

GUIDELINES FOR APPOINTMENT AND PROMOTION
IN THE NON-TENURE CLINICAL TRACK

COLLEGE OF VETERINARY MEDICINE
TEXAS A&M UNIVERSITY

Approved by the Executive Committee, January 7, 2003

I. GENERAL

The non-tenure, clinical track is primarily designed for those individuals whose responsibilities are concerned principally with patient care, teaching, or service. The College of Veterinary Medicine recognizes the contributions of these valued faculty members and is committed to the establishment of an equitable system of promotion for those in the non-tenure Clinical Track. Departmental faculty will determine, by vote at a regularly scheduled faculty meeting, the maximum percentage of departmental faculty FTEs bearing the clinical track designation.

The primary responsibilities of these individuals will be patient care activities and teaching with opportunity for scholarly achievement. Faculty members appointed to the non-tenure clinical track will be regarded as full members of the faculty with full voting rights on departmental and college matters. The only exception is that they are ineligible for membership on committees requiring tenure-track appointments.

II. ACADEMIC TITLE

These individuals will hold the academic title of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

III. TERMS OF APPOINTMENT

An individual will receive an initial appointment to the faculty in the clinical track based on their previous experience and the position description. A Search Committee¹ has the responsibility to review the dossiers of individuals recommended for appointment in the clinical track and to submit a recommendation to the department head. The head will forward his/her and the Search Committee's recommendations to the dean and appropriate campus authority for final approval. At the time of appointment to the faculty, a letter will be placed in the individual's personnel file outlining the specific responsibilities assigned to the individual. This letter will outline the individuals' clinical responsibilities and scholarly activities that are expected; their set of academic responsibilities shall be different from expectations for tenure-track faculty. Each faculty member will be given an annual evaluation and discussion of his/her professional progress and future goals with the department head. At the time of the annual review, responsibilities may be adjusted to reflect any changes in the responsibilities of the faculty member.

¹It is recommended that senior (Clinical Associate Professor or above) clinical track faculty should be included in considerations of hiring and promotion of clinical track faculty.

The initial appointment usually will be for 3 years. Clinical track faculty will be reviewed annually by the department head. Clinical track faculty usually will receive a 3 year “roll over” appointment, wherein each year is the first year of a new 3 year appointment if job performance is satisfactory. In the case of unsatisfactory performance, the appointment will remain at 2 years, and faculty members will be given specific guidelines by which they can correct deficiencies. Assuming acceptable progress is made after 1 year, the appointment will once again be restored to 3 years. However, if deficiencies persist, the remaining year will be the terminal year of the appointment. Under circumstances of serious inadequacies of job performance, termination may proceed at the earliest date consistent with university regulations.

IV. APPLYING FOR OTHER POSITIONS

Individuals who received an initial tenure track appointment may apply for an available clinical track position should the latter be available. Faculty initially appointed to clinical track positions may apply for open tenure track positions. Such applications will be evaluated by the same processes as any application for such a position. If clinical track faculty are subsequently appointed to a tenure track position, their probationary period will start at the time consistent with university regulations for tenure track appointments.

V. PROMOTIONS

The Promotion and Tenure Committees of the department and of the College of Veterinary Medicine will be responsible for evaluating faculty members for promotion in the Clinical Track. Departmental faculty will develop guidelines, criteria, and procedures to be used in evaluating individuals for promotion in their department. Promotion will be based on documentation of excellence through scholarly achievement in clinical service, extension, and/or teaching. The recommendation of the departmental Promotion and Tenure Committee will be submitted to the department head, who submits recommendations to the College Promotion and Tenure Committee, which will submit recommendations to the dean for action.

Indicators of effectiveness in service include the following examples:

- Committee chair of national/international professional organization.
- Officer in regional or state professional organization.
- Program chair or similar position for regional or state professional organization meeting.
- Service as an active member of the Faculty Senate.
- Service on university, Mays, and department committees and task forces.
- Contribution to external development efforts.
- Advisor to student organizations.
- Administrative roles within the department.
- Speeches and/or consulting for major practitioner groups.
- Service as consultant to business organization(s) and/or governmental agencies.
- Evidence of professional service to the local community and public at large.
- Significant self-development activities that lead to enhanced service effectiveness.

Faculty Ranks and Employment Expectations

In general, Mays faculty positions can be divided into two categories: tenure-accruing/tenured and non-tenure-accruing.

Tenure-Accruing/Tenured Faculty Positions

Assistant Professor

Assistant professors are expected, at a minimum, to be effective in instruction/teaching and to establish an excellent pattern of research and publication. Service contributions, while normally limited, should generally be focused on departmental and Mays academic needs. Further, it is expected that assistant professors will display evidence of progress toward meeting the established criteria for promotion to associate professor with tenure.

