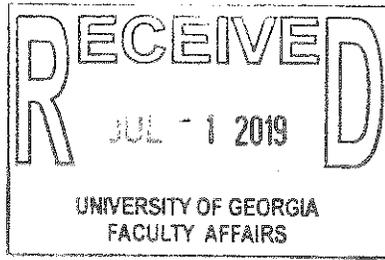




UNIVERSITY OF
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July 1, 2019

Jack Hu, MS, PhD
Senior Vice President for Academic Affairs and Provost
Administration Building

Dear Provost Hu:

Attached are guidelines for appointment and promotion of non-tenure clinical faculty in the department of Pathology. The document has been voted on and approved by the department, and I submit them for your consideration.

Please let me know if you have any questions or need further information.

Sincerely,

Lisa K. Nolan, DVM, PhD
Georgia Athletic Association Distinguished Professor and Dean

APPROVED:

SVPAA & Provost

7/23/19

Date

**Guidelines for Appointment and Promotion of Non-Tenure Track Clinical Faculty
In the Department of Pathology
College of Veterinary Medicine, University of Georgia**

I. Background:

The mission of the department is to provide applied and basic research and critical diagnostic service programs in domestic, livestock, wildlife, zoological, aquatic, avian, and laboratory animal health, and to provide instructional programs for undergraduate, professional, and graduate students focused on veterinary pathology and disease pathogenesis. The Department of Pathology is comprised of faculty housed in the main department facility, as well as faculty in the Athens Veterinary Diagnostic Laboratory and the Tifton Veterinary Diagnostic and Investigational Laboratory. Jointly-appointed faculty are housed in the Southeastern Cooperative Wildlife Disease Study, as well as the Department of Small Animal Medicine and Surgery. Clinical service missions within the Department reside in all of these groups.

The service and outreach activities in the Department are extensive, and while shared by almost all of the faculty, the clinical faculty do carry a proportionately larger service and/or teaching load. The established service programs are critical to the teaching and research missions of the Department, because they provide opportunities for the students to obtain valuable pathology experience, and information and resources from the diagnostic programs inform and support the research programs focused on solving animal health problems.

These guidelines have been designed to establish appointment and promotion criteria for the Department of Pathology, non-tenure-track, clinical faculty who will provide clinical service, participate in the instruction of veterinary students and anatomic pathology residents, and to a lesser extent, assist with the implementation of clinical research. This document is an addendum to the University of Georgia *Guidelines for Appointment and Promotion of Clinical Faculty* (UGA Clinical Guidelines). All clinical faculty in the Department of Pathology 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 Pathology will be to provide diagnostic service and/or teaching. The nature of this service will often involve the individual teaching of veterinary students and pathology residents. These faculty will also be involved in continuing education for veterinarians, in department and college committees, and in local, regional, and national professional organizations.

III. General Criteria:

- A. Definition of Eligible Clinical Appointment and Promotion Unit (CAPU) Voting Faculty. All clinical and tenure 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 and all tenure-track faculty vote on clinical appointments.
- All clinical associate professors and clinical professors, as well as all tenure-track and tenured associate professors and tenured professors vote on candidates for promotion to clinical associate professor.
- All clinical professors and all professors vote on candidates for promotion to clinical professor.

B. Identification of CAPU Head. The academic Department Head of Pathology 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 and/or teaching need of the program. The expectations will be different for these faculty members than for those faculty members on tenure track in clinical departments. The background and experience of the candidate must be relevant to the position responsibilities. The responsibilities of the position will preclude meeting the criteria for progression through the tenure-track 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 and pathology residents. This designation shall only be used for individuals with at least a 50% EFT 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 [USG Academic and Student 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 less than 5 years of experience that is eligible for, but has not yet obtained, 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 Director of the appropriate service unit, 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 five years.
- B. Clinical Associate Professor. Appointment to this rank requires 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 your discipline at the region or state level
- Provide service and/or teaching to appropriate local and state enterprises and professional organizations in your area of expertise
- Contribute to the Department's local and state public service and instructional programs in your 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)
- Any other clear and convincing evidence of an emerging regional authority in the appropriate discipline.

C. Clinical Professor. Appointment to this rank requires 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 your discipline at the national level
- Provide service and/or teaching to appropriate local and state enterprises and professional organizations in your area of expertise
- Contribute to the Department's local and state public service and instructional programs in your area of expertise
- National 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)
- Any other clear and convincing evidence of an emerging national authority in the appropriate discipline.

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 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 Affirmative Action 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 Pathology will carefully adhere to the UGA Guidelines for Appointment and Promotion of Clinical Faculty (<https://provost.uga.edu/resources/documents/uga-clinical-guidelines-appt-promotion-11-28-11.pdf>). Promotion recommendations originate in the department in which the individual holds appointment. 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 made significant progress in the quality of the program and in his or her 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 PTU Head and the candidate and will adhere to the UGA Guidelines for Appointment, Promotion and Tenure ([https://provost.uga.edu/resources/documents/UGA Guidelines for APT 4 2017 online.pdf](https://provost.uga.edu/resources/documents/UGA_Guidelines_for_APT_4_2017_online.pdf)) The only exception is that, if the Department Head opposes the promotion, another senior faculty member will be responsible for the dossier. The dossier should follow the *University Guidelines for Appointment, Promotion and Tenure*.

Salary increases for promotion should be consistent with those associated with promotion of tenure track faculty.

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

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

Approved by Faculty: July 1, 2019

Approved by CVM Dean: _____