

Promotion and Tenure Criteria
Department of Biochemistry & Molecular Biology
March 15, 2005

In all matters related to promotion and tenure, the Department of Biochemistry & Molecular Biology will follow and adhere to the University of Georgia's Guidelines for Appointment, Promotion, and Tenure, and will also follow the recommendations of the Division of Biological Sciences. In addition, the Department has several procedures and criteria relating to advisement, promotion, and tenure, as delineated below.

Advisement:

Each year the Department Head meets with every Assistant and Associate Professor who has been asked to submit, before the meeting, a detailed report on their activities in research, teaching, and service for the year. An objective review of the faculty member's annual dossier is conducted and then discussed with the individual. Faculty are expected to publish in quality journals on a regular basis, to obtain grant support, to provide excellent instruction and mentoring in the classroom and laboratory, and to serve as invited reviewers of manuscripts and grant proposals for scientific journals and funding agencies. Evaluations of performance and recommendations for improvement, if deemed appropriate, are discussed with the faculty member, who receives a copy of the review (signed by the Head and the faculty member).

During the Third-Year Review of Assistant Professors, a committee of three senior faculty members, appointed by the Head, conducts a comprehensive review of the faculty member's performance and prepares a written report with an assessment and a recommendation of whether satisfactory progress is being made toward Promotion and Tenure. If not, specific recommendations for corrective action are given. The Head then meets with the faculty member to review the report and make recommendations as appropriate. Thus, a faculty member at the rank of Assistant Professor receives an evaluation and specific feedback from the Head on an annual basis and from an *ad hoc* senior faculty committee during his/her third year of service. Again, the expectations are publications in top quality journals, funding, excellence in teaching and mentoring, and service to the department, college, university, and professional discipline.

Another mechanism in place to assist new hires is the appointment of a senior faculty member as advisor to provide input as needed in navigating the, at times, perplexing network of academic responsibilities. This model, while not intended to be evaluative, has been successful in teaming a new faculty member hire with an experienced member of the faculty to provide valuable information on career development.

In summary, each faculty member at the rank of Assistant and Associate Professor receives advice and evaluation on a regular basis to enhance their chances of success in Promotion and Tenure.

Research:

For promotion from Assistant Professor to Associate Professor and for tenure, the candidate must have a body of published scientific research conducted at the University of Georgia sufficient to establish a national reputation. In multidisciplinary and interdisciplinary research projects, the candidate's specific contributions and roles must be explicitly documented. Collaborative work, as is done in many sub-disciplines within the biological sciences, is encouraged and will be given credit if appropriately documented. For promotion from Associate Professor to Professor, the candidate is expected to have established an international reputation and have addressed an important scientific question.

Publications: Although no fixed number of papers are required, publications are expected to be consistently forthcoming and to appear in peer-reviewed journals with national and international standing. An issued U.S. Patent is also considered as an original contribution.

Funding: For promotion from Assistant Professor to Associate Professor and from Associate Professor to Professor, the candidate is expected to have obtained competitive external funding from federal agencies, e.g. but not limited to the National Institutes of Health, the National Science Foundation, the Department of Energy, and the U.S. Department of Agriculture, and/or private foundations, e.g. but not limited to, the American Cancer Society, the American Heart Association, and others. Funding via large collaborative projects is acceptable if sufficient documentation is available demonstrating the candidate's major creative role in the award and subsequent research.

Other Indicators of Research Recognition: The Department also expects documentation peer recognition by one or more of the following avenues, invitations to: review manuscripts for prestigious juried journals; review grant proposals; and speak at regional, national, and international institutions and meetings.

Teaching:

In teaching, the department strives for excellence in classroom instruction and laboratory mentoring. Student and peer evaluations are but one type of indicator used. Others include student performance on examinations, quality of laboratory research as assessed by the quality of journals in which the work is published, placement (the latter two pertaining more to graduate students and postdoctoral fellows), teaching awards, creation of new courses, and utilization of innovative teaching methods. (The guidelines apply for promotion and/or tenure.)

Service:

Positive and collegial service is expected at the Departmental, College, and University levels. It is also expected that candidates for promotion from Associate Professor to Professor will have a more substantial record of institutional service. In addition,

candidates for promotion from Assistant Professor to Associate Professor should have achieved national peer recognition as judged by invitations to review manuscripts and grant proposals for journals and funding agencies, respectively. For candidates from Associate Professor to Professor, service should include some, but not necessarily all, of the following (in addition to invitations to review manuscripts and grant proposals), invitations : serve on Editorial Boards and/or Review Panels; hold office in professional societies; organize and chair sessions at conferences; and contribute reviews and book chapters.

External Letters:

The external evaluations should be from established scientists with international reputations with whom the candidate has not published. It is expected that each dossier will contain 4 - 7 evaluations testifying to the candidate's contributions and recognition in their respective field. For candidates being considered for promotion to Professor, the external letters must address the overall quality of their work and their international standing.