Guidelines for Clinical-Track Positions in Veterinary Pathobiology

1. General

1.1. The non-tenure, clinical track is primarily designed for those individuals whose responsibilities are concerned principally with patient care, diagnostic service, teaching, and/or service/engagement. The Department of Veterinary Pathobiology 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.\(^1\) It is proper to make particular provision for those individuals who are actively participating in the continuing effort to improve the Department, the College, and the University.\(^2\)

1.2. The clinical-track classifications are Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor. Clinical-track positions are non-tenure track, non-tenure accruing, and no form of tenure, implied or otherwise, is associated with these positions.\(^3\)

1.3 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.\(^4\) Clinical-track faculty members are expected to be an integral part of the academic unit and to actively participate in departmental and college activities within the guidelines of the University and the A&M System procedures and rules.\(^5\) The exception is that they are ineligible for membership on committees requiring tenure-track appointments.\(^6\)

1.4. These guidelines supplement and reference:

- “Guidelines for Appointment and Promotion in the Non-Tenure Clinical Track” adopted by the College of Veterinary Medicine & Biomedical Sciences, January 7, 2003.

- “Guidelines for Faculty Evaluation” adopted by the College of Veterinary Medicine & Biomedical Sciences, 1996.

- “Tenure And Promotion Packages: Submission Guidelines” issued annually by the Office of the Dean of Faculties and Associate Provost.

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\(^1\) adapted from Guidelines For Appointment And Promotion In The Non-Tenure Clinical Track, College Of Veterinary Medicine, Texas A&M University (January 7, 2003), ¶1. General.

\(^2\) adapted from Research Professor Positions Guidelines, Texas A&M University (June 8, 2007), ¶2.2.

\(^3\) ibid., ¶4.5.

\(^4\) CVM Clinical Track Guidelines, ¶1. General.

\(^5\) TAMU Research Position Guidelines, ¶4.6

\(^6\) CVM Clinical Track Guidelines, ¶1. General.


2. Requirements\textsuperscript{7}

In all instances, selection criteria for appointments to clinical-track positions will reflect the stated priorities and restrictions established when the position was created. The following general definitions and selection criteria will apply to all positions:

2.1. Minimum requirements to be met for appointment of or promotion to Clinical Assistant Professor:

2.1.1. A D.V.M., Ph.D. or other appropriate terminal degree in a discipline germane to the clinical, diagnostic and teaching programs of Veterinary Pathobiology; and

2.1.2. Evidence of strong clinical, diagnostic and/or teaching abilities and potential for scholarship.

2.2. Minimum requirements to be met for appointment of or promotion to Clinical Associate Professor:

2.2.1. An exemplary level of accomplishment as measured against the contribution of others in his or her field;

2.2.2. Professional conduct conducive to a collegial work environment and standards of professional integrity that will advance the interests of Texas A&M University;

2.2.3. An area of specialization germane to the programs of Veterinary Pathobiology; and

2.2.4. Evidence indicating a commitment to maintaining the level of competence expected of a faculty member.

2.3. Minimum requirements to be met for appointment of or promotion to Texas A&M Clinical Professor:

2.3.1 Continuing accomplishment in teaching; and

\textsuperscript{7} Section 2 is adapted from TAMU Research Position Guidelines, ¶3.
2.3.2. Evidence of valuable professional service.

3. Annual Review

3.1. Clinical-track faculty will be evaluated annually by the Department Head, following the same procedures outlined in the College’s “Guidelines For Faculty Evaluation.” The evaluation should focus on performance of the individual’s assigned duties in the categories of patient care, diagnostic service, teaching, and/or service/engagement.\(^8\)

3.2. Criteria by which clinical-track faculty are evaluated will be the same as those applied to other faculty in the College, as outlined in the “Guidelines For Faculty Evaluation.” The weighting of the criteria, however, will reflect the terms of appointment for the faculty member.

4. Mid-Term Review\(^9\)

4.2.1. Similar to tenure-track faculty hired with a seven-year probationary period, Clinical Assistant Professors will have a mid-term review during their third year of appointment.

4.2.2. The mid-term review will be similar to the tenure/promotion review process, including the submission of dossier materials. However, no outside letters are sought. Items reviewed should include those contributed by the candidate as well as internal letters of recommendation. Departmental and College-level committees should review the materials. The mid-term review package goes only to the Dean’s level (it is not forwarded to the Provost, President, Chancellor or Board of Regents).

