

Guidelines for Appointment and Promotion of Non-Tenure Track Clinical Faculty

In the Department of Infectious Diseases

College of Veterinary Medicine, University of Georgia

I. Background:

The Department mission is to advance knowledge of disease pathogenesis culminating in the discovery of novel methods for infectious disease prevention, diagnosis, and treatment; all research efforts are linked to educational opportunities for students and other constituents. The department integrates its educational programs to enhance interdisciplinary education, collaboration, and research providing a framework for professional development contributing to the improvement of animal and human health. Expert faculty members are leaders in these core missions to:

- Provide the highest level of education and training for professional, graduate and undergraduate students in infectious diseases, and to advance research technologies leading to improved health for animals and people.
- Understand the biology of pathogens, their interaction with hosts, and the diseases they cause through the appropriate utilization of *in vitro*, *in vivo* and *in silico* studies in microbiology, immunology, ecology, genetics, biochemistry, and informatics.
- Disseminate information leading to the control and prevention of infectious diseases in animal and public health constituencies.
- Facilitate the discovery and development of tools for treatment, prevention and control of infectious disease.

The service and outreach activities in the Department are implemented by the clinical faculty. The service programs are critical to the teaching, research and service missions of the Department because they provide opportunities for students to get valuable experience. Information and resources from service programs ultimately are passed to the research programs focused on solving practical animal and human health problems.

This document provides guidelines designed to establish appointment and promotion criteria for Infectious Diseases, non-tenure track clinical faculty who provide clinical service including clinical laboratory operations, participation in the instruction of veterinary students, and, to a lesser extent, assist with the implementation of clinical research. This document is an addendum to the UGA Clinical Guidelines <https://provost.uga.edu/policies/appointment-promotion-and-tenure/guidelines-for-clinical-faculty/>. All clinical faculty in the Department of Infectious Diseases are expected to be familiar with this document and the UGA Clinical Guidelines. If any inconsistency or discrepancy is found in this document, or if this document does not address a certain issue, the UGA Clinical Guidelines will supersede this document.

II. Purpose of the Positions:

The principal role of non-tenure track clinical faculty in the Department of Infectious Diseases will be to provide specific clinical service and/or teaching specialty area(s) of excellence within the veterinary college setting. The nature of this service will often involve the individuals teaching veterinary students, interns, and residents. These faculty members may also be involved in continuing education for veterinarians, in departmental and college committees, and in local, regional, and national professional organizations. Lay and continuing education articles relevant to the veterinary profession are expected to be generated by these faculty, but peer-reviewed scientific journal articles are not.

III. General Criteria:

A. Definition of Eligible Clinical Appointment and Promotion Unit (CAPU) Voting Faculty. All clinical and research track faculty in the CAPU will be eligible to vote on all matters with the exception of appointment, promotion and tenure of tenure-track faculty and other tenure-related issues, except where there exists a significant conflict of interest. Eligible voters for appointment and promotion consistent with the UGA Clinical Guidelines are as follows:

- All clinical faculty, research faculty, and tenure-track faculty vote on clinical appointments.
- All clinical associate professors and clinical professors, associate research scientists and senior research scientists, and tenured associate professors and tenured professors vote on candidates for promotion to clinical associate professor.
- All clinical professors, senior research scientists, and tenured professors vote on candidates for promotion to clinical professor.

B. Identification of CAPU Head. The academic Department Head of Infectious Diseases will serve as the CAPU Head.

IV. Ranks for Non-Tenure Track Clinical Faculty:

The appointment and promotion of non-tenure track clinical faculty at the College of Veterinary Medicine will be based on the experience and background of the candidate as well as the service need of the program. The background and experience of the candidate must be relevant to the position responsibilities. The responsibilities of the position do not necessitate meeting the criteria for progression through the tenure track or research faculty ranks. The goal of the positions is to support, maintain, and enhance the service responsibilities of the units. As part of these service responsibilities, individuals in these positions may supervise the clinical training of veterinary students, interns, and residents. This designation shall only be used for individuals with at least a 50% allocation of effort in service.

The position is not tenure track and the individual in such a position is not eligible for consideration for tenure or for probationary credit toward tenure. However, they are eligible to receive a maximum of 3 years credit towards promotion for service at other institutions or service in other faculty ranks within the institution, per the https://www.usg.edu/academic_affairs_handbook/ (see entry 4.5.1). Credit towards promotion should be approved by the Provost before the offer letter is extended to the candidate and must be approved by the Provost before appointment.

