



# The University of Georgia

College of Public Health  
Office of the Dean

## MEMORANDUM

TO: Pamela S. Whitten,  
Senior Vice President for Academic Affairs and Provost

FROM: Phillip Williams 

DATE: October 14, 2015

RE: CPH Clinical Faculty Appointment & Promotion Criteria and Revised  
CPH Bylaws

The College of Public Health (CPH) requests approval to become a clinical faculty appointment and promotion unit. Attached you will find the College's Clinical Faculty Appointment & Promotion Criteria for your review and approval.

In support of this request, the CPH has revised its bylaws to establish a Faculty of Medical Sciences in the College. The Faculty of Medical Sciences or individual departments within the College of Public Health will serve as the appointment home for clinical faculty in the college. A copy of the revised CPH Bylaws is attached here for your reference.

The College of Public Health Faculty voted in support of these clinical faculty criteria (12 yes, 0 no) and in support of the revised CPH Bylaws (20 yes and 0 no) on September 23, 2015.

The college is requesting your approval to move forward with these changes. Please do not hesitate to contact me if you need additional information.

c: Sarah Covert

**APPROVED:**



**SVPA& Provost**

10-15-15  
**Date**

University of Georgia  
**College of Public Health**  
**Procedures and Criteria for Appointment and  
Promotion of Clinical Faculty**

Per the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty*, “clinical faculty...are educator-practitioners in the health and other professions who have a background in their disciplinary area and who practice the discipline in a work setting.” The College of Public Health hires public health and medical professionals to bring their expertise and practical work experience to the classroom, and to support the research and service activities of the College.

In recognition of the fact that clinical faculty in the College of Public Health may have job duties that vary significantly, two tracks of clinical faculty – each with its own set of appointment and promotion criteria – are established by this document.

In all matters related to the appointment and promotion of clinical faculty, the College of Public Health will carefully adhere to the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty* (UGA Clinical Guidelines). The standards, discipline-specific criteria, and processes presented in this document are intended to supplement and/or extend the UGA Clinical Guidelines. All clinical faculty in the College of Public Health are expected to be familiar with both this document and the UGA Clinical Guidelines. Any exceptions to the UGA Clinical Guidelines included in this document must be approved by the Senior Vice President for Academic Affairs and Provost. Otherwise, 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.

**Clinical Faculty (CF) Track:** clinical faculty with a full-time or partial appointment in the College of Public Health, and adjunct clinical faculty who are not eligible for the Adjunct Physician Faculty Track<sup>1</sup> (below).

Appointment home: the Faculty of Medical Sciences, or any department in the College of Public Health.

Clinical Appointment & Promotion Unit (CAPU) Eligible Voting Faculty: If the Faculty of Medical Sciences is the appointment home, the tenure track faculty with professional doctoral degrees (e.g. MD, DO, DPN, DPT) in the College of Public Health, and the clinical faculty appointed in the Faculty of Medical Sciences will serve as the eligible voting faculty<sup>2</sup>. If a College of Public Health department is the appointment home, the tenure track faculty and the clinical faculty appointed in that department will serve as the eligible voting faculty. The

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<sup>1</sup> Adjunct faculty appointed in the CF track will be appointed as “adjunct clinical (rank)” faculty and will be expected to meet the appointment and promotion criteria for non-adjunct CF faculty.

<sup>2</sup>Per UGA Academic Affairs Policy 1.04-2, adjunct clinical faculty will not have voting privileges.

College will re-evaluate who is eligible to serve as the voting faculty for the CF track once a critical mass<sup>3</sup> of clinical faculty is achieved in the appointment home.

CAPU Head: If the faculty member is appointed in the Faculty of Medical Sciences, the Director of the Faculty of Medical Sciences will serve as the CAPU Head. If the faculty member is appointed in a department, then the Department Head will serve as the CAPU Head.

Required Credentials: Terminal degree appropriate for the position<sup>4</sup>.

Appointment Procedures: Will follow standard appointment procedures and documentation for UGA Faculty.

Annual Performance Evaluations: must be conducted according to the discipline-specific criteria of the unit (below). Faculty progress toward achieving the discipline-specific criteria must be clearly documented in writing.

Criteria for Appointment and Promotion by Rank

In addition to the credentials listed above, the following criteria are required for each rank. If departments within the College of Public Health want to apply discipline-specific appointment and promotion criteria to CF track faculty appointed in their department, they may develop and seek approval of these criteria in the future.

1. Clinical Instructor
  - a. Up to two years post-graduate experience in the disciplinary area of the position
  - b. Time limit: No more than seven years at the rank of full-time clinical instructor.
  
