

**University of Georgia
College of Public Health
Procedures and Criteria for Promotion and Tenure**

I. PREAMBLE

Faculty scholarship and professionalism are the foundation for excellence in the University of Georgia's College of Public Health. As scholars, faculty are committed to lifelong learning. Each stage in their career is marked by continued scholarly productivity and significant impact on the profession, science and community. The process for hiring new faculty is intensive because search committees examine the potential for consistent professional growth over the lifetime of a career. Promotion to each subsequent level is based on demonstration of continuous improvement and excellence, not just the number of years at a rank. Full professors serve as models for lifelong learning and scholarship. Promotion and tenure are active processes.

In all matters related to promotion and tenure, the College of Public Health will carefully adhere to the University of Georgia *Guidelines for Appointment, Promotion and Tenure* (a.k.a. the *Guidelines*) (<http://provost.uga.edu/index.php/policies-procedures/appt-promotion-tenure/>). The procedures and criteria presented in this document are in addition to those presented in the Guidelines. Issues not addressed in this document can be answered by resorting to the *Guidelines*. This document describes the overall P&T process and procedures followed adopted at the college level. However, the specific P & T criteria are provided by each Promotion and Tenure Unit (PTU) to supplement the Guidelines with discipline-specific criteria. **In the College of Public Health, each of the four departments (Epidemiology and Biostatistics, Environmental Health Sciences, Health Policy & Management and Health Promotion & Behavior) are the PTU for its faculty. In this document, the PTU Head is the department head, dean or their designee.**

A. Voting Eligibility

The *Guidelines* stipulate the faculty in the PTU who are eligible to vote on appointments, third-year reviews, and promotion and tenure.

II. NEW FACULTY

A. Probationary Credit for Prior Service

Prior service as a faculty member at another accredited college or university may qualify for meeting the requirements for years in rank. At the time of appointment, the President may grant a maximum of three years probationary credit.

B. Annual Performance Review

University regulations specify an annual performance review of each faculty member that is conducted by the department head. This annual evaluation should provide substantive feedback about the candidate's progress toward tenure and/or readiness for promotion. This information will be included in the written documentation of the review. The assessment will address performance in the context of the faculty member's letter of offer and current Equivalent

Full Time (EFT).

C. Third Year Review for Assistant Professors

The third-year review, a formative process, occurs at the end of the third year of appointment for assistant professors. This process is separate from the annual performance review. The department head where the individual's majority appointment resides will appoint a three person committee to conduct the third year review. At least one member of this committee should be from another department in the College of Public Health. The candidate's mentor will serve as a member of this committee. The members of the committee will be responsible for selecting a committee chair. All committee members must be tenured at the associate or full professor rank.

In preparation for the third year review, the individual will prepare a dossier, including updated vita, major achievements and evidence of accomplishments in teaching, research, and service (Sections 4 and 5 of the promotion and tenure dossier). The committee evaluates the applicant's progress toward promotion and tenure. The committee, at its discretion, may ask the candidate for additional documentation such as evaluations of students and peers, annual performance appraisals, samples of course syllabi, published research articles and chapters, funded grants or contracts and any materials listed in the University's promotion and tenure guidelines.

The Committee chair will prepare a written summary of comments and recommendations pertinent to the candidate's current progress toward promotion and/or tenure. The committee chair will submit this report to the candidate, dean, department head and PTU eligible faculty. The PTU eligible faculty, including the PTU Head, will vote to recommend whether progress toward promotion and tenure is sufficient. The committee will report its recommendations, along with the faculty vote, to the dean and department head. The department head, in consultation with the dean, will provide the faculty member under review with a written report regarding his/her progress toward promotion and/or tenure. The candidate will then have 30 days to respond to the written report. The department head's letter and any response by the candidate will be included in the individual's dossier when applying for promotion and tenure.

