



Medical College of Georgia

Academic, Research, and  
Student Affairs  
Policy Library**Policy 7.13.2**

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Chapter 13.2 Faculty Appointment,  
Development, Promotion, &  
Tenure Policy: Faculty  
Appointments  
Responsible Office: University Faculty  
Senate  
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## Faculty Appointment, Development, Promotion, and Tenure (FADPT) Policy: Faculty Appointments

### Policy Statement

This policy describes procedures to be used for the appointment of faculty to the Medical College of Georgia. Faculty appointments are initiated at the departmental or unit level. The chair or unit head makes a recommendation for appointment to the respective dean, who approves and forwards the request to the Senior Vice President for Academic Affairs & Provost, who approves and forwards it to the President for approval.

### Reason For Policy

As a member of the University System of Georgia, the Medical College of Georgia must adhere to fair and legal hiring practices. This policy outlines the specific processes by which faculty are appointed at the Medical College of Georgia.

### Entities Affected By This Policy

This policy affects all faculty at the Medical College of Georgia.

### Who Should Read This Policy

All faculty and prospective faculty should be aware of this policy. All deans, department chairs, and administrators who are involved in the appointment of faculty must know and understand this policy.

### Contacts

Contact	Phone	e-mail/URL
President of Medical College of Georgia	706-721-2301	<a href="http://www.mcg.edu/admin/president.php">http://www.mcg.edu/admin/president.php</a>
Senior Vice President for Academic Affairs & Provost	706-721-4014	<a href="http://www.mcg.edu/aaffairs">http://www.mcg.edu/aaffairs</a>
Vice Chair, University Faculty Senate	706-721-2334	<a href="http://www.mcg.edu/faculty/senate/vicechair.html">http://www.mcg.edu/faculty/senate/vicechair.html</a>
Chair, FADPT Subcommittee of University Faculty Senate	706-721-2334	<a href="http://www.mcg.edu/faculty/senate/committee-gov.html">http://www.mcg.edu/faculty/senate/committee-gov.html</a>
FADPT Chair in each school at the Medical College of Georgia		School of Medicine: <a href="http://www.mcg.edu/som/">http://www.mcg.edu/som/</a> School of Dentistry: <a href="http://www.mcg.edu/sod/">http://www.mcg.edu/sod/</a> School of Nursing: <a href="http://www.mcg.edu/son/">http://www.mcg.edu/son/</a> School of Allied Health Sciences: <a href="http://www.mcg.edu/sah/">http://www.mcg.edu/sah/</a> School of Graduate Studies: <a href="http://www.mcg.edu/gradstudies/">http://www.mcg.edu/gradstudies/</a>

### Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p7132.pdf>

## **Related Documents**

Board of Regents Policy Manual:

<http://www.usg.edu/regents/policymanual/800.phtml>

Section 803.01: Faculty employment

Section 803.02: Employment of personnel for major faculty and administrative positions

## **Definitions:**

These definitions apply to these terms as they are used in this policy:

**Primary Appointment** Appointment to the school that hired the faculty member

**Secondary (Joint) Appointment** Appointments in schools where the faculty member has a significant responsibility or contribution. This may be for a defined period of time.

**Graduate School Appointment** Appointment made subsequent to the primary appointment and according to specific criteria in accordance with both the School of Graduate Studies and the school of primary appointment.

**Academic Rank** May refer to tenure or non-tenure faculty. Academic ranks include, but are not limited to: Instructor, Assistant Professor, Associate Professor, Professor; Assistant Research Scientist, Research Scientist, Senior Research Scientist, and Principal Research Scientist.

**Tenure track** Academic track for full-time faculty leading to the granting of tenure. This is established at the time of initial appointment. Significant performance criteria for tenure are defined by individual schools.

**Non-Tenure track** Academic track not leading to tenure. Such tracks may be established for all positions in all schools at the Medical College of Georgia.

**Corps of Instruction** Full-time professors, associate professors, assistant professors, instructors, lecturers, senior lecturers, and teaching personnel with other titles approved by the Board of Regents form the Corps of Instruction. Full-time research and extension personnel and certified librarians are included on the basis of comparable training. Persons holding adjunct appointments or honorary titles are not considered to be members of the faculty or Corps of Instruction.

## **Overview**

This policy describes the procedures to use when a new faculty is appointed to the Medical College of Georgia. Procedures for both primary and secondary appointments are described.

## **Process/Procedures**

### **1.0 Appointment**

The responsibility of initiating recommendations for appointments resides at the departmental/unit level. Recommendations are then routed to the Dean of the school offering the primary appointment, the Senior Vice President for Academic Affairs & Provost, and the President for final review and decision.

The President or his designee shall report back to the Dean of the appropriate school regarding the appointment of a candidate. The Dean shall notify in writing the appropriate chairperson of the decision of the Board of Regents. The chairperson shall in turn notify the candidate in writing of the action of the Board of Regents.

### **1.1 Primary Appointment**

At the time of appointment, each faculty member of the Corps of Instruction will be given a statement that includes his/her academic rank, a list of criteria for appointment to that rank, and whether the appointment is to be on tenure or a non-tenure track. If credit toward tenure has been given for previous academic service at another institution, this shall also be stated at the time of appointment.

Administrative officers are appointed by the President acting on his own behalf or upon recommendation by the appropriate Dean or unit head; these officers serve at the pleasure of the President and the Board of Regents.

Appointments to affiliated programs off-campus are subject to the same criteria and guidelines as apply for appointments to the faculty on the main campus.

### **1.2 Secondary (Joint) Appointment**

Secondary (joint) appointments will be made for those faculty who have a responsibility in or make a significant contribution to a program, department, or school that is not directly and explicitly included as part of the primary appointment. Such appointments are made for definite contributions to the secondary unit and with the approval and guidance of the administrative head of the primary and secondary units. Secondary appointments shall not be given as a courtesy.

The rank and title designations for all secondary appointments shall be made according to the process outlined in section 1.0 of this policy. In instances in which a faculty member in a secondary appointment is under consideration for promotion and/or tenure, the following shall pertain:

The administrative head and faculty from each unit shall have opportunity for review and comment concerning faculty under consideration for promotion or tenure. Both the time commitment and significant contributions made within each unit shall be considered in all recommendations regarding promotion. Tenure shall reside within the primary appointment. However, comment from the second unit should be received during tenure consideration in the primary unit.

Secondary (joint) appointments of faculty within units of the primary school are usually at a similar academic rank as the primary appointment. Exceptions include the following:

1.2.1 Situations may arise in which a faculty member may contribute significantly to the activities within a second unit in an academic area removed from his/her principal discipline and competence. In such instances,

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the faculty member may hold dissimilar academic rank in the primary and secondary appointment within the same school.

1.2.2 The academic activities of the faculty member in the second unit may not be part of his/her principal discipline and competence. In such instances, a faculty member may hold dissimilar academic rank in the primary and secondary appointments.

**1.3 Secondary Appointment to the School of Graduate Studies**

Appointment to the School of Graduate Studies shall be made subsequent to a primary appointment in an appropriate discipline in one of the primary schools. The appointment to the School of Graduate Studies requires the recommendation of the Dean of the school of the primary appointment and the approval of the Dean of the School of Graduate Studies.

Since the graduate level academic activities of a faculty member with appointment in the School of Graduate Studies are within the faculty member's area of primary competence, faculty rank in the School of Graduate Studies should be the same as that held within the primary school.

The Dean of the School of Graduate Studies shall have opportunity for independent review and comment concerning faculty holding joint appointments in the School of Graduate Studies who are under consideration for promotion or tenure within his/her primary school. The comments from the Dean of the School of Graduate Studies shall be made directly to the Dean of the school of the primary appointment.

The portfolio of the candidate for promotion shall be presented by the Dean of the primary school to the President, and shall include a complete assessment of the candidate's teaching, research/scholarly achievement, and service contributions in all units in which the candidate holds appointments.

**Responsibilities**

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.13.2, Faculty Appointment, Development, Promotion, & Tenure Policy: Faculty Appointments, are:

Department Chair or Unit Head	Initiates appointment process and submits recommendation to the Dean of the respective school
Dean of the School	Approves or disapproves appointment and submits approved request to the Senior Vice President for Academic Affairs & Provost. Informs the Department Chair or Unit Head of final decision, as handed down from the President. Makes primary and secondary appointment decisions.
Senior Vice President for Academic Affairs & Provost	Approves or disapproves the appointment and forwards approved request to the President.
President	Approves or disapproves the appointment. Informs the Dean of the respective school of final decision. Makes all administrative appointments