Associate Professor

Associate professors are expected, at a minimum, to demonstrate effectiveness in all three performance dimensions. In addition, excellence is expected in instruction/teaching or research and publication. Associate professors, relative to assistant professors, are expected to exhibit increased contributions in one or more of the areas of service effectiveness and excellence. Promotion to professor will be based on an assessment of all three performance dimensions, with research and publication typically carrying the heaviest weight. The requirements for promotion to professor in Mays Business School recognize and exceed the university's minimum requirements.

Professor

Professors are expected to demonstrate leadership in the pursuit of excellence and national prominence. This leadership may be demonstrated in a variety of ways, such as: (1) leadership in one or more of the areas of excellence in service; (2) leadership in one or more of the areas of excellence in instruction/teaching, which includes student development; (3) leadership in contributing to the body of knowledge; (4) leadership in the development of junior faculty.

While there may be significant diversity in the nature of the contributions by professors, there is continued expectation of examples of excellence in one or more performance areas. Merit compensation will be the primary extrinsic means of recognizing such excellence. Another

potential means of recognition is through consideration for appointment to an endowed position. Endowed positions are discussed later in this document.

Distinguished Professor

The rank of Distinguished Professor is not a Mays but a university rank. To be eligible for consideration for promotion to Distinguished Professor, the individual will have made one and possibly more major contributions that have redirected the flow of research or scholarship in the relevant field. Thus, quality and impact are critical criteria for evaluation. Individuals will also normally be recognized, by peer statement, to be among the top 5% of active researchers in their area of research or scholarship on an international basis.

Non-Tenure-Accruing Faculty Positions

Lecturer

This is an entry-level position for part- and full-time instructors who will typically have the following profile:

- A graduate degree and/or commensurate experience
- Contributions to Mays expected to relate primarily to instruction (broadly defined)

Individuals holding this rank will have annual contracts (or less). Only those with exceptional records will be considered for promotion. (See Appendix 2 for additional information.)

Senior Lecturer

This is a position for individuals who have served a minimum of five years at the rank of lecturer and are judged to be deserving of promotion. They will typically have the following profile and qualifications:

- A graduate degree and/or commensurate experience
- A record of exemplary teaching effectiveness and excellence
- Additional contributions to the educational mission of Mays beyond classroom instruction

Individuals holding this rank will have annual contracts and must be given one-year advance notification if they are not going to be reappointed.

Clinical Assistant Professor

This is an entry-level position for full time non-tenure track faculty who will typically have the following profile:

- A terminal degree in the area of specialization (i.e., Ph.D. in a business discipline, J.D. for legal instruction, etc.)
- Contributions to Mays expected to relate primarily to instruction (broadly defined); may also be expected to contribute in other areas as relevant (such as advising and/or working with student organizations)

Individuals holding this rank will have contracts ranging in duration from one to three years. Only those with exceptional records will be considered for promotion at an appropriate time. Clinical assistant professors will have the same employment protection as lecturers.

Clinical Associate Professor

This is a position for individuals who have served a minimum of five years at the rank of clinical assistant professor and are judged to be worthy of promotion. It may also be appropriate for individuals who have achieved the rank of associate professor at another institution. They will typically have the following profile and qualifications:

- A terminal degree in the area of specialization (i.e., Ph.D. in a business discipline, J.D. for legal instruction, etc.)
- A record of exemplary teaching effectiveness and excellence
- Additional contributions to the educational mission of Mays beyond classroom instruction
- Additional contributions to other areas as relevant

Individuals holding this rank will have contracts ranging in duration from one to three years; they must be given one-year advance notification beyond the terminal date of their most current contract if they are not going to be reappointed. Those with exceptional records may be considered for promotion at an appropriate time.

Clinical Professor

This is a position for individuals who have served a minimum of five years at the rank of clinical associate professor and are judged to be worthy of promotion. It may also be appropriate for individuals who have achieved the rank of professor at another institution. They will typically have the following profile and qualifications:

- A terminal degree in the area of specialization (i.e., Ph.D. in a business discipline, J.D. for legal instruction, etc.)
- A record of exemplary teaching effectiveness and excellence
- Additional contributions to the educational mission of Mays beyond classroom instruction
- Additional contributions to other areas as relevant

Individuals holding this rank will have contracts ranging in duration from one to three years; they must be given one-year advance notification beyond the terminal date of their most current contract if they are not going to be reappointed.

Executive Professor

The position of executive professor is for individuals who have had distinguished careers in the private sector and/or government service. Individuals holding this rank will have contracts ranging in duration from one semester to one year.

Visiting Positions

Finally, it may periodically be useful and/or necessary to temporarily employ faculty on a visiting basis. In such cases the appropriate title will be their current title preceded by the word "visiting."

Annual Review Process

The performance of all Mays faculty will be evaluated on an annual basis. This annual review will typically occur in the spring of each year so as to coincide with the university deadlines for such activities. There are occasions, however, when an individual's overall record may be assessed at another time, the most obvious situations being third-year reviews and promotion