

Guidelines for Reappointment and Promotion of Clinical Track Faculty

The College of Nursing follows the guidelines, as outlined, in the University Handbook for Appointed Personnel concerning policies for Renewal and Promotion of Career-Track Faculty Members, found in the *University Handbook for Appointed Personnel (UHAP guidelines 3.3.03)*. In addition, the College of Nursing has developed criteria and guidelines for faculty use. Entry requirements for appointment are listed followed by a listing of criteria for renewal and promotion for each rank. See chart of criteria on pages 2-5 developed by the College of Nursing Faculty Appointment, Promotion and Tenure (FAPT) Committee and accepted by the College of Nursing faculty in March 2016.

College of Nursing Criteria for Reappointment and Promotion of Clinical Track Faculty

The following GUIDELINES describe: CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION. Please refer to Promotion Reviews of Career-Track Faculty found in the University of Arizona Handbook for Appointed Personnel at 3.3.03, revised July 2014.

(<http://policy.arizona.edu/employmenthuman-resources/promotion-and-tenure>)

A. CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION

CLINICAL INSTRUCTOR, LECTURER, AND SENIOR LECTURER CRITERIA

Appointment Criteria		
Instructor	Lecturer	Senior Lecturer
<p>Entry:</p> <p>Current professional license, as appropriate.</p> <p>Minimum: Master's Degree in Nursing or area of specialty.</p> <p>Evidence of expertise, with advanced preparation in practice area, education or other relevant experience in clinical education or equivalent settings.</p>	<p>Entry:</p> <p>Master's Degree in Nursing or area of specialty.</p> <p>4+ years of experience.</p> <p>At least two years of teaching at the baccalaureate or higher level.</p> <p>Effective teaching record*.</p> <p>Preferred certification in nationally recognized credentialing agency: required after 1-2 years in rank.</p>	<p>Entry:</p> <p>Earned doctorate preferred.</p> <p>Extensive clinical experience as appropriate.</p> <p>Extensive teaching experience.</p> <p>Recognized clinical or content area expertise and/or teaching scholarship.</p> <p>Outstanding/extensive clinical teaching or teaching record in academic or practice setting.</p>
Responsibilities of Rank		
Teaching/Learning		
<p>1. Demonstrates competence as an educator (expected at time of employment or within one year).</p> <p>2. Contributes to curricular development in area of specialty (expected at time of employment or within one year).</p> <p>3. Serves as a student mentor and guide in teaching activities.</p> <p>4. Articulates evidence based knowledge in area of specialty or in area relevant to course content.</p>	<p>Same as Instructor plus:</p> <p>1. Demonstrates evidence of teaching ability and content expertise.</p> <p>2. Participates in lectures, seminars in areas of expertise.</p> <p>3. May serve as course chair or co-chair.</p> <p>4. Assists in academic counseling for assigned students.</p> <p>5. May serve as chair or member of honors committee.</p>	<p>Same as lecturer plus:</p> <p>1. Serves as course chairperson.</p> <p>2. Assists with academic advising for assigned students.</p> <p>3. Serves as chair or member of honors thesis or Doctor of Nursing Practice Project or PhD dissertation committees or equivalent activity.</p>

Research/Discovery		
1. Not expected unless seeking promotion to clinical professor ranks.	<ol style="list-style-type: none"> 1. Maintains academic excellence. 2. Participates in the utilization of research findings in the clinical area using evidence based practice. 	<ol style="list-style-type: none"> 1. Engages in scholarship of teaching, practice, or discovery (See examples below): <p><u>Teaching Scholarship</u></p> <ul style="list-style-type: none"> • Synthesizes and disseminates knowledge of best clinical or educational practices. • Develops, implements, and evaluates innovative teaching methods. • Participates in the design, revision, and evaluation of assigned courses and/or curriculum. <p><u>Practice Scholarship</u></p> <ul style="list-style-type: none"> • Develops, implements, and evaluates best practice protocols. <p><u>Discovery Scholarship</u></p> <ul style="list-style-type: none"> • Generates new knowledge. • Disseminates knowledge via presentations, publications.
Service		
1. Holds membership in appropriate professional organizations.	<ol style="list-style-type: none"> 1. Participates in regional/local/national professional organizations. 2. Participates in College of Nursing or University Committees. 3. May mentor new faculty. 4. Provides leadership for faculty. 5. Participates in inter-professional activities. 6. Leadership in professional service. 	<ol style="list-style-type: none"> 1. Holds leadership positions in local or national professional organizations or equivalent leadership activity. 2. Participates in or chairs College of Nursing, AHSC, or University committees. 3. Mentors new faculty. 4. Participates in inter-professional activities. 5. May serve as a consultant in clinical area of expertise or in specialty areas of education. 6. Recognized leadership in professional and college service.

