

**BYLAWS  
FOR DEPARTMENT OF SMALL ANIMAL CLINICAL SCIENCES  
THE COLLEGE OF VETERINARY MEDICINE  
UNIVERSITY OF TENNESSEE**

**Department Motto:** Better teaching through practice and discovery.

Article I – Mission and Objectives

**Mission:**

**Section 1:** To educate veterinary students and graduate veterinarians for the needs of the pet owning public while providing advanced patient care and generating new knowledge in pet health by clinical research.

**Objectives:**

- Section 2:**
- a. Maintain a faculty and staff who are motivated and enthusiastically involved in the education of professional veterinary students.
  - b. Provide training for post DVM's (in general, house officers) in the various clinical specialties that will prepare them for a future in veterinary practice.
  - c. Provide veterinary practitioners with continuing education to improve their clinical knowledge and skills.
  - d. Be a resource for current veterinary knowledge for clients and practicing veterinarians.
  - e. Maintain a modern hospital that is properly equipped and staffed to provide advanced diagnostics and patient care.
  - f. Maintain a faculty and staff who are scientifically advanced and motivated for discovery and who conduct clinical research to generate new knowledge that will lead to improve care of pet animals.

**Article II – Function of Department**

It is the responsibility of faculty to collectively assist the department head in planning and developing the portfolio of programmatic activities needed to fulfill the Departmental Mission Statement. These responsibilities include specific approval steps in course and curricular development and in monitoring quality of instruction. They also include specific faculty responsibility to provide the department head advice in matters relating to faculty hiring, tenure, promotion, and post-tenure review decisions. The department as a whole is responsible for assuring that the teaching hospital is run in an efficient and professional manner. In addition to the above, an effective departmental program requires that sufficient communications occur to keep faculty and staff attuned to program developments and requirements in the Institute of Agriculture, its various Divisions and Departments.

## **Article III – Conduct of Departmental Meetings**

### **Section 1 – Participation**

Departmental faculty is defined as all clinical and tenure-track faculty who hold a professional rank (Instructor, Assistant Professor, Associate Professor, and Professor). The department may elect emeritus faculty or offer adjunct appointments but these people are not considered a part of the department for voting purposes. Departmental faculty meetings are open to individuals who have professional rank and are appointed either full-time or part-time within the department and to departmental house officers. Representatives from hospital staff, including technical staff and secretarial staff are included. The head may invite other individuals to specific meetings for discussions, planning, reporting, etc. on items of concern to departmental programs but these guests should not vote on matters that relate to the department. Only those faculty with preface or rank (as described above) are eligible to vote on items of business.

### **Section 2 – Frequency of Meetings**

Departmental meetings shall be regularly scheduled at least once each month. The time and date is to be determined by the departmental faculty. Special meetings may be called by the department head or by individual faculty as needed. These must be announced at least seven days in advance.

### **Section 3 – Procedural Format**

To ensure orderly meetings, Roberts' Rules of Order shall guide meeting procedures. A record of the meetings will be kept and copies will be distributed to the departmental faculty, Deans Offices, and others as designed by the head.

### **Section 4 – Quorum**

A meeting at which official curriculum or faculty personnel decisions are made must have at least 60% of the eligible faculty in attendance. Only faculty in attendance will participate in voting on matters of record.

## **Article IV – Committees**

The department(s) shall have standing and special ad hoc committees as needed and appointed by the department head. When appropriate, students and others outside the department may serve on committees. These committees will report periodically to the faculty at regular meetings.

## **Article V – Promotion and Tenure**

The Department of Small Animal Clinical Sciences will follow the "Bylaws Governing Promotion, Tenure and Post Tenure Review of the College of Veterinary Medicine and the U.T. Institute of Agriculture.

Faculty considered for promotion and/or tenure should be reviewed for overall productivity in accordance with the individuals time allocation. Those with more time committed to research shall be expected to have more research scholarship, while those with heavy clinical and/or teaching appointments shall be expected to have more productivity in those respective areas. Normally, faculty in clinical tracks will not have any research allocation and, therefore, are not required to have research productivity. However, they are expected to have productive records in other areas.

## **Article VI – Retention and Post-Tenure Review**

The department shall follow the policies governing retention and post-tenure review as established in the U.T. Institute of Agriculture handbook and the U.T. College of Veterinary Medicine. In order for the department to make proper decisions regarding retention and post-tenure review, the following sections are for clarification and definition but do not conflict with the Institute or College bylaws.

### **Section 1 – Criteria for Scholarship**

Scholarly activity consists of, but is not limited to, a number of activities including publication of journal articles in peer reviewed journals; textbook chapters; textbook author, co-author, or editor; published abstracts; a reviewer for manuscripts or participation on the editorial review board of a journal; speaking at national and international meetings; research activities, including generation of grant proposals and acquisitions of funding; and development of new technology and methods of disseminating information.