III. PROMOTION AND TENURE REVIEW PROCESS

A. Preliminary Consideration

To receive preliminary consideration for promotion and tenure, the candidate must request in writing to the PTU head the desire to be considered. In April of each year, the Head of the PTU will convene the unit faculty eligible to vote so that they may consider those individuals who are being evaluated for promotion and tenure. All eligible faculty are expected to vote. The departmental committee must contain at least five eligible faculty members. If less than the required number is eligible, the PTU head will add additional faculty from eligible members of the College. These members will be selected by the department head in consultation with the Dean. The PTU Head will chair the committee. Based on an updated vita and evidence of accomplishments in teaching, research, and service, the eligible faculty will consider whether the

candidate should proceed with the promotion and tenure process. Eligible faculty of the PTU will vote by secret ballot. The PTU head is not obligated to reveal his/her vote. Because preliminary consideration is not a formal part of the promotion and/or tenure process, the outcome of the vote for preliminary consideration will not appear in the dossier. The PTU head will inform the candidate of the outcome of the vote.

B. Formal Review

Dossiers of candidates in the College of Public Health are subject to three levels of review: department, college and university. The department is the PTU and the department head (or Dean's designee) will serve as the PTU Head. If the department head is an associate professor, then the head, following consultation with the PTU and Dean, will appoint a professor to chair the committee to review candidates for promotion to the rank of professor. If the department head is untenured, the Dean, in consultation with eligible PTU faculty, will appoint a tenured professor to chair the committee to review candidates for tenure. The department head will retain responsibility for working with the candidate to prepare the dossier for review (except sections 1 and 2).

If the dossier goes forward for formal review according to the *Guidelines*, the head of the PTU (with input from PTU faculty) will solicit external reviews of the applicant's materials, and these letters will be added to the dossier. A brief biosketch will be requested of external reviewers along with their letters as evidence of their qualifications to assess the candidate's scholarship. Early in the fall of the calendar year, the PTU will review the entire dossier and vote. The letter of the PTU Head will summarize the deliberations of the PTU faculty and record the final vote for and against. This letter will accompany the dossier forward for review at the college level.

Consistent with the principle of flow described in the University Guidelines, dossiers of all candidates considered at the departmental level are forwarded to the College's Promotion and Tenure Committee for review and vote, regardless of the outcome of the departmental vote unless the candidate indicates in writing to the department head he/she does not wish to be considered further.

The dean in consultation with the department heads will appoint members of the College Promotion & Tenure Committee. This committee shall have no fewer than five voting members. The Dean may appoint alternate members as needed in order to maintain five voting members. The Associate Dean for Academic Affairs is an ex-officio member of the committee and will coordinate the process and meetings. Members of the committee must be full professors with tenure and in residence during the academic year of their service. At least one person from each department shall serve on this committee. If an individual department has no full professors, that unit will not have a representative on the committee. Faculty holding administrative appointments (i.e. Department Heads, Associate Deans, Institute / Center Directors, etc.) in the College are eligible for appointment to the committee. Terms of service are staggered and no person shall serve on the committee for more than two successive years unless he/she represents a department for which no other full professor is available. No committee member shall vote at the college level on a recommendation from his/her department. The committee shall elect its chairperson annually from its members. The chair of the committee will report the vote to the

department head and dean. The vote will be included in the dean's letter that will accompany the dossier forward for review at the University level. All dossiers will be sent forward for that review and recommendation.

C. Unit Review Process

Assistant professors who are in their fifth probationary year may be reviewed for promotion and/or tenure if they so request in writing and are considered to be “exceptional” cases. Assistant professors who are in their sixth year must be reviewed unless they specifically request in writing not to have the review consistent with university policy. For candidates in their sixth year; the department / unit head will proceed with the review and seek external letters regardless of the preliminary consideration vote. A faculty member may be considered for promotion and/or tenure once they meet the minimum number of years of eligibility if their performance is extraordinary and clearly exceeds the described criteria for performance and tenure (see Section IV). Only under exceptional circumstances will an assistant professor be considered for promotion to associate professor in the fifth year. These circumstances require a demonstration of exceptional performance, and the ability to demonstrate performance that is sustainable at that level. Exceptional performance would be confirmed by the assessment of the department head in annual performance reviews as well as the third year review committee for assistant professors.

