

APPOINTMENT, REVIEW, PROMOTION AND TENURE-TRACK GUIDELINES

University of Arizona, College of Veterinary Medicine

Approved by a majority vote of the CVM Faculty: July 2024

I. Preamble

The University of Arizona, College of Veterinary Medicine (CVM) supports and promotes a diverse inter-disciplinary faculty and is committed to faculty development and advancement through a flexible set of Promotion and Tenure Guidelines. The CVM recognizes that, in the pursuit of the highest academic ideals, adherence to acknowledged standards of professional conduct and academic productivity is essential. Therefore, these policies and procedures are established pursuant to paragraph [UHAP 3.1.01](#) of the University Handbook for Appointed Personnel (UHAP), to be read in paragraph P, [Section 6-201](#) of the Arizona Board of Regents (ABOR) Policy Manual. They are intended for use in conjunction with the ABOR Conditions of Faculty Service of the Arizona Board of Regents (ABOR) Policy Manual. They are intended for use in conjunction with the ABOR Conditions of Faculty Service.

The CVM will support two faculty tracks; Tenured/Tenure-eligible (TE) (Tenure-Track) governed by [UHAP 3.1.01](#), and Career-Track governed by [UHAP 3.1.02](#). The specific track will be indicated in the Notice of Appointment. As listed in UHAP definitions, faculty ranks in the tenure-track are Assistant Professor, Associate Professor with Tenure, and Full Professor.

II. Appointment, Promotion and Tenure Guidelines for Tenure-Eligible and Tenured Faculty

This section applies only to tenured and tenure-eligible faculty members as defined in [UHAP 3.1.01](#). For the purposes of definition of rules and procedures regarding successive renewal, nonrenewal, promotion and tenure of tenure-eligible and tenured faculty. The criteria for consideration of tenure shall be the same as those for appointment or promotion to Associate Professor or Professor. In cases where both promotion and tenure are considered, neither issue may be evaluated separately from the other.

Faculty members appointed to the tenure-eligible/tenure-track must be employed full time (51% or greater, documented by percent FTE) in the programs of the CVM.

All candidates for tenure-eligible/tenure-track promotion must demonstrate excellence in their contributions to teaching, research, and service. The tenure-eligible/tenure-track requires significant contributions in performance in all three areas of research, teaching, and service **commensurate with the effort assignment of their position.**

Research

The research mission of the University requires faculty members to contribute actively to the expansion of intellectual frontiers and to participate in the creation and/or scientific application, translation, evaluation, and dissemination of new knowledge. All faculty members are expected to present evidence of peer-reviewed publications and presentation of peer-reviewed conference papers or abstracts as evidence of the quality

and reach of their scholarly activities. While collaborative research is expected and valued research, it is expected that tenure-track faculty will pursue their own research focus. Faculty whose primary area of responsibility is research are generally expected to participate in applied and/or basic research and to contribute to the research activities and grant seeking of other CVM faculty. Specific expectations are based on the faculty member's academic credentials and workload distribution.

Evaluation of the impact of scholarly work.

Measures used to assess the quantity and quality of teaching activities may include, but are not limited to:

- Quantity and quality of research awards.
- Invitation to serve as editor or editorial board member for scientific journals or books or other nationally recognized scientific/government committee/panel.
- Consulting for other universities/colleges.
- Documented opinions of collaborators, funding agencies, and/or health agencies.
- Use of methodological developments at other institutions or agencies.
- Documented use of research results.
- Awards and honors.

Teaching

The instructional mission of the University requires faculty members to effectively communicate the content of the current body of knowledge and the latest research results in classroom and/or other learning environments, through individual student and/or professional contact, and through publication of textbooks, curricula, web-based courses, or scholarship on pedagogy, competencies, or other aspects of teaching. Teaching is to be interpreted as consistent with the educational mission of the CVM. Thus, in addition to formal, intramural teaching, teaching also includes extramural teaching and training, such as continuing education for veterinary practitioners, workforce development training, skill-building trainings and workshops for community organizations and residents, and sustained capacity-building activities with community partnerships that involve the transfer of knowledge and/or skills and whose outcomes are documented. Some forms of teaching must include a written curriculum or teaching plan, consist of more than one contact, and be evaluated. Specific expectations are based on the faculty member's academic credentials and workload distribution.