Creditable scholarly works are those that have undergone a peer review process and are acceptable to the reviewers. Peer review may be an editorial review board of a journal or an ad hoc peer review committee selected from nationally known experts and approved by the Department Head. The college's or department's review process does not engage in discriminatory rating of refereed journals or mechanisms of peer review as long as the requirements outlined here for review have been met. The faculty members may be either a primary or secondary author or contributor, but the contribution of each work must be defined. The order of authorship/contributorship does not necessarily define whether an author is a primary or secondary author/contributor.

Job assignment and performance expectations must be considered when evaluating scholarly activity. The category, quantity and quality of the work, and the person's contribution to the work should be considered in evaluating scholarly activity.

### **Section 2 – Criteria for Service**

Service for clinical faculty is defined both as the delivery of veterinary expertise for the advancement of veterinary medicine to the benefit of the people of the State of Tennessee and the welfare of animals, and the governance of the University of Tennessee and professional veterinary medicine. Service activities include hospital duties, continuing education of veterinary professionals, and the administration of university and professional activities.

Scholarship in service involves the acquisition of new veterinary knowledge and expertise in veterinary clinical sciences and the appropriate documentation of the dissemination and application of such knowledge and expertise in an acceptable public forum.

Post-tenure evaluation of the clinical faculty in service is based on the time scheduled on service, the number and type of committees served, participation in continuing education, and the documentation of scholarly activity in service. The quality of performance is subjectively determined on the basis of solicited and unsolicited comments from colleagues, staff, clients, supervisors, outside reviewers where applicable, and the department head.

### **Section 3 – Criteria for Research**

Research for departmental faculty shall include basic bench research, as well as properly performed prospective and retrospective clinical trials. All tenure track faculty and any non-tenure track faculty who have research assignment shall be expected to participate in research activities and to publish the results of their research in scholarly journals. The number of projects and resulting publications shall be in accordance with the individuals percentage of time that is assigned to research.

Generation of research idea preparation (acquisition of funding to conduct the research) and submission of a grant are all considered a part of the research activity. Grant writings and acquisition of funding are encouraged to promote research within the department. The development of new and innovative ideas, which lead to clinical trials, are important activities for departmental faculty. Other factors considered in research criteria include the role of principal versus co-investigator and whether the funding is internal (within the university) or external and whether or not it was a competitive grant or a research contract. The research endeavor is not considered complete until it has led to either presentation or publication of results to national audiences and in peer review journals.

### **Section 4 – Criteria for Teaching**

Teaching in the department comprises activities related to the education and professional development of three different groups: preclinical veterinary students, clinical (fourth-year) veterinary students, and house officers (veterinary interns and resident). Preclinical teaching may include course development and revision, didactic classroom or laboratory teaching, interactive discussion periods, electronic course delivery, development or facilitation of application Based Learning Exercises (ABLES) and any other method by which educational information is delivered to this target group of students. Clinical teaching of fourth year students includes development, organization and supervision of clinical rotations, and may include laboratories, activities or other documents prepared for this purpose. House officers training is an ongoing effort of department members and includes direct supervision of rotations, mentoring, journal club participation, faculty rounds participation, and seminars or other activities targeted at this group of individuals. House officer training encompasses a less structured but very important teaching responsibility.

Job assignment and performance expectations outlined by the faculty member and department head must be considered when evaluating teaching activity. In general the quantity of teaching effort, quality of teaching methods and materials, and evaluative feedback should be considered in

evaluating teaching effectiveness. Information regarding teaching activities and effectiveness should be compiled to give an overall assessment of teaching performance. Input to support quantity and quality of teaching performance may include:

1. Amount of lecture/lab/teaching effort
2. Amount of house officer seminars, etc.
3. Summary of student evaluations
4. Summary of peer evaluations
5. Summary of house officer evaluation
6. Section chief input
7. Supportive documents from OVME
8. Faculty member's documentation of specific activities: e.g. course revision, innovative teaching methods, teaching awards or other teaching/lecture initiatives.

## **Article VII – Amendments**

### **Section 1 – Origin of Amendments**

Amendments to the Bylaws shall originate from the head, from a Bylaws Committee, or from at least twenty-five percent of the full-time faculty members. Proposed amendments shall be presented in writing to the departmental faculty members for consideration at any regular meeting or at any special meeting called for that purpose.

### **Section 2 – Notice**

The proposed amendments shall be distributed with the agenda for the meeting at which they are to be discussed. Consideration of the amendments for voting by the departmental faculty members shall occur at a subsequent meeting when the matter will have been included again in the agenda.

### **Section 3 – Voting for Adoption**

An affirmative vote of two-thirds (2/3) of all departmental faculty will be required for adoption for amendments to the Bylaws. This vote shall be by written ballot. Any amendments must be approved by the Dean and the Vice President for Agriculture.

## **Article VIII – Adoption and Effective Date**

### **Section 1 – Adoption**

The original departmental Bylaws must be approved by a two-thirds vote of all regular departmental faculty members, by the Dean and the Vice President for Agriculture prior to their effective date.

### **Section 2 – Effective Date**

The Bylaws will be effective when approved by the Vice President for Agriculture.