1. Promotion from Assistant Professor to Associate Professor with Tenure

The Sixth year Application: Consistent with the current University of Georgia's Guidelines for Appointment, Promotion, and Tenure, preliminary reviews for all candidates for promotion and tenure must be completed in the Spring Semester of the fifth year, prior to applying for promotion or tenure the fall of the same calendar year.

2. Promotion from Associate Professor to Professor

The review process will proceed for faculty seeking promotion from associate professor to professor the first year in which an eligible candidate requests in writing to be reviewed consistent with UGA policy.

3. Promotion from Assistant Professor to Associate Professor without Tenure.

A faculty member may seek early promotion in rank while not seeking concurrent tenure.

All aspects of the College review process shall conform to the Guidelines.

IV. CRITERIA FOR PROMOTION AND TENURE

Candidates for promotion and/or tenure must have demonstrated competence in all areas of assignment and a high quality of scholarship and performance in the following areas, depending upon the assigned responsibilities of the faculty member: (1) teaching, (2) research, (3) service. The relative importance of the three areas for assessment will be proportionate to the candidate's appointment letter and adjusted for workload assignments for the period under review. Evidence of *quality of scholarship and performance* is to be demonstrated by some combination of the indicators listed in The University of Georgia Guidelines for Appointment,

Promotion, and Tenure, and supplemented by the Unit Criteria for the College of Public Health listed below.

The following Unit Criteria for promotion and tenure of faculty in the UGA College of Public Health are suggested to expand and clarify the criteria listed in The University of Georgia Guidelines for Appointment, Promotion and Tenure. Each guideline presented under teaching, research, and service consists of (1) a statement of principle to be more precisely interpreted and applied by the individual departments and (2) specific criteria suggesting minimum acceptable performance levels to be presented as documented accomplishments. The specific criteria suggest levels of performance expected for appointments where research and teaching are equally weighted. Each individual P&T unit (department) will weigh the accomplishments of faculty candidates for promotion to determine whether they meet the spirit and intent of these guidelines. It is the candidate's responsibility to explain how their overall performance fits the overall intent of the guidelines.

Public health is a multi-disciplinary area of inquiry defined by the College of Public Health mission statement that integrates knowledge and methodologies from the social-behavioral, biomedical, biostatistical, educational, environmental, epidemiological, and management and policy fields to improve human health, the environment, and quality of life. Scholarship in many areas of public health often requires collaborative, multi-disciplinary projects and activities that involve multiple investigators, institutions, and performance sites. These factors can sometimes have implications for authorship, individual and institutional credit, and even the rate at which research findings are disseminated in the scientific literature. These factors should be taken into consideration in evaluating applications for promotion and/or tenure in the College of Public Health.

In all matters related to promotion and tenure, the College of Public Health will follow the procedures and criteria specified in the University's Guidelines for Appointment, Promotion and Tenure.

The College of Public Health aspires to continuous improvement and excellence, and its faculty members are expected to demonstrate levels of professional accomplishment that are comparable to those required of peers in academic units that are specific to the candidate's discipline in peer research intensive universities.

A. Promotion from Assistant to Associate Professor

Standard: Promotion from Assistant Professor to Associate Professor requires candidates to demonstrate continued productivity and clear and convincing evidence of emerging national stature in their research activities.

1. Instruction

Classroom Instruction

Principle: Faculty need to demonstrate effective and innovative teaching commensurate with assigned teaching load.

Documentation: Effective instruction will be demonstrated through course evaluations, teaching awards, service-learning opportunities for students and other measurable impact.

Doctoral Education:

Principle: Where applicable to the candidate's department, faculty need to show the effective direction of graduate study.

Documentation: Chair one or more doctoral committees. Serve as member of two or more doctoral committees.

Masters Education:

Principle: Faculty need to show the effective direction of graduate study commensurate with their departmental graduate programs.