Measures used to assess the quantity and quality of teaching activities may include, but are not limited to:

- Peer evaluation of teaching.
- Evaluations by veterinary professionals of teaching/training in veterinary/animal health and welfare related leadership, educational training, practice, and/or continuing education courses.
- Evidence of continuous improvement model of teaching and content.
- Student evaluations of teaching.
- Student evaluations of advising, mentoring, or individual project and research supervision.

Service

Service is partitioned into areas of faculty service: intramural service (participation in meaningful organized University activities other than teaching or research), extramural service (such as activities in professional service to administrative agencies and professional organizations in the faculty member's discipline), and public/community service, or outreach. Volunteerism that is relevant and appropriate to the discipline, and that reflects positively on faculty status as an academician, shall also be considered as Service. Other expectations are based on the faculty member's academic credentials and workload distribution. Further, it is necessary to demonstrate potential in service to both the University and the community.

The College of Veterinary Medicine will have two College Standing Advisory Promotion and Review Committees to advise the Dean before recommendations on reviews for promotion and tenure are forwarded to higher levels: Career-Track Promotion Review Committee for career-track faculty reviews, and the Promotion and Tenure Review Committee for tenure-track faculty reviews. The Promotion and Tenure Review Committee will include at least three faculty members (tenure-track) from the college. If the college does not have sufficient faculty members to constitute such a committee, then the Dean will reach out to other colleges for faculty to form the committee. In promotion matters, advisory committees will only include recommendations by faculty members holding rank superior to the current rank of the faculty member being reviewed. The committee generally will meet without the administrator whom they advise. The CVM Promotion and Tenure Committee will seek input from independent external evaluators as per [UA guidelines for promotion and tenure](#).

The Tenure-Track promotion schedule initiates with a discussion between the candidate and Associate Dean of Faculty Affairs to assess readiness for promotion. While regular discussions about promotion during the annual review is encouraged, **at a minimum this discussion should take place more than a year in advance of the submission due date for dossier materials.**

Reviews of tenure-track faculty dossiers will involve the following levels:

1. College of Veterinary Medicine Promotion & Tenure Review Committee
2. CVM Senior Associate Dean of Faculty Affairs alongside the Dean of the College of Veterinary Medicine
3. University Promotion & Tenure Review Committee
4. University Provost

A detailed timeline of the promotion schedule can be found here: [Promotion Schedule | UA Faculty Affairs \(arizona.edu\)](#) (Note: As a single department college, the College of Veterinary Medicine will not have a Departmental Committee review or report.)

III. General Description of Expectations at Each Rank

Initial Appointments to Assistant Professor (UHAP 3.3.01B)

Initial appointments for Assistant Professor should be made only for candidates who show promise for promotion to higher ranks. The individual should show potential for significant achievements in teaching, the promise of sustained scholarly research activity in one or more

areas, and initial dedication to contribute to the profession through service to professional organizations and/or professional journals.

Associate Professor (with tenure) (UHAP 3.3.01C)

Appointment or promotion to this rank should be considered only for those who have demonstrated outstanding ability in discharging responsibilities without supervision, and a record of sustained scientific achievement since appointment. The individual must have demonstrated accomplishments as an academician and teacher, with a mastery of the fundamentals of the individual's own subject, and the ability to relate this knowledge well. A national reputation among peers for excellence in research is required. Significant service to the Division, College, University, the public, and to professional organizations and activities at the state and national level should be documented. Some examples of these accomplishments may include but are not limited to:

Teaching

- Developing innovative course materials, instructional projects, and/or replicable systems of instruction.
- Teaching regular university courses (including coordinating and team-teaching a multidisciplinary course).
- Developing and/or participating in innovative academic program curricula development.
- Supervising graduate student field research or internships.
- Extramural teaching and training, such as continuing education for veterinary practitioners, workforce development training, skill-building trainings and workshops for community organizations and residents, and sustained capacity-building activities with community partnerships that involve the transfer of knowledge and/or skills and whose outcomes are documented.
- Collaborating with community-based organizations, and/or with local, state, or federal policy makers that results in increasing their capacity for instituting and/or sustaining veterinary and/or animal health and welfare related programs.

