

**Department of Interdisciplinary Biomedical Sciences**  
**UGA School of Medicine**  
**Promotion Guidelines for Clinical Faculty**

**Preamble**

In all matters related to the appointment and promotion of clinical faculty, the Department of Interdisciplinary Biomedical Sciences will adhere to the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty* (hereafter referred to as the *UGA Clinical Faculty Guidelines*). The standards, criteria, and processes described in this document constitute the department's Clinical Appointment and Promotion Unit (CAPU) criteria, and are intended to supplement and/or extend the *UGA Clinical Faculty Guidelines*, providing discipline-specific information for such faculty appointed in the Department of Interdisciplinary Biomedical Sciences. If any inconsistency or discrepancy is found in this document or if this document does not address a certain issue, the *UGA Clinical Faculty Guidelines* will supersede this document. This document must be approved by the department faculty, and reviewed and approved by the Dean of the School of Medicine, and the Senior Vice President for Academic Affairs and Provost. Any changes or updates to this document must be also approved by the department faculty, the Dean of the School of Medicine, and the Senior Vice President for Academic Affairs and Provost. All revisions and approval dates must be listed in the document. All policies cited in this document can be found in the UGA Policy Library (<https://policy.uga.edu/>)

All clinical faculty in the Department of Interdisciplinary Biomedical Sciences are expected to be familiar with this document and *UGA Clinical Faculty Guidelines*. New faculty members must be provided with these documents, as well as the *University of Georgia Guidelines for Appointment, Promotion, and Tenure of Academic Rank Faculty* (hereafter referred to as the *UGA P&T Guidelines*), which provide additional procedural details for clinical-track faculty promotions, no later than two weeks following their start date.

All departmental faculty are expected to strive for excellence in teaching, to actively engage in research or other forms of scholarship (if assigned effort in this area), and to contribute to the betterment of the department, school, university, society and their profession through dedicated service. All faculty are also expected to regularly engage in activities that promote student success and activities that promote professional growth and development.

In all forms of review related to promotion (including third-year review), consideration will be given to the faculty member's assigned percent effort in teaching, research/scholarship, and service, excluding from review any area in which there is no assigned effort. Percentage of assigned effort in each area will also be considered for annual performance evaluations of all faculty.

**Rank of New Faculty Members**

New faculty can be hired into the ranks of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor. Every effort will be made to maintain the academic rank held at their prior institution—with the proviso that criteria of the prior institution are comparable to those of the UGA School of Medicine. Requests for appointment rank and/or credit towards promotion must be approved at the time of hire, subject to controlling USG and UGA policy and the discretion of the Dean, School of Medicine and Senior Vice President for Academic Affairs and Provost at UGA.

**Clinical Faculty Ranks and CAPU Structure**

The clinical faculty ranks in the Department of Interdisciplinary Biomedical Sciences are clinical assistant professor, clinical associate professor, and clinical professor. In our department, faculty in these ranks do not usually hold clinical degrees, are not involved in clinical teaching or practice, and typically have a significant portion of their assigned effort devoted to pre-clerkship/clerkship medical education or educational leadership and administration. Consequently, faculty in these ranks will be referred to internally as assistant professor of medical education, associate professor of medical education, and professor of medical education. These faculty will comprise a separate CAPU within the Department of Interdisciplinary Biomedical Sciences, with the department chair serving as CAPU head and therefore responsible for its administration.

**Eligible CAPU Voting Faculty**

Clinical faculty will have full voting rights in accordance with the UGA School of Medicine Bylaws, for all matters

except the appointment and promotion of tenure-track faculty, and other tenure-related issues (see *UGA Clinical Faculty Guidelines*). Both clinical faculty and tenure-track faculty are eligible to vote on appointment and promotion of clinical faculty. All clinical and tenure-track faculty vote on clinical faculty appointments, whereas eligibility to vote on promotion of clinical faculty is reserved for those clinical and tenure-track faculty at or above the candidate's desired rank, as specified in the *UGA Clinical Faculty Guidelines*. Clinical faculty, as well as tenure-track faculty, also vote on the appointment/promotion of academic professionals (subject to the requirements and conditions specified in the *UGA Guidelines for Appointment and Promotion of Academic Professionals*) and the appointment/promotion of research scientists (subject to the requirements and conditions specified in the *UGA Guidelines for Appointment and Promotion of Research Scientists*).

### **General Criteria for Promotion of CAPU Faculty**

The following minimum standards are based on those provided in *USG Board of Regents Policy 8.3.6.1. and the UGA P&T Guidelines*.

#### **Teaching**

##### **The standard**

For promotion, candidates should demonstrate excellence and effectiveness in teaching, taking into consideration the candidate's distribution of effort and assigned duties in this area.

Forms of documentation may include, but are not limited to:

- Student evaluations of teaching effectiveness
- Peer evaluations of teaching effectiveness
- Documented involvement in curriculum design
- Documented leadership in curriculum oversight or other forms of teaching-related administration
- Student advising/mentoring activities
- Research mentorship of students or fellows
- Awards or honors for teaching
- Documented participation in educational scholarship leading to the dissemination of enduring peer-reviewed scholarly products.

