Track Clinical Faculty
University of Georgia College of Veterinary Medicine
Department of Veterinary Biosciences and Diagnostic Imaging**

I. Purpose

This document is an addendum to the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty*. The clinical appointment and promotion unit is the Department of Veterinary Biosciences and Diagnostic Imaging.

University Guidelines URL: <https://provost.uga.edu/resources/documents/uga-clinical-guidelines-appt-promotion-11-28-11.pdf>

Background:

The mission of the Veterinary Medical Teaching Hospital is to serve as the instructional laboratory for clinical medicine and surgery for students in veterinary medicine and post-DVM trainees. Case materials also provide for applied and basic research, as well as for instruction in graduate and pre-clinical courses of the curriculum. Many patients represent secondary or tertiary referral from private practitioners. This requires that all patients referred are accepted in a timely fashion. Demands for animal health care placed on personnel and resources in the Veterinary Teaching Hospital and Diagnostic Laboratories are great, and meeting these needs in a timely and professional manner will be the primary focus of clinical track faculty members. Indeed, if private veterinary practice is the base of a pyramid representing primary animal health care in our society, the university-based teaching hospital is the apex of the pyramid by providing secondary and tertiary referral, consultation and the leading edge of scientific development for animal health care. The societal expectations and demands for these sophisticated services often work against faculty responsibilities for teaching and research. The Veterinary Teaching Hospital is the place where the University, the veterinary profession, and society expect advances in veterinary medical healthcare to occur. Taken together, the needs of the public require the Veterinary Teaching Hospital to meet growing animal health care service demands while continuing to address teaching and research missions.

The proposed guidelines have been designed to establish non-tenure clinical faculty appointments that will provide clinical service, participate in the instruction of veterinary students, and, to a lesser extent, assist with the implementation of clinical research.

II. Purpose of the Positions:

The principal role of non-tenure track clinical faculty is to provide a particular clinical service. These faculty members will focus on building and maintaining an advanced

veterinary clinical practice within the veterinary college setting. The nature of this service will often involve the individual in teaching veterinary students, interns, and residents. These faculty members will also be involved in continuing education for veterinarians, participate in shared governance through department and college committees, and provide service to local, regional, and national professional organizations.

III. Eligible Clinical Appointment and Promotion Unit Voting Faculty

Eligible voting faculty within the department, for purposes of appointment and promotion of clinical track faculty, includes all tenure and clinical track members of appropriate rank as defined in the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty*. Clinical faculty have full faculty voting privileges for all matters with the exception of appointment, promotion and tenure of tenure-track faculty and other tenure-related issues.

The Clinical Appointment and Promotion Unit head is the academic head of the Department of Veterinary Biosciences and Diagnostic Imaging.

IV. Ranks

A. Clinical assistant professor

1. Specialty board certification or eligibility for board certification is a requirement for appointment to the rank of clinical assistant professor if a valid board exists in an appropriate discipline for the faculty member. An exception may be made if the faculty member has experience and accomplishments that compensate for, or make irrelevant, the lack of specialty board certification. A request for an exception is subject to prior approval by the Provost following receipt of supporting documentation and the recommendations of the department head and dean.
2. Reappointment of clinical assistant professors beyond seven years is addressed on page six of the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty*.

B. Clinical associate professor

1. At least four years at the rank of clinical assistant professor or comparable training, background, and experience.
2. Specialty board certification is a requirement for appointment or promotion to clinical associate professor if a valid board exists in an appropriate discipline for the faculty member. An exception may be

made if the faculty member has experience and accomplishments that compensate for, or make irrelevant, the lack of specialty board certification. A request for an exception is subject to prior approval by the Provost following receipt of supporting documentation and the recommendations of the department head and dean.

3. Candidates must show clear and convincing evidence of their stature as regional authorities in their discipline.

C. Clinical professor

1. At least five years at the rank of clinical associate professor or comparable training, background, and experience.
2. Specialty board certification is a requirement for appointment or promotion to clinical professor if a valid board exists in an appropriate discipline for the faculty member. An exception may be made if the faculty member has experience and accomplishments that compensate for, or make irrelevant, the lack of specialty board certification. A request for an exception is subject to prior approval by the Provost following receipt of supporting documentation and the recommendations of the department head and dean.
3. Candidates must show clear and convincing evidence of their stature as national or international authorities in their discipline.