4.2.3. It is not necessary to conduct an independent annual review for a faculty member in the year that their mid-term review is taking place. The mid-term review can count as the annual review for that year. However, either the Department Head or the Clinical Assistant Professor has the option of requesting an annual review as a separate process from the mid-term review.

5. Process of Appointment, Reappointment, and Promotion

5.1. The initial appointment and re-appointment to a clinical-track faculty position will follow the guidelines established in Section III. of the College’s “Guidelines for Appointment and Promotion in the Non-Tenure Clinical Track.”

5.2. The promotion procedures for the clinical-track faculty will follow the same process as that for tenure-track faculty.

\(^8\) TAMU Research Position Guidelines, ¶4.2.

5.2.1. Criteria by which clinical-track faculty are evaluated will be the same as those applied to other faculty in the College, as outlined in the “Guidelines For Faculty Evaluation.” The weighting of the criteria, however, will reflect the terms of appointment for the faculty member.

5.2.2. Each year, the Dean of Faculties publishes the “Tenure And Promotion Packages: Submission Guidelines.” Promotion for clinical-track faculty will follow the timetable outlined in that document.

5.2.3 Timeline for Promotion from Clinical Assistant Professor to Clinical Associate Professor.\(^\text{10}\) Within five (5) years of appointment and prior to the sixth (6) year, a Clinical Assistant Professor must be considered for promotion to Clinical Associate Professor. The review for promotion will result in one of the following outcomes:

- Recommend promotion to Clinical Associate Professor.
- Recommend that the faculty member be re-evaluated the following year.
- Recommend non-reappointment with adequate time (up to one year) to relocate.

If the faculty member has not been promoted after the initial five (5) year review, he/she will undergo a final review after approximately six (6) years in rank, but before the seventh (7) year. The results of this final review will be one of the following:

- Recommend promotion to Clinical Associate Professor.
- Recommend non-reappointment with adequate time (up to one year) to relocate.

The timeline for consideration of promotion may be extended upon petition by the faculty member, recommendation by the Department Head and Dean, and approval by the Dean of Faculties. Extensions are usually for one year, but a longer period may be requested in compelling circumstances. Any extension greater than one year must be approved by the Provost.\(^\text{11}\)

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\(^{10}\) This and the following section (¶5.2.4) are adapted from the Texas AgriLife Research Procedures, 12.99.99.A1.03 Faculty Promotion, ¶4.01 & ¶4.02. As full members of the faculty, non-tenure track faculty are to be held to standards of accomplishment similar to those of tenure-track faculty. The difference in the nature of the responsibilities assigned to faculty in the different tracks means that the weighting of the criteria by which accomplishments are measured will be different (see ¶5.2.1), but the standards are equivalent.

\(^{11}\) Tenure And Promotion Packages: Submission Guidelines, 2009-2010. Office of the Dean of Faculties and Associate Provost, Texas A&M University. p. 22-23.
5.2.4 Review Process for Promotion from Clinical Associate Professor to Clinical Professor. Within six (6) years in rank, and prior to the seventh (7) year, each eligible Clinical Associate Professor must be considered for promotion to Clinical Professor. The results of this review will be one of the following:

- Recommend promotion to Clinical Professor.
- Recommend that the faculty member be reevaluated in two years.

If the faculty member has not been promoted after the six year review, he/she will undergo another comprehensive review after eight (8) years, but before the ninth (9) year. The results of this review will be one of the following:

- Recommend promotion to Clinical Professor.
- Recommend that the faculty member remain at the Clinical Associate Professor rank unless evidence is forthcoming in the future to warrant additional consideration.
- Recommend non reappointment with adequate time (up to one year) to relocate.

5.2.5. The clinical-track faculty will prepare a dossier for promotion in the exact same format as that required for promotion of a tenure-track faculty member, as outlined in the “Tenure And Promotion Packages: Submission Guidelines.”

- Letters of reference allow an opportunity for authorities in the candidate’s field to evaluate the candidate’s accomplishments and potential.\textsuperscript{12}
- At least three outside reviewer letters must be included with the dossier. For purposes of Clinical-track faculty, at least one outside reviewer must be from outside of the Texas A&M University System. The other(s) must be from outside the Department of Veterinary Pathobiology.\textsuperscript{13}


\textsuperscript{13} TAMU Policy does not require outside letters of reference for non-tenure track faculty (Tenure And Promotion Packages: Submission Guidelines, 2009-2010. Office of the Dean of Faculties and Associate Provost, Texas A&M University. p. 26). The requirement for one outside letter represents a compromise between TAMU Policy and the departmental expectation that non-tenure track faculty are full members of the faculty and expected to achieve a standard of academic excellence that is best evaluated by those outside the System. The internal focus
- The format and guidelines for outside reviewer letters and the procedures for requesting outside letters are the same as those specified by “Tenure And Promotion Packages: Submission Guidelines.”

5.2.6. Evaluation of the clinical-track faculty members’ dossier will be the same as that of a tenure-track faculty member, except that the request for promotion does not require approval by the Board of Regents. The dossier will be evaluated at several levels, with each committee or executive writing a report and recommendation.

- The Department Head will appoint at least three committees to assess the candidate’s (1) Teaching, (2) Clinical and Diagnostic Service, (3) Service and Engagement and (4) Scholarship. Membership on the subcommittees should be drawn from faculty members from within and outside of Veterinary Pathobiology, with at least one member from the Departmental Tenure & Promotion Committee. Each committee submits a written report which will be included in the candidate’s dossier.

- Departmental Tenure & Promotion Committee is comprised of all Professors in the Department of Veterinary Pathobiology, including non-tenure track Professors. The T&P report is advisory in nature; the main purpose of its report is to convey the meaning of the departmental committee’s recommendation.

- The Department Head makes his/her own recommendation to the Dean.

- The College Tenure & Promotion Committee is comprised of the chairs of the departmental T&P committees and submits a report similar to that of the departmental T&P committee.

- The Dean makes his/her recommendation and summary and forwards the complete dossier to the Dean of Faculties.

5.2.7. Because of the great variety of assignments and expectations for clinical-track faculty, all committee reports and the Department Head and/or Dean’s reports will make clear the criteria and weighting used for their consideration and recommendation.

5.2.8. Candidates will be advised of the recommendation for or against promotion at each level of review. In the event of a negative decision, the faculty member is entitled to a written statement of the reasons that of the typical clinical-track assignment makes it more difficult to establish national or international recognition. Hence, this compromise of requiring a single outside letter of reference for promotion in the clinical track.
contributed to that decision. The notification process for clinical track faculty will follow that outlined in the “Submission Guidelines for Tenure and Promotion Packages.”

6. Appeal

6.1 Clinical-track faculty not recommended for re-appointment or promotion should discuss the matter with the department head and, if necessary, the dean. If the matter cannot be resolved, the faculty member may seek redress as described in section 9 of University Rule 12.01.99.M2 (or the appropriate process for appeal in force at that time).

7. Implementation

7.1 For those faculty currently appointed to Clinical-track positions, the timetable for promotion will begin at the time of adoption of these Guidelines. Thus, Clinical Assistant Professors should be considered for promotion within five years and Clinical Associate Professors within six years of adoption of these Guidelines.

8. Approvals

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<tr>
<th>Name</th>
<th>Position</th>
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<tbody>
<tr>
<td>Dr. Roger Smith III</td>
<td>Professor and Tenure &amp; Promotions (T&amp;P) Committee Chair Veterinary Pathobiology</td>
<td>10.1.2009</td>
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<tr>
<td>Dr. Fuller W. Bazer</td>
<td>Interim Department Head, Veterinary Pathobiology Regents Fellow, Distinguished Professor and O.D. Butler Chair, Animal Science College of Veterinary Medicine &amp; Biomedical Sciences</td>
<td>10/5/09</td>
</tr>
<tr>
<td>Dr. Eleanor M. Green</td>
<td>Carl B. King Dean of Veterinary Medicine College of Veterinary Medicine &amp; Biomedical Sciences</td>
<td>10-6-19</td>
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<tr>
<td>Dr. Antonio Cepeda-Benito</td>
<td>Dean of Faculties and Associate Provost Texas A&amp;M University</td>
<td>10-13-09</td>
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