Documentation: Advise masters students commensurate with departmental workloads by the time of promotion review. Serve as primary reader of 2 or more MPH capstone projects; and/or serve as chair or committee member of MS thesis committee.

2. Research

External Funding

Principle: Faculty members at the Assistant Professor level should establish an independent research program by the time they apply for promotion.

Documentation: An independent research program demonstrated by one or more funded grants as PI, or project PI on center grant, or PI on UGA subcontract AND one funded grant or contract as PI, Co-PI or Co-I by time of review for Associate Professor.

OR Co-PI and/or Co-I on multiple grants, contracts, or other awards as warranted by discipline.

Source of Funding

Principle: Faculty members at the Assistant Professor level need to obtain extramural funding.

Documentation: Sources of funding should include federal government grant or contract, foundation grant, industry, state, or local contract or grant.

Funding Level

Principle: Faculty members at the Assistant Professor level should obtain funding commensurate with their rank and sufficient to support the research and educational mission of their unit.

Documentation: By the time of review for Associate Professor, the faculty member needs to generate annual levels of funding from all sources equivalent to, or greater than their academic year salary.

Peer-Reviewed Publications

Principle: Faculty members at the Assistant Professor level should establish one or more thematic areas of research that can be demonstrated by a set of publications in high quality journals.

Documentation: For promotion to Associate Professor, the faculty member needs to publish, on average, 2-3 first or last/senior authored papers per year, and additional collaborative papers. By the time a faculty member comes up for promotion to Associate Professor, they need to publish 18 to 24 papers, or more. Of these, faculty should have a set of 5-8 publications that comprise a thematic and important contribution to the field.

Authorship

Principle: Faculty members at the Assistant Professor level should have established their scientific expertise and leadership by the time of promotion to Associate Professor.

Documentation: The faculty member should be first author, last/senior author, or corresponding author on 2 – 3 publications per year.

Quality of publications

Principle: Faculty members at the Assistant Professor level should publish articles of high scientific quality and impact.

Documentation: 2 or more papers published in high quality, high impact journals as judged by discipline standards.

Presentations

Principle: Faculty members should seek to engage in public and scientific discourse in their respective field through presentations and lectures.

Documentation: 12-15 or more local, regional, national, or international presentations by the time of review for Associate Professor.

3. Service

University

Principle: Faculty members should be an active participant in service to the university.

Documentation: Faculty should serve on at least 3 committees at the departmental, college or university level by the time of promotion to Associate Professor.

Professional

Principle: Faculty members should provide service to their professional organizations.

Documentation: Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving as a manuscript reviewer for professional journals, abstract reviewer for professional conferences, grant panel reviewer, and/or committee membership for a professional organization.

Community

Principle: Faculty members should provide service to local, state, national or international health-related organizations.

Documentation: Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving on a community organization related to health, participation in a community project, invited presentations at community or state level, contributing to evaluation of existing practices or programs, make contributions for public policy, creation and teaching of service learning courses, and/or implementing public health programs/policy in community.

B. Promotion from Associate Professor to Professor

Standard: Promotion from Associate to Full Professor requires that the candidate demonstrate clear and convincing evidence of a multi-year, independent research program and national or international recognition in their field.

1. Instruction

Classroom Instruction and Mentoring

Principle: Faculty need to demonstrate effective and innovative teaching commensurate with assigned teaching load and mentor junior faculty in their career development.

Documentation: Effective instruction will be demonstrated through course evaluations, teaching awards, service-learning opportunities for students, training grants, training public health professionals, relevant teaching materials or other measurable impact. Mentor one or more faculty members at the Assistant or Associate Professor level.

Doctoral Education:

Principle: Where applicable to the candidate's department, faculty need to show effective direction of graduate study.

Documentation: Chair three or more doctoral committees since promotion to Associate Professor. Serve as member of three or more doctoral committees.

Masters Education:

Principle: Faculty need to show the effective direction of graduate study commensurate with their departmental graduate programs.

