

School of Computing

Clinical Faculty Appointment and Promotion Criteria

I. Introduction

This document forms the School of Computing (SoC) Clinical Appointment and Promotion Unit (CAPU) Criteria as defined by the *University of Georgia Guidelines for Appointment and Promotion of Clinical Faculty* (University Clinical Guidelines). It supplements the University Clinical Guidelines and provides standards, criteria, and procedures specific to SoC for the appointment and promotion of clinical faculty. In case of inconsistencies within this document, or discrepancies between this document and the University Clinical Guidelines, the University Clinical Guidelines will prevail. All 'Eligible CAPU Voting Faculty' (as defined later in this document) are expected to be familiar with both this document and the University Clinical Guidelines.

Clinical faculty in School of Computing are needed to enhance the teaching, scholarship, professional practice and service contributions of SoC through their professional knowledge, experience and connections. Clinical faculty are expected to maintain a balance between teaching, scholarship, professional activities and service different from that of tenure track faculty, lecturers, and academic professionals. Clinical faculty usually maintain active relations with their professions and may be budgeted for substantial engagement in outreach and/or program coordination activities benefiting students. Clinical faculty may also work on research. It is to be expected that the research may take a different form as compared what is common among tenure-track faculty in the school, and for example, can include work that is either applied, practice related, and/or concerns pedagogy. The specific distribution of a clinical faculty member's time between teaching, scholarship, professional activities and service will vary on an individual basis. Clinical faculty members are not eligible for tenure.

Full-time clinical faculty members will have full voting privileges in SoC in all matters with the exception of appointment, promotion and tenure of tenure track faculty and PTU document modifications.

Clinical Faculty Ranks

The three clinical faculty ranks in SoC are Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. In accord with terminology in our discipline, faculty at these ranks will be referred to internally as Assistant, Associate or Professor of Practice consistent with their rank.

CAPU Head

The head of the CAPU will be the School Director.

Eligible CAPU Voting Faculty

All tenure track faculty and all clinical faculty vote on clinical faculty appointments. All professors, associate professors, clinical professors and clinical associate professors vote on promotion to clinical associate professor and on third year review of clinical assistant professors. All full professors and clinical professors vote on promotion to clinical professor.

II. Appointment and Promotions

In accordance with University Clinical Guidelines, clinical faculty must meet standards for professional employability (degree, training, certification, licensure or other professional credentials as applicable for the disciplinary area) and maintain a balance between teaching, scholarship, practice and service different from that of tenure track faculty. Appointment and promotion are based upon promise or demonstrated excellence in instruction, scholarly activities, professional activities, and/or service. The balance among the various categories should be clearly specified for each Clinical faculty position by the School Director in consultation with the Colleges.

As non-tenure track faculty, all clinical faculty must be reappointed each year, dependent upon satisfactory performance. Criteria for consideration for annual contract renewal at all three ranks will be consistent with UGA policy and procedures. In order to be promoted, a clinical faculty member must meet the criteria specified for appointment (in both the UGA guidelines and these CAPU guidelines) to the higher rank.

III - A. Standards and Criteria

UGA's *Guidelines for Appointment Promotion and Tenure* will be applied as appropriate for clinical faculty. The evaluation will pay close attention to workload allocation of the candidates.

For teaching, in addition to the documentary evidence suggested in the University Guidelines for Appointment, Promotion, and Tenure of Academic Rank Faculty, the candidate is expected to demonstrate evidence of teaching excellence through some of the following:

- Statement on teaching achievements, detailing the candidate's personal teaching philosophy, major accomplishments in teaching effectiveness, and other contributions to the teaching mission.
- Teaching assignments, including descriptions of courses taught, student enrollments, and grade distributions for each class. Externally recognized teaching awards and teaching awards at the school, college, and university levels.
- Student supervision in research or projects, including placement and success of graduated students.
- Professional development and mentoring students in teaching.
- Description of teaching materials developed such as textbooks, articles related to scholarship of teaching and learning, or similar conference proceedings.
- Grants received or applied for that are focused on the scholarship of teaching and learning.
- Summaries of classroom evaluations from students, and other sources of evaluation from colleagues that have observed the candidate's classroom teaching and unsolicited letters from students.
- Peer review of class material developed and/or used by the candidate in their classes.

Evidence of effectiveness in research, when applicable, will include (but is not limited to):

- Peer-reviewed Publications in Conferences and/or Journal, Books, Book Chapters, Patents, Invention Disclosures, or products like open source software.
- Research and Scholarly Activities Support: Extramural research support in the form of grants or contracts, including from companies.
- Research and Scholarly Activities Impact: Citation numbers, software and data set downloads, invited presentations, and/or other engagements in front of other researchers or practitioners, or other evidence of impacting state-of-the-art or state-of-practice in the field.

Evidence of effectiveness in service, will include (but is not limited to):

- Leadership in instructional groups, academic programs, or study-abroad initiatives.
- Mentorship of student organizations and affinity groups.
- Effectively carrying out administrative roles or chairing committees.
- Leadership functions in professional conferences and workshops.
- Leadership functions in professional development programs.
- Leadership functions in community service-related organizations that are related to candidate's professional expertise.
- Activities as reviewer for conferences, journals, and grant review panels.

In addition, clinical faculty are expected to contribute to professional activities, and evidence of this may include (but is not limited to) the following:

- Students supervised or mentored in sponsored external projects.
- Developing new and expanding existing internships, co-operative education opportunities and partnerships with external partners.
- Participating in professional externships or seeking temporary or freelance employment in the area of professional practice, while on a professional leave of absence or during summer employment.
- Participating as a student in continuing education in the area of professional practice, including industry workshops, seminars, and courses.
- Attending major conferences where current issues of professional practice are discussed.
- Service in leadership positions of professional societies and organizations

The relative weight placed on teaching, scholarship, professional activities and service will be commensurate with the candidate's assigned percentages in these four areas. In all joint endeavors, the evidence presented should specify the extent of each person's contribution.

Clinical Assistant Professor: Must hold an appropriate terminal degree, or in rare and extraordinary circumstances the terminal degree requirement may be waived on the basis of demonstrably successful related experience that is expressly approved by the Provost. The candidate must have at least two years of full time (*or* equivalent alternative) professional experience in computing. Professional experience is experience acquired while 'practicing the

discipline in a work setting' and includes, but is not limited to, experience acquired in industry, academia and public/private/voluntary sector. Candidate should show evidence of a high level of competence in their specialty and demonstrate promise of moving toward excellence in instruction, scholarly activities, professional leadership, professional practice and/or service, as specified at appointment. A faculty member is expected to serve no more than seven years at the rank of full time clinical assistant professor.

Clinical Associate Professor: Shall meet all criteria specified for Clinical Assistant Professor and shall have excelled in instruction, scholarship, outreach, and/or service depending upon their assigned workload. Candidates should demonstrate excellence in competencies related to the practice of the profession and should at minimum be recognized at the regional level as an authority within a practice specialty based on documented excellence in student instruction, scholarly activities, professional leadership, practice and/or service as related to the position.

Clinical Professor: Shall meet all criteria specified for Clinical Associate Professor and shall be widely recognized at the national or international level by leaders of relevant communities of practitioners. Candidates should demonstrate excellence in competencies related to the practice of the profession and should at minimum be recognized at the national level as an authority within a practice specialty based on documented excellence in student instruction, scholarly activities, professional leadership, practice and/or service as related to the position.

IV - B. Procedures

SoC's procedures developed for promotion and third year review of tenure track faculty will be applicable for promotion and third year review of clinical faculty. Reappointment, review, promotion and appeals processes will follow the University Clinical Guidelines.

Approved by School of Computing Faculty on January 24th, 2025

Approved by Director School of Computing on March 17th, 2025

Approved by Dean, Franklin College of Art and Science, March 17th, 2025

Approved by the Senior Vice President for Academic Affairs and Provost, March 26th, 2025