Note: Dissemination of educational scholarship ensures that the work is publicly available to the intended audience at the local level (school or university), the regional level and/or the national/international level. Course syllabi, instructional materials and evaluation tools may be considered as products of educational scholarship if peer review can be documented. Non-peer-reviewed products of educational scholarship may also be considered, but are not as significant as those that are peer-reviewed. For all products of scholarship, the quality of the product, not simply the quantity, should be considered.

#### **Research/Scholarship**

##### **The standard**

For promotion, the candidate is expected to demonstrate noteworthy achievement in research or scholarship appropriate to their discipline or area of expertise. For new faculty given credit towards promotion eligibility at the time of hire, this shall include work completed at the prior institution within the relevant time frame. The candidate's assigned effort in scholarship will be taken into consideration when assessing achievements in this area.

Forms of documentation may include, but are not limited to:

- Peer-reviewed publications (e.g., journal articles, books or book chapters), or other peer-reviewed products in publicly-available resources, including products of educational scholarship as described above. Non-peer-reviewed products may also be considered, but are not as significant as those that are peer-reviewed. For all products of scholarship, the quality of the product, not simply the quantity, should be considered.
- Presentations at regional, national and/or international conferences
- Scholarly sessions chaired or organized for regional, national and/or international conferences
- Invited scholarly talks at other UGA colleges or schools, or at other institutions
- Funding to support scholarship or the development of new forms of pedagogy
- Awards or honors for scholarship

## Service

### The standard

For promotion, the candidate is expected to demonstrate noteworthy service to their department, school, university, profession, and /or community, taking into consideration the candidate's distribution of effort in this area.

Forms of documentation may include, but are not limited to:

- Membership on department, school or university committees
- Service on student thesis or dissertation committees
- Community service related to discipline or area of expertise
- Membership on committees of professional organizations or government agencies/advisory panels
- Positions of leadership in professional organizations
- Membership on editorial boards in candidate's discipline or area of expertise
- Expert *ad hoc* review of scholarly manuscripts or other scholarly products
- Membership on funding agency study sections/grant review panels, or *ad hoc* review of funding proposals for regional, national or international bodies or agencies

**Note:** For a more complete list of forms of documentation for teaching, research/scholarship and service, as well as definitions and the guiding principles that underlie specific criteria, refer to the *UGA P&T Guidelines*.

Promotion also requires noteworthy involvement in activities that support student success and continuous participation in activities that support professional growth and development.

## Student Success

Activities promoting student success relate to undergraduate, graduate, medical and other professional students, as well as postdoctoral fellows. These activities do not represent an additional area of effort, but are embedded in assigned effort for teaching, research/scholarship, service and administration, as applicable. Such activities may include, but are not limited to:

Teaching: Student mentoring/advising; organizing/attending student study groups; use of data/feedback to continuously improve student engagement; course/curriculum development; developing, supervising, or managing internships or practicum opportunities.

Research/Scholarship: Directing or otherwise supporting student scholarship; co-authoring/co-presenting with students; sponsoring students to attend professional conferences; presenting/publishing papers or securing grants related to student success.

Service: Sponsoring or involvement in study abroad programs; mentoring colleagues in student success; sponsoring professional development activities for students; nominating students for awards; career advising and/or serving as faculty advisor for student clubs/organizations; serving on committees, teams, and task forces related to student success; preparing letters of recommendation and assisting with applications; involvement in student health and wellness

**Note:** For a more complete list of forms of documentation and specific definitions, refer to the *UGA Policy on Student Success Activities (Policy 03.03.005)* and related guidance.

## Professional Growth and Development

Activities supporting professional growth and development may include those that demonstrate being intellectually active and maintaining a presence in the candidate's field or discipline, such as participation in conferences and involvement in professional organizations. Other examples of professional growth and development activities include, but are not limited to, participating in faculty development programs, becoming certified in new areas, and/or undertaking additional education for additional degrees. As with student success activities, professional growth and development activities are embedded in assigned effort for teaching, research/scholarship, service, and administration, as applicable.

**Specific Criteria: Promotion from Clinical Assistant Professor to Clinical Associate Professor**

To be eligible for promotion from clinical assistant professor (“assistant professor of medical education”) to clinical associate professor (“associate professor of medical education”), the candidate must meet the general criteria defined in the *UGA Clinical Faculty Guidelines*. Specifically, the candidate must serve at least five years at the rank of clinical assistant professor (under usual circumstances), and should at a minimum be recognized at the regional level as an authority in their field or discipline. For full-time faculty at the rank of clinical assistant professor, promotion to clinical associate professor should occur no later than by the end of the seventh year, as specified in the *UGA Clinical Faculty Guidelines*. The process for requesting to extend a clinical assistant professor appointment beyond seven years is described in the *UGA Clinical Faculty Guidelines*.