CLINICAL ASSISTANT PROFESSOR, CLINICAL ASSOCIATE PROFESSOR, CLINICAL PROFESSOR CRITERIA

Appointment Criteria		
Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Entry:</p> <p>Minimum: Practice or Science Doctorate</p> <p>Evidence of teaching and clinical practice or systems leadership experience, through certification (if available), or equivalent preparation.</p>	<p>Entry:</p> <p>Meets Clinical Assistant Professor qualifications and rank responsibilities.</p>	<p>Entry:</p> <p>Meets Clinical Associate Professor qualifications and rank responsibilities.</p>
Responsibilities of Rank		
Teaching/Learning		
<ol style="list-style-type: none"> 1. Demonstrates excellence as an educator 2. Implements innovative teaching/learning strategies. 3. Serves as mentor for students. 4. Engages in new knowledge acquisition for clinical practice, area of specialty and teaching/learning methodologies. 	<p>Same as Clinical Assistant Professor, plus:</p> <ol style="list-style-type: none"> 1. Demonstrates leadership in College's teaching/learning and quality improvement activities. 2. Synthesizes, implements, evaluates and disseminates innovative teaching/learning strategies. 3. Serves as chair or faculty leader for student projects. 4. Mentors faculty in areas of teaching/learning expertise. 5. Participates in the design, revision, and evaluation of assigned courses and/or curriculum. 	<p>Same as Clinical Associate Professor, plus:</p> <ol style="list-style-type: none"> 1. Recognized for expertise in clinical education or area of specialty. 2. Leads College curriculum evaluation and revision efforts. 3. Provides leadership in translating and evaluating new evidenced based knowledge to clinical practice settings.
Research/Discovery		
<ol style="list-style-type: none"> 1. Participates in or leads applied knowledge initiatives within the practice community, local or regional professional groups, systems or client communities. 2. May disseminate knowledge within area(s) of expertise 	<p>Same as Clinical Assistant Professor, plus:</p> <ol style="list-style-type: none"> 1. Recognized by peers in nursing or other disciplines as an expert advanced clinician, educator or scientist at local, regional or national levels. 2. Participate in securing resources as lead or co-lead to support program of scholarship related 	<p>Same of Clinical Associate Professor, plus:</p> <ol style="list-style-type: none"> 1. Participates in the application of externally funded program of scholarship in education, practice, and/or research. 2. Provides evidence of integrating scholarly activities with teaching.

<p>3. Assists in seeking resources as lead or co-lead to support a program of applied scholarship related to clinical education practice and/or research.</p>	<p>to education, practice and/or research.</p> <p>3. Engages in or leads inter-professional education and/or practice initiatives.</p> <p>4. Disseminates synthesized knowledge of best practices in outcomes, or systems dynamics of educational issues.</p> <p>5. Generates, evaluates and disseminates synthesized knowledge in practice, education, and/or discovery within areas of expertise via presentations and/or publications.</p> <p>6. Mentors Clinical Assistant Professors in scholarship.</p> <p>7. Is a consultant in areas of scholarship for others including in practice, teaching and/or research/discovery.</p>	<p>3. Mentors Clinical Assistant and Associate Professors in scholarship.</p>
Service		
<p>1. Participates in College-wide governance groups.</p> <p>2. Participates in local, professional or community organizations.</p> <p>3. Mentors new faculty</p>	<p>Same as Clinical Assistant Professor, plus:</p> <p>1. Leads College-wide governance groups.</p> <p>2. Participates in and/or leads inter-professional and university-level governance groups.</p> <p>3. Holds leadership positions in local, professional or community organizations.</p> <p>4. Mentors faculty.</p> <p>5. Is recognized for clinical excellence.</p> <p>6. Functions as a consultant.</p>	<p>Same of Clinical Associate Professor, plus:</p> <p>1. Provides leadership to regional, state and national professional organizations.</p> <p>2. Demonstrates membership on boards and policy think tanks.</p> <p>3. Leads inter-professional initiatives.</p> <p>4. Attains national and/or international recognition awards.</p> <p>5. Mentors professorial appointed faculty at all levels in areas of expertise.</p>