Research

- Engages in quality original research/scholarly activity as evidenced by publication record.
- Provides evidence of recognition at regional and national levels.
- Contributes to grants and contract activities.
- Involves graduate students in collaborative research and scholarly activities.
- The significance and originality of the research efforts will be as important as quantity.
- Engaging in ongoing programs of basic or applied research.
- Obtaining grants, contracts, or other outside support for research projects.
- Publishing peer-reviewed journal articles, peer-reviewed conference papers, books, book chapters, and monographs (especially as first, second or senior author).
- Presenting talks or electronic presentations at conferences, colloquia, symposia, Workshops, and/or seminars.

Service

- Serving on or chairing divisions, college, and/or university committees.
- Serving in the faculty senate or in other faculty governance roles.
- Contributes to profession through service to professional organizations and/or professional journals.
- Contributes to local or state policy as a subject matter expert.
- Service such as participating in governance/operations, boards, or advisory committees of professional or community organizations. Commitment to Data Safety Monitoring Boards, Institutional Review Boards and scientific review or oversight groups.
- Reviewing articles for journals and other publications.

Professor (UHAP 3.3.01D)

Appointment or promotion to the highest rank should be reserved only for those who have demonstrated sustained achievement. A sustained record of excellence in research and scholarly activities since appointment or promotion to the previous rank is required. Promotion to Professor should signify that the individual has an established reputation in her or his specialty area; a national and international reputation as an established investigator is required. Research programs should not only be productive, but also provide training to individuals such as students, clinical professionals, junior faculty, academic professionals, and community representatives. Teaching should be of the highest quality and clearly documented. In addition, candidates must have demonstrated substantial contributions in service. Some examples of these accomplishments may include but are not limited to:

Teaching

- Providing veterinary practice opportunities to students by organizing projects, selectives, field experiences, externships, or clinical rotations.
- Advising/mentoring/supervising students (or residents and post-doctorates).
- Writing textbooks or course-related laboratory manuals.
- Serving on comprehensive exams, master's, or doctoral committees.
- Providing guest lectures or contributing to external teaching engagements.
- Presenting seminars and/or workshops on teaching.
- Organizing, developing, and/or teaching veterinary/animal health and welfare related leadership, educational, training, practice, and/or continuing education courses.
- Developing and/or teaching regular university courses (including coordinating and team-teaching a multidisciplinary course).
- Evaluations by veterinary professionals of teaching/training in veterinary/animal health and welfare related leadership, educational training, practice, and/or continuing education courses.

Research

- The expansion of intellectual frontiers and to participate in the creation and/or scientific application, translation, evaluation, and dissemination of new knowledge.
- Faculty whose primary area of responsibility is research are generally expected to participate in applied and/or basic research and to contribute to the research activities and grant seeking of other CVM faculty.

- A national reputation among peers for excellence in research.
- Applying knowledge to develop or enhance veterinary/animal health related practices/programs in communities (technical transfer).
- Designing or conducting surveys.
- Producing scholarly products of veterinary/animal health related practice such as technical reports and monographs, as well as other forms of publications.
- Publishing papers on teaching (including research on teaching).
- Developing and/or applying new research and/or analytical techniques.
- Developing new evaluation methods and models with application to applied research.
- Validating research, analytical, or evaluation techniques in research studies.
- Obtaining patents or royalties.

Service

- Significant service to the Division, College, University, the public, and to professional organizations and activities at the state and national level should be documented.
- Intramural service (participation in meaningful organized University activities other than teaching or research), extramural service (professional service to administrative agencies and organizations in their discipline), and public/community service, or outreach.
- Performing administrative assignments at division, center/institute, college, or university levels.
- Mentoring other faculty.
- Performing official activities in the recruitment/selection of students or faculty.
- Reviewing candidates for university awards.
- Leading division, college, and/or university-level initiatives, programs, centers/institutes
- Serving as editor or editorial board member for scientific journals or books or on other nationally recognized scientific/government committees/panels.
- Reviewing project proposals for funding.
- Consulting for government agencies or other institutions.