



Medical College of Georgia

Academic, Research, and
Student Affairs
Policy Library

Policy 7.13.3

Volume 7 Faculty Affairs
Chapter 13.3 Faculty
Appointment, Development,
Promotion, & Tenure Policy:
Faculty Classification
Responsible Office: University
Faculty Senate
Originally issued: 9/18/97 University
Faculty Senate
Revised: 11/4/99 (editorial) by
Executive Committee

Faculty Appointment, Development, Promotion, and Tenure (FADPT) Policy: Faculty Classification

Policy Statement

The faculty of the Medical College of Georgia consists of the Corps of Instruction and Administrative Officers. Faculty are classified as non-tenured on track, non-tenure track, tenured, or no track. Tenure-track faculty can be classified as: assistant professor, associate professor, or professor. Non-tenure-track faculty can be classified as instructor, assistant professor, associate professor, or professor. Research faculty can be classified as assistant research scientist, research scientist, senior research scientist, or principal research scientist. This policy defines the requirements of these faculty ranks. Classification of clinical, adjunct, and emeritus faculty is outlined in ARSA policies 7.13.7 and 7.13.8, which are subsections of the Faculty Appointment, Development, Promotion, and Tenure Policy.

Reason For Policy

Faculty classification is the institution’s system for designation of faculty, providing rank and titles to be used for faculty appointments, reappointments, and promotion. The purpose of faculty classification is to (1) promote optimal working relationships among faculty and staff, (2) promote individual professional development, and (3) provide structure consistent with the mission and goals of the Medical College of Georgia.

Entities Affected By This Policy

This policy applies to all full- and part-time faculty at the Medical College of Georgia.

Who Should Read This Policy

All faculty should read and understand this policy. This policy may also provide guidance for faculty candidates.

Contacts

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

Website Address For This Policy

<http://www.mcg.edu/aaffairs/policies/pdfs/p7133.pdf>

Related Documents

Board of Regents Policy Manual:

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

Section 803.09 Tenure

Section 803.10 Non-tenure-Track Personnel

Section 803.1001 Academic Professionals

Section 803.15 Emeritus Title

Board of Regents Academic Affairs Handbook, Section 4.06: Emeritus Title:

<http://www.usg.edu/academics/handbook/section4/4.06.phtml>

ARSA Policy 7.13.7 FADPT: Clinical & Adjunct Faculty Appointment:

<http://www.mcg.edu/aaffairs/policies/pdfs/p7137.pdf>

ARSA Policy 7.13.8 FADPT: Emeritus Appointment Criteria:

<http://www.mcg.edu/aaffairs/policies/pdfs/p7138.pdf>

Definitions

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

Tenure

Academic tenure refers to the conditions and guarantees that apply to a faculty member's employment, in particular the protection from involuntary discharge from, or termination of, employment and from imposition of serious sanctions, except upon grounds and in accordance with procedures set forth in this policy.

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

Faculty at the Medical College of Georgia are designated as non-tenured on track, non-tenure track, tenured, or no track. Tenure-track faculty hold the rank of assistant professor, associate professor, or professor. Non-tenure track faculty hold the rank of instructor, assistant professor, associate professor, or professor.

Research faculty are non-tenure track and hold the rank of assistant research scientist, research scientist, senior research scientist, or principal research scientist. Clinical, adjunct, and emeritus faculty are off-track faculty positions. Appointments to these positions are discussed in separate policies, ARSA 7.13.7 (clinical and adjunct) and 7.13.8 (emeritus).

Process/Procedures

1.0 Designation of Positions

The Medical College of Georgia will annually prepare and submit to the Chancellor a list of positions designated as tenure and non-tenure-track positions (per Board of Regents Policy Manual 803.10). Requests for position designation or for conversion during the budget year will also be submitted to the Chancellor for approval (per Board of Regents Policy Manual 803.10).

Transfer from a tenure- to non-tenure-track position shall be supported on the basis of the nature of the position rather than on the nature of the performance (Board of Regents Policy Manual 803.10). In addition, positions designated as non-tenure-track positions or as tenure-track positions may be converted to the other type only with approval by the Chancellor and the Board of Regents (per Board of Regents Policy Manual 803.10). Normally that transfer should occur no later than the fifth year of the appointment. An MCG faculty transferring to a non-tenure-track position shall not be considered for a new appointment to a tenure-track position for at least two years.

1.1 Classification, Rank and Title

The faculty of the Medical College of Georgia consists of the Corps of Instruction and Administrative Officers, per Board of Regents policy. Academic rank may refer to tenure or non-tenure-track faculty whereas administrative titles carry no rights of tenure.

1.1.1 Tenure Track

Designation of faculty on tenure track (see definitions above) is established at the time of initial appointment. Significant performance, as defined by school policy, is expected in all three areas of academic appointment: teaching, research or scholarly achievement, and service. Outstanding performance is expected in at least two areas, one of which must be research or scholarly achievement. Faculty on the tenure track must be classified as full-time, which is denoted by service on a 100% workload basis for a fiscal- or academic-year contract.

Ranks of tenure-track positions are:

- Assistant Professor
- Associate Professor
- Professor

1.1.2 Non-Tenure Track

Excerpted from Board of Regents Policy 803.10 (<http://www.usg.edu/regents/policymanual/800.phtml>):

Institutions of the University System are authorized to establish professional positions designated as non-tenure-track positions. Non-tenure-track positions may be established for full-time professional personnel employed in administrative positions or to staff research, technical, special, career, and public service programs or programs that are anticipated to have a limited life span or that are funded, fully or partially, through non-system sources. There shall be no maximum

time limitation for service in positions in this category. The following provisions shall apply to all non-tenure-track professional personnel:

1. Individuals employed in non-tenure-track positions shall not be eligible for consideration for the award of tenure.
2. Probationary credit toward tenure shall not be awarded for service in non-tenure-track positions.
3. Notice of intention to renew or not to renew contracts of non-tenure-track personnel who have been awarded academic rank (Instructor, Assistant Professor, Associate Professor, Professor, Assistant Research Scientist, Research Scientist, Senior Research Scientist, Principal Research Scientist) shall follow the schedule required for tenure-track personnel. This schedule of notification shall not apply to other professional personnel.
4. Individuals employed in non-tenure-track positions may apply, on an equal basis with other candidates, for tenure-track positions that may become available.

Non-tenure track is usually established at the time of initial appointment. Outstanding performance is expected in specific areas of job assignment. Competency in research or scholarly achievement and professional development associated with patient care must be achieved. Career progress may include appointment to a tenure-track position. Appointments can be made for either full-time or part-time workload.

Ranks of non-tenure-track positions are:

- Instructor
- Assistant Professor
- Associate Professor
- Professor

1.1.3 Research Faculty, Non-tenure Track

The research scientist track is established at the time of initial appointment. Outstanding performance is expected in specific areas of job assignment. Persons appointed as research scientists usually do not conduct independent research. Teaching related to research is encouraged but not required. Appointments can be made for either full-time or part-time workload.

Ranks of research faculty positions are:

- Assistant Research Scientist
- Research Scientist
- Senior Research Scientist
- Principal Research Scientist

1.1.4 Off-track

- a. Clinical Faculty. See ARSA policy 7.13.7 Clinical & Adjunct Faculty Appointment.

Clinical faculty are non-paid faculty involved in patient care activity or other service related to a department or discipline. Clinical faculty usually teach, but do not necessarily teach.

Ranks of clinical faculty positions are:

- Clinical Instructor
- Assistant Clinical Professor

Faculty Appointment, Development, Promotion, & Tenure Policy: Faculty Classification

- Associate Clinical Professor
 - Clinical Professor
- b. Adjunct Faculty. See ARSA policy 7.13.7 Clinical & Adjunct Faculty Appointment.
Adjunct faculty are non-paid faculty involved in teaching, research, and service not related to patient care.
Ranks of clinical faculty positions are:
- Adjunct Instructor
 - Assistant Adjunct Professor
 - Associate Adjunct Professor
 - Adjunct Professor
- c. Emeritus Faculty. See ARSA policy 7.13.8 Emeritus Appointment Criteria.
Emeritus is a faculty status that confers an honorary title upon the bearer, awarded for distinguished service that reflects the core values of the Medical College of Georgia.
Ranks of emeritus faculty positions are:
- Assistant Professor Emeritus
 - Associate Professor Emeritus
 - Professor Emeritus
- The title of emeritus can be also be conferred on a BOR-approved non-tenure track faculty equivalent to the above ranks or an administrative officer who, at the time of retirement, had ten years or more of honorable and distinguished service in the University System.

Responsibilities

The responsibilities each party has in connection with Academic, Research, and Student Affairs Policy 7.13.3, Faculty Appointment, Development, Promotion, & Tenure Policy: Faculty Classification, are:

Medical College of Georgia Office of Faculty Affairs	Annually prepare and submit to the Chancellor a list of positions designated as tenure and non-tenure-track positions
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