Revised and CON Faculty Approved 11/2014, with further revisions approved 4/04/2016.
(See Appendix A for explanation of how prospective and current faculty can demonstrate teaching competency).

**THE UNIVERSITY OF ARIZONA COLLEGE OF NURSING
FACULTY APPOINTMENT, PROMOTION AND TENURE COMMITTEE
POLICIES AND PROCEDURES FOR CLINICAL TRACKS**

Committee Guidelines

I. Membership

The Faculty Appointment, Promotion and Tenure (FAPT) Committee consists of seven (7) elected faculty members, one of whom is the Chair, elected by the faculty. All faculty shall hold professorial ranks (i.e., assistant associate or full professor) and serve on the Committee for three years on a rotating basis. FAPT Committee to have at least three members who are tenured and at least two members who are career-track faculty. The Chair must be tenured; and, six members, evenly represented by department/division. Faculty holding rank superior to the rank of the faculty member being considered may review and vote on faculty candidates for promotion who are the same or lower rank. All full professors in the College will meet in special session for any candidate under review for full professor. (The University of Arizona College of Nursing Faculty Bylaws, 2/27/2015).

II. Minutes Copies of minutes go to committee members and the Chair of FAPT. They are posted to the College of Nursing Faculty Governance FAPT SharePoint Site.

For information regarding the Annual Performance Review, please see Appendix B.

III. University Appointment and Annual Review by Rank: Rules and Procedures (UHAP Sections 3.1.02)

Lecturers, including senior and principal lecturers and instructors may be promoted to career-track assistant professors after a minimum of three years of service, provided their annual performance reviews under Section 3.2 meet the criteria in Section 3.3.03.b and they have taken on expanded duties as required under UHAP 3.3.03.e.

Faculty are to meet with their Division Director to notify them of their intent to go up for promotion. Per Division Director's approval, faculty must complete and submit the "Intention to Submit Promotion Dossier" form to the FAPT Chair and Muriel Davis by April 1st.

Lecturer Track

Clinical Instructors, Lecturers and Senior Lecturers may be appointed for one semester or up to three years, except that all appointments for longer than one year require approval of the Dean, and the number of multi-year appointments cannot exceed 15% of tenure or tenure-eligible appointments. An indefinite number of annual reappointments is possible.

Adjunct and visiting lecturers shall be appointed for no more than one year at a time.

Renewal of all types of Lecturer track appointments are subject to performance evaluations reflecting satisfactory levels of teaching, research and service, as appropriate.

Clinical Instructor

Career-track instructors are normally appointed for a period of one year or less. An indefinite number of annual reviews is possible, subject to satisfactory annual performance evaluations. An individual holding such a title may be promoted to career-track Lecturer within three years of initial appointment provided their annual evaluations under Section 3.10 meet the criteria in Subsection 3.13.02 (UHAP, 3.2).

Lecturer:

Appointment or promotion to career-track Lecturer will be recommended for candidates with extensive teaching experience who meet the criteria for rank listed in the table above. A Lecturer is normally appointed for a one-year period. This appointment may be renewed an indefinite number of times subject to satisfactory annual performance evaluations. Consideration for promotion to career-track Senior Lecturer is possible after a minimum of three years of service in rank.

Senior Lecturer:

Appointment or promotion to the rank of Senior Lecturer requires evidence of extensive and outstanding teaching expertise, scholarship in the areas of teaching, practice or discovery, and recognized expertise and leadership within and beyond the College of Nursing. Career-track Senior Lecturers may be reappointed an indefinite number of times provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations.

Clinical Professorial Track

Clinical Assistant Professor:

Appointment or promotion to career-track assistant professor will be recommended largely on evidence of promