

Guidelines for Promotion and Tenure Veterinary Biosciences and Diagnostic Imaging

The following guidelines for promotion and tenure are consistent with the departmental mission and will meet or exceed current University guidelines for promotion and tenure. All candidates eligible for promotion will show clear evidence of collaborative scholarship. Departmental faculty are engaged in various responsibilities in teaching, research, and service. For purposes of promotion and tenure, faculty must demonstrate excellence in their area(s) of EFT assignment. EFT assignments will be reevaluated annually to ensure they accurately represent faculty responsibilities. Yearly and three year evaluations will be based on the criteria in this document. This document has been approved by tenured and tenure track departmental faculty.

In all matters related to promotion and tenure, the Department of Veterinary Biosciences and Diagnostic Imaging 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.

Promotion and Tenure

- I. Faculty can attain the rank of Associate Professor and tenure as early as five years after initial appointment; however, they must achieve promotion/tenure within seven years. Progress toward promotion and tenure is evaluated annually by the academic department head. A detailed evaluation of faculty performance is conducted in the third year ("third year review"). This review is conducted according to UGA guidelines by a departmental committee appointed by the department head. The committee is comprised of a chairperson who must be a tenured departmental faculty and at least two other members. Faculty from other academic departments can serve as members of the committee. Faculty members can submit their application for promotion and tenure as early as the fourth year of service, but they must be submitted no later than the sixth year.
- II. Faculty members 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. During the annual meeting, accomplishments in each EFT area for each faculty member will be rated as "exceeds expectations," "meets expectations," or "below expectations." After these discussions, the department head will provide an annual review letter that assesses performance and progression of the faculty.
- III. 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 teaching 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 published guidelines for appointment, promotion, and tenure.

IV. Teaching: (50% of clinic assignment is considered instruction)

- A. Teaching award nominee, recipient
- B. Student interviews
- C. Former student, graduate student, clinical resident interview/questionnaires
- D. Directing/participating in clinical resident projects
- E. Application/receipt grants for development of instruction
- F. Publications submitted/approved refereed instructional journals
- G. Student mentoring experience
- H. Course coordinator/clinical residency coordinator
- I. Improved teaching methods, including course revisions, student handouts, autotutorial (electronic formats etc.) materials for didactic and laboratory instruction
- J. Attending meetings - short courses to improve teaching
- K. Peer evaluation of teaching materials and/or methodologies
- L. Directing clinical resident training and clinic project
- M. Membership on MS/PhD graduate committees

V. Research

- A. Submission/receipt extramural grants (source, date, title, and amounts)
- B. Clear evidence of collaborative research in and/or outside the University
- C. Scholarly publications (journals, abstracts, proceedings, etc.) submitted/accepted/published (indicate stringently reviewed journals)
- D. Editorial review board membership and/or manuscript reviewer
- E. Scholarly reviews of candidates work (peer review)
- F. Presentation of research papers at professional meetings
- G. Description of outreach or other activities with significant use of candidates expertise
- H. Evidence of graduate and post-doctoral students scholarly achievements
- I. Support of research day activities at the College of Veterinary Medicine - UGA
- J. Election/appointments to offices, committees, review boards, etc. in professional associations related to research
- K. Graduate coordinator
- L. Application of research scholarship to constituents

VI. Service: (50% of clinic assignment is considered service)

- A. Service can be defined as public service (clinical activities) or institutional service consultations (committee/governance activities)
 - 1. Clinical Public Service
 - a. Clinical awards
 - b. Developing new hospital service/technique, etc.

- c. Publication of refereed journal articles of prospective and retrospective case studies, case reports, clinical abstracts and professional meeting proceedings
- d. Invited presentations
- e. Election/appointment to offices, committees, review boards, etc. for clinical specialty organizations
- f. Receipt of grants/contracts to support development and delivery of clinical service
- g. Requests by individuals or institutions to share an innovation, technique, etc.
- h. CE presentations to D.V.M.s or lay audiences
- i. Presentations to national veterinary groups (AVMA, AAHA, AAEP, specialty colleges, etc.)
- j. Providing clinical (imaging/behavior) service to the Veterinary Medical Teaching Hospital
- k. Providing film reading consultation to veterinarians in the state and southeast
- l. Providing telephone consultations to veterinarians and general public
- m. Publications for lay persons (magazines, newspapers, etc.)
- n. In-hospital supervision of visiting veterinarians
- o. Host visiting faculty professionals who desire special training in a faculty's discipline

2. Institutional Service

- a. College standing committee assignments
- b. Hospital board assignment (service chief)
- c. University committee assignments
- d. Ad hoc committee assignments
- e. Open house activities
- f. Summer mentoring activities
- g. Civic activities
- h. Faculty advisement for professional student organizations

VII. Publications

- A. Due to differing EFT assignments, the number of publications may vary among faculty. An average of 1 - 2 publications per year is normal for promotion to associate professor, across EFT assignments. The majority of publications may directly relate to the major EFT assignment area (research, instruction or service), however such does not need to be the case. It is recognized that some publications can be 30 pages or more, while others are more typically two to five pages. Some publications may also be of significantly higher impact, as measured by the ISB Web of Knowledge or similar sites. The quality of reported data, quality of journal and impact of new knowledge are equally important to quantity.

VIII. Exceptional Circumstances

- A. This department will recognize and reward faculty who provide service to the hospital under circumstances that are less than optimum. This includes faculty who continually sustain clinical services as a sole faculty without backup and those faculty who provide full-time service and/or teaching to the Veterinary Medical Teaching Hospital and/or College of Veterinary Medicine during periods of significant faculty attrition.

IX. Requirements for the 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 numbers 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. 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.
 - 2. 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 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. This may include, but is not restricted to, attainment of research funding, showing promise in sustaining research, publications in peer-reviewed journals on research done while a faculty member at the University of Georgia, peer-reviewed publications on the science of teaching and learning, consistent above-average teaching evaluations, contributions to curricular development, early career teaching awards, scholarly activity emanating from clinical service and, if appropriate, board-certification in their area of expertise.

- D. Professor - The rank of professor is the highest 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, 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 national or international recognition in their fields and the likelihood of maintaining that stature. This may include a record of sustained grant funding, senior teaching awards, leadership roles or other involvement in national and international organizations, requests to be an invited speaker on a national and international level, and if appropriate, board certification in their area of expertise.
- E. 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.
- X. The department realizes that each faculty may have a different roadmap to promotion and tenure. It is not feasible to have a "contract" that would detail expected achievements for each faculty and their discipline. However, these guidelines will provide important criteria to judge faculty performance as they proceed toward promotion and tenure.

Approved by the Faculty: March 12, 2015

Approved by the Dean: April 17, 2015

Approved by the Provost: April 29, 2015