A clinical assistant professor (“assistant professor of medical education”) being considered for promotion in the Department of Interdisciplinary Biomedical Sciences should demonstrate progression towards excellence and effectiveness in teaching. The candidate should also be developing a productive area or areas of scholarship, as indicated by peer-reviewed publications and/or other scholarly products, and by other documented activities as described on Page 2 of this document and in the *UGA P&T Guidelines*. The candidate should also demonstrate noteworthy service at the department, school, university and/or professional level. The candidate should also display noteworthy involvement in activities that promote student success, and participate regularly in activities that support professional growth and development.

**Specific Criteria: Promotion from Clinical Associate Professor to Clinical Professor**

To be eligible for promotion from clinical associate professor (“associate professor of medical education”) to clinical professor (“professor of medical education”), the candidate must meet the general criteria defined in the *UGA Clinical Faculty Guidelines*. Specifically, the candidate must serve at least five years at the rank of clinical associate professor (under usual circumstances), and be recognized at the national level as an authority in their field or discipline

A clinical associate professor (“associate professor of medical education”) being considered for promotion in the Department of Interdisciplinary Biomedical Sciences should demonstrate excellence and effectiveness in teaching and/or educational leadership. The candidate should also have an established and productive area(s) of scholarship, as indicated by peer-reviewed publications and/or other scholarly products, and by other documented activities as described on Page 2 of this document and in the *UGA P&T Guidelines*. The candidate should also demonstrate noteworthy service at the department, school, and/or university level, and be actively engaged in some form of professional service. The candidate should also show continued noteworthy involvement in activities that promote student success, and continued participation in activities that support professional growth and development.

## **Procedures Relevant to Promotion**

All procedures described below follow the same processes established for tenure-track faculty, as described in the *UGA P&T Guidelines*.

### **Annual Evaluation**

Each faculty member will receive a written annual evaluation of their performance, as detailed in the UGA's *Faculty Evaluation Policy (Policy 03.03.001)*. In preparation for this evaluation, the faculty member will submit an updated *UGA Elements Activity Summary*, an updated CV, and a document highlighting their achievements over the previous year and goals for the coming year (two-page limit for this document). The department chair will meet with the faculty member to review current achievements in relation to goals set the previous year, and work with the faculty member to finalize goals for the coming year. The faculty member's assigned distribution of effort for each year must accurately reflect the faculty member's goals, activities, and assignments. The department chair will provide a written assessment of the faculty member's progress toward promotion as part of the overall evaluation.

Each annual evaluation must address the performance domains outlined in *UGA Policy 03.03.001*, using the scale described in that policy:

- 1 – Does Not Meet Expectations.
- 2 – Needs Improvement
- 3 – Meets Expectations
- 4 - Exceeds Expectations
- 5 – Exemplary

Note: Although “noteworthy achievement” for the purpose of annual evaluation is defined as a “4” or “5” on the above scale (*Policy 03.03.001*), promotion does not require that a candidate receive a “noteworthy” rating each year in any specific domain. Annual evaluation ratings are only one factor taken into consideration during promotion review, and those involved in this review should holistically evaluate a candidate's performance in each domain over the entire promotion period, taking all factors into account.

### **Third-Year Review**

The third-year review, a formative process, occurs at the end of the third year of appointment for all clinical assistant professors. This review will be carried out by a committee of faculty, appointed by the department chair, at or above the candidate's desired rank. If a faculty member comes to the UGA SOM with two or three years of prior credit towards promotion, and requests to be considered for promotion in the third year of appointment, preliminary consideration for promotion (see below) will replace the third-year review.

The department will adhere to the procedures and relevant policies guiding the third-year review as described in the *UGA P&T Guidelines*. If the performance in any of the faculty member's assigned areas of effort is judged to reflect insufficient progress toward promotion, specific recommendations for corrective action are given, including the development of a Performance Remediation Plan by the department chair, the third-year review committee, and the faculty member (see *UGA P&T Guidelines* for details). Thus, a faculty member receives an evaluation and specific feedback on readiness for promotion from the chair on an annual basis and from an ad hoc faculty committee during his/her third year of service.

### **Preliminary Consideration for Promotion**

Any clinical faculty member planning to request consideration for promotion will first be advised through a preliminary process involving a review and vote by faculty at or above the desired rank. This process will adhere to the UGA promotion and tenure calendar; its details are provided in *UGA P&T Guidelines* and in communications from the Office of Faculty Affairs. In the spring of the appropriate year, candidates who wish to be considered for promotion will communicate their request in writing to the department chair. This request will be accompanied by a current vita and a two-page summary of accomplishments. All faculty eligible to vote on this request will also have access to the vita and accomplishments statement, and will vote on whether the candidate should be formally reviewed for promotion to the next rank. Following this advisory vote, the candidate may decide whether or not to proceed with the full review, subject to the provisions outlined in the *UGA P&T Guidelines*.

### **Formal Review for Promotion**

For all matters relating to the formal review of clinical faculty, the Department of Interdisciplinary Biomedical Sciences will follow the requirements and procedures provided in the current *UGA P&T Guidelines*.

Approved by faculty: 9/16/2024  
Date

Approved:  9/20/2024  
Dean, UGA School of Medicine Date

Approved:  10/24/2024  
UGA Senior Vice President for Date  
Academic Affairs and Provost