2. Clinical Assistant Professor
  - a. At least two years post-graduate experience in the disciplinary area of the position
  - b. Board certification in a medical specialty plus active professional licensure in the state of Georgia (or in another state with Georgia application in process), or other professional credentials as required by the position description

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<sup>3</sup>A “critical mass” of clinical faculty is defined as “five clinical faculty members with at least three at rank of professor.” (UGA Clinical Guidelines)

<sup>4</sup> Exceptions to the terminal degree requirement for clinical appointments “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 prior approval by the Provost following receipt of supporting documentation and the dean’s recommendation.” (UGA Clinical Guidelines)

- c. Evidence of a high level of competence in the clinical specialty and demonstrated promise of moving toward excellence in patient care, teaching, scholarly activities, or professional leadership.
  - d. Time limit: No more than seven years at the rank of full-time clinical assistant professor.
3. Clinical Associate Professor
- a. At least four years at the rank of Clinical Assistant Professor, and/or comparable experience at another academic institution.
  - b. Board certification in a medical specialty plus active professional licensure in the state of Georgia (or in another state with Georgia application in process), or other professional credentials as required by the position description.
  - c. Demonstrated and sustained excellence in at least one of these areas: teaching, advising, or career counseling of College of Public Health and/or Augusta University (AU) - UGA Medical Partnership students or residents.
  - d. Recognition as an authority in their specialty at the regional level based on documented excellence in patient care, scholarly activities, and/or professional leadership.
4. Clinical Professor
- a. At least five years at the rank of Clinical Associate Professor, and/or comparable experience at another academic institution.
  - b. Board certification in a medical specialty plus active professional licensure in the state of Georgia (or in another state with Georgia application in process), or other professional credentials as required by the position description.
  - c. Demonstrated and sustained excellence in at least one of these areas: teaching, advising, or career counseling of College of Public Health and/or AU-UGA Medical Partnership students or residents.
  - d. Recognition as an authority in their specialty at the national level based on documented excellence in patient care, scholarly activities, and/or professional leadership.

**Adjunct Physician Faculty (APF) Track:** Licensed physicians who are not employed by UGA and who are willing to provide their services to advance the educational, research and/or service missions of the AU-UGA Medical Partnership, or the UGA College of Public Health may have an APF appointment in the College of Public Health.

Appointment home: The Faculty of Medical Sciences in the College of Public Health.

CAPU Eligible Voting Faculty: the tenure track faculty with MD degrees in the College of Public Health, and the clinical faculty appointed in the Faculty of Medical Sciences<sup>5</sup>.

CAPU Head: The Director of the Faculty of Medical Sciences

Required Credentials: An M.D. degree or D.O. degree, board certification in a medical specialty, and an active Georgia Medical License

Appointment Procedures: If the candidate has a Clinical-Adjunct faculty appointment at AU through the AU - UGA Medical Partnership, the following documents will be required:

1. Cover letter signed by the College of Public Health Dean, Director of the Faculty of Medical Sciences, and Chair of Clinical Sciences at the Medical Partnership (include faculty vote and request for exceptions to policy as applicable). If multiple APF faculty are appointed at the same time, one cover letter listing all approved appointees will be sufficient.
2. Printed copy of Georgia Composite Medical Board/Georgia Professional Licensure website verifying active Professional GA Licensure. Active licensure confirms that the licensure board secured an original transcript.
3. Electronic Personnel Report for Adjunct Faculty Appointment
4. *FIRST* Electronic Record (new faculty only)

If the APF candidate does not have an appointment through the AU-UGA Medical Partnership, or if they will serve as an instructor of record at UGA, they will need to be appointed in accordance with the standard UGA adjunct appointment procedures, like the CF track candidates.

Criteria for Appointment and Promotion by Rank (in addition to required credentials listed above):

1. Adjunct Clinical Instructor
  - a. Up to two years post-graduate experience in the disciplinary area of the position
  - b. An interest and willingness to participate in the educational, research and/or service programs of the AU-UGA Medical Partnership and/or the Faculty of Medical Sciences, as evidenced by a Clinical-Adjunct Faculty Appointment at AU;
  - c. OR, an interest and willingness to participate in the educational, research and/or service programs of the College of Public Health.

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<sup>5</sup>Per UGA Academic Affairs Policy 1.04-2, adjunct physician faculty will not have voting privileges.

2. Adjunct Clinical Assistant Professor
  - a. At least two years post-graduate experience in the disciplinary area of the position
  - b. An interest and willingness to participate in the educational, research and/or service programs of the AU-UGA Medical Partnership and/or the Faculty of Medical Sciences, as evidenced by a Clinical-Adjunct Faculty Appointment at AU;
  - c. OR, an interest and willingness to participate in the educational, research and/or service programs of the College of Public Health.
  
3. Adjunct Clinical Associate Professor
  - a. Active participation in the educational, research, and/or service programs in the AU-UGA Medical Partnership, the Faculty of Medical Sciences, and/or the College of Public Health for at least 4 years at the rank of Adjunct Clinical Assistant Professor, or comparable experience at another academic institution.
  - b. Demonstrated and sustained excellence in at least one of these areas: teaching, advising, or career counseling of College of Public Health and/or AU-UGA Medical Partnership students or residents.
  - c. Recognition as an authority in their specialty at the state level based on documented excellence in patient care, scholarly activities, and/or professional leadership.
  
4. Adjunct Clinical Professor
  - a. Active participation in the educational, research, and/or service programs in the AU-UGA Medical Partnership, the Faculty of Medical Sciences, and/or the College of Public Health for at least 5 years at the rank of Adjunct Clinical Associate Professor, or comparable experience at another academic institution.
  - b. Demonstrated and sustained excellence in at least one of these areas: teaching, advising, or career counseling of College of Public Health and/or AU-UGA Medical Partnership students or residents.
  - c. Recognition as an authority in their specialty at the regional or national level based on documented excellence in patient care, scholarly activities, and/or professional leadership.

Approved by the faculty of the College of Public Health on September 23, 2015.

Approved by the Dean of the College of Public Health on September 25, 2015.

Approved by the Senior Vice President for Academic Affairs and Provost on \_\_\_\_\_.