V. Mentoring

Each new assistant professor, or associate professor has a three- person mentoring committee that annually provides feedback regarding his/her progress toward promotion and suggests ways to strengthen the faculty member's curriculum vitae and promotion dossier. The mentoring committee is established within the first six months of appointment and the individuals on the committee are selected by the Department Head and faculty member to best match the faculty member's area of interest. The faculty members should be associate or full professors and may be either clinical or tenure track. It is recommended that one member of the committee be from the faculty member's section, another from another section within the department, and optimally the third member will be from outside the department. The mentoring committee should meet with the faculty member twice each year at 6-month intervals and provide a summary report to the faculty member and department head within 2 weeks of the meeting. It is the joint responsibility of the department head and faculty member to ensure these meetings occur. At each committee meeting, particular attention should be paid to assessing the faculty member's progress and developing realistic short-term and long-term expectations based on his/her EFT and responsibilities. No more than one member of the mentoring committee may serve on the third year review committee.

VI. Promotion

- A. A candidate for promotion will be judged primarily on the quality of performance of assigned responsibilities consistent with the position description and with the criteria for the rank sought. The individual will be expected to have either made significant progress, or maintained a high standard, in the quality of the program and in his/her own professional abilities. Documentation of evidence for scholarship in teaching, research, and service is generally defined in the *University of Georgia Guidelines for Appointment, Promotion, and Tenure*. Documentation of this progress or standard appropriate to the position may include professional recognition, awards, service in professional associations, and contributions to the discipline and should be included in the promotion dossier. This information should document the quality of client service and patient care provided by the candidate and may also address the development or application of innovative diagnostic or therapeutic procedures, protocols, or programs. The information should also document the quality of the referral and consultation service offered as applicable to the position.

One specific quantifiable area of generation of new knowledge (development or application of innovative diagnostic or therapeutic procedures, protocols, or programs) is publication. The following guidelines are offered to provide some general expectations:

Publications

1. The number of publications may vary. The typical clinical track faculty member is assigned to clinical duties 67%-75% of the time and has a $\geq 90\%$ teaching and service allocation of effort. Contribution through publication is expected. An average of one or more publications per year is usual for promotion to clinical associate professor and clinical professor; the candidate should be first or senior author on 50% of these publications. For those faculty members with greater than 80% assignment to clinical duties and administration, the expectation for publication is reduced accordingly.
2. Concerning type and venue of publication, review articles, case reports, book chapters, and refereed proceedings from national and international meetings help establish national reputation and may be used to document scholarly activity in teaching or service. Publication of original scientific discovery in either research or teaching refereed journals can be extremely beneficial but is not required. Mentoring students and residents in the publication of clinical reports and bench research is highly valued, and therefore, senior authorship is considered equivalent to first authorship; the senior author may be listed as either second or

last author, but which it is must be clearly indicated with a pound sign.

3. Authorship of review articles and book chapters is considered to be based on contribution. First author publications have the highest priority; second author publications are next in priority. Emphasis of author contribution continues accordingly to the last author, with consideration given to the number of authors.

- B. These positions constitute a career ladder and minimum times in rank are generally required. Successful performance at one rank, in and of itself, does not imply having met the criteria for the next rank, simply by the passage of time.
- C. Promotion recommendations originate in the department in which the individual holds appointment. The department head will bring the candidate's accomplishments to the departmental faculty above the rank of the candidate.

After discussion, a secret written ballot will be taken. The department head will be required to declare his or her vote after the secret ballot has been conducted. If there is a disagreement between the departmental faculty and the department head, the dossier will be forwarded with a full explanation of the difference. If the department head votes against the promotion, then the candidate may designate a senior faculty member from the department to substitute as head of department for the purposes of preparing sections I and II of the dossier (see Guidelines for the University Guidelines for Promotion and Tenure). The dossier is forwarded to the next level of review regardless of whether the departmental vote was positive or negative in accordance with the principle of flow.

C. The dossier must follow a comparable format to that required for tenure track. However, the contents of each section may vary with the candidate's initial appointment and position description.

D. Promotional raise should be consistent with those associated with promotion of tenure track faculty.

VII. Role of Non-Tenure Track Faculty in the Department:

Generally not more than 20% of the Department's faculty may consist of non-tenure track clinical faculty.

Approved by the Veterinary Biosciences and Diagnostic Imaging faculty on [7-31-2018].

Approved by the Dean of the College of Veterinary Medicine on [8-6-18].

APPROVED:


SVPAA & Provost

8-24-18

Date