A. Clinical Assistant Professor. This is an entry-level rank. This is appropriate for an individual with a DVM, but with less than 5 years of experience that is eligible for, but has not yet obtained a PhD and/or board certification in the disciplinary area related to the position responsibilities. Eligibility exceptions shall only be in circumstances in which the candidate has successfully demonstrated appropriate experience in a related discipline. This exception must be approved in writing by the Department Head, the Dean, and the Provost prior to appointment. This documentation should be appended to the candidate's hiring proposal. This rank is also appropriate for an individual who has become board certified within the last 12 months.

B. Clinical Associate Professor. Appointment to this rank requires a PhD and/or board certification in the discipline related to the position responsibilities or it requires related experience or promotion from the rank of clinical assistant professor. Ordinarily at least 5 years of experience as a clinical assistant professor or similar experience is required before appointment or promotion to this rank. As outlined in the UGA Clinical Guidelines, the candidate should demonstrate excellence in clinical competency and be recognized

at the regional level as an authority within the appropriate discipline. Recognition at the regional level is demonstrated by one or more of the following:

- Show emerging stature as an expert in a discipline at the region or state level as evidenced by invitations to present at professional meetings and efforts at continuing education .
- Provide service to appropriate local and state enterprises and professional organizations in an area of expertise.
- Contribute to the Department's local and state public service and instructional programs in an area of expertise.
- Local and/or state awards and recognition.
- Provide service to the Department and College/University by serving on committees or other recognized service activities.
- Show evidence of collaborative scholarship (grant submissions, peer reviewed and lay publications, presentations at scientific meetings, editorial service, and graduate student recruiting and mentoring).
- Clear and convincing evidence of an emerging regional authority in the appropriate discipline through earning continuing education credits.

C. Clinical Professor. Appointment to this rank requires a PhD and/or board certification in the discipline related to the position responsibilities. It also requires evidence of a high level of expertise in that discipline. This evidence is usually in the form of recognition by peers (nationally), recognition by those served, and data supporting outstanding performance in the discipline. Promotion to the rank of clinical professor requires at least 5 years of experience at the clinical associate professor rank or similar experience. Recognition at the national level is demonstrated by one or more of the following:

- Show a high level of stature as an expert in a discipline at the national level through requests for continuing education at national conferences (e.g. VMX, WVC, etc.).
- Provide service to appropriate local and state enterprises and professional organizations in an area of expertise.
- Contribute to the Department's local and state public service and instructional programs in an area of expertise.
- Collaborative scholarship and awards from national discipline specific fields, also election to national organizations
- Provide service to the Department and College/University by serving on committees or other recognized service activities.
- Show evidence of collaborative scholarship (grant submissions, peer reviewed and lay publications, presentations at scientific meetings, editorial service, and graduate student recruiting and mentoring).
- Clear and convincing evidence of an emerging national authority in the appropriate discipline through accumulation of continuing education credits.

V. Appointment of Non-Tenure Track Clinical Faculty:

Recommendations for the appointment of non-tenure track clinical faculty must originate with the Department Head and be cleared by the Dean prior to the appointment of a search committee, initiation of a search or the identification of an individual for the position. The request must include a position description and the education and training requirements needed for it. The Department Head is responsible for designating a search committee, and with the search committee chair, preparing and disseminating

position announcements in compliance with EOO guidelines and University of Georgia procedures. Appointments to these positions are recommended by the Department Head and approved through the typical academic administrative process.

Reappointment: Reappointments are made yearly. Notice of reappointment and non-reappointment must be made in a timely manner consistent with Board of Regents policy.

VI. Promotion:

In all matters related to promotion, the Department of Infectious Diseases will carefully adhere to the UGA Guidelines for Appointment and Promotion of Clinical Faculty (<https://provost.uga.edu/policies/appointment-promotion-and-tenure/guidelines-for-clinical-faculty/>).

Promotion recommendations originate in the department in which the individual holds appointment. A candidate for promotion will be judged 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 made significant progress in the quality of the program and in their own professional abilities. Documentation of this progress will be appropriate to the position and are outlined above for each specific rank.

These positions constitute a career ladder and minimum times in rank are typically required. Promotion is not 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.

Preparation of the dossier will be a cooperative endeavor between the CAPU Head and the candidate and will adhere to the UGA Guidelines for Appointment, Promotion and Tenure (<https://provost.uga.edu/faculty-affairs/promotion-tenure/>). The only exception is that, if the Department Head opposes the promotion, another senior faculty member will be responsible for the dossier.

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

These faculty members will be considered members of the College faculty and will be given the same voting rights and the same benefits as those faculty members afforded research and tenure track status with the exception of voting on appointment, promotion and tenure of tenure-track faculty, and other tenure-related issues.

Approved by Faculty December 22, 2020

Approved by CVM Dean January 4, 2021

Approved by SVPAA & Provost March 19, 2021