Documentation: Advise masters students commensurate with departmental workloads by the time of promotion review. Serve as primary reader of 4 or more MPH capstone projects; and/or serve as chair or committee member of multiple MS thesis committees.

2. Research

External Funding

Principle: Faculty members at the Associate Professor level should maintain and expand their independent research program(s) by the time they apply for promotion to Professor.

Documentation: An independent research program demonstrated by one or more funded grants or contracts as PI, or site/project PI on multi-center grant, or PI on UGA subcontract, one or more must be RO1 or equivalent and one or more funded grants or contracts as PI, Co-PI or Co-I since promotion to Associate Professor.

OR Co-PI and/or Co-I on multiple grants, contracts, or other awards as warranted by discipline.

Source of Funding

Principle: Faculty members at the Associate Professor level need to obtain extramural funding to support their research program.

Documentation: Sources of funding should include federal government grant or contract, foundation grant, state or industry contract or grant.

Funding Level

Principle: Faculty members at the Associate Professor level should obtain funding commensurate with their rank and sufficient to support the research and educational mission of their unit.

Documentation: From time of promotion to Associate Professor, the faculty member needs to generate annual levels of funding from all sources greater than their annual salaries to support all research faculty (at designated effort level to grant), staff, students, or other personnel, engaged in the research program.

Peer-Reviewed Publications

Principle: Faculty members at the Associate Professor level must establish one or more thematic areas of research that can be demonstrated by a set of publications in high quality journals.

Documentation: For promotion to Professor, the faculty member should publish, on average, 2-3 first or last/senior authored papers per year, and additional collaborative papers. The faculty member should publish at least 1 paper per year with student authorship. By the time a faculty member comes up for promotion to Full Professor, he or she needs to publish 45 to 50 papers or more, at least 20 of which needs to occur after promotion to Associate Professor. This should include a set of 15 publications that comprise a thematic and important contribution to the field.

Authorship

Principle: Faculty members at the Associate Professor level should have established their scientific expertise and leadership by the time of promotion to Full Professor.

Documentation: The faculty member should be first author, last/senior author, or corresponding author on 2 – 3 publications per year.

Quality of publications

Principle: Faculty members at the Associate Professor level should publish articles of high scientific quality and impact.

Documentation: 1 or more papers published annually in journals with high quality and high impact as judged by discipline standards.

Presentations

Principle: Faculty members should seek to engage in public and scientific discourse in their respective field through presentations and lectures.

Documentation: 2 to 3 regional, national, or international presentations annually by the time of review for Professor. 3 to 4 invited presentations before review for Full Professor. 10% of presentations at the international level.

3. Service

University

Principle: Faculty members need to be an active participant in service to the university.

Documentation: Faculty should serve on 4-6 committees at the departmental, college, or university level by the time of promotion to Professor.

Professional

Principle: Faculty members need to provide service to their professional organizations.

Documentation: Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving as a manuscript reviewer for professional journals, abstract reviewer for professional conferences, grant panel reviewer, leadership position for a professional organization, editor, associate editor or editorial board member of a journal, chair of a study section, and/or membership on committees serving national organizations.

Community

Principle: Faculty members should provide service to local, state, national or international health-related organizations.

Documentation: Faculty should demonstrate this by means that are relevant to their discipline. Examples include serving in a leadership position for a community health organization, participation in a community project, invited presentations at community or state level, contributing to the evaluation of existing practices or programs, making contributions for public policy, creation and teaching of service learning courses, and/or implementing public health programs/policy in community.

This document and discipline-specific criteria must be accepted by the faculty within the College of Public Health, and must be reviewed and approved by the dean of the College of Public Health and the Senior Vice President for Academic Affairs and Provost. New faculty members must be provided with this PTU document and University Guidelines for Appointment, Promotion and Tenure. In addition, any changes or updates to this PTU document must be approved by the faculty, dean and the Provost. All revisions and approval dates must be listed in the PTU document. These procedures and criteria will apply to all faculty from the approved date forward.

Approved by College of Public Health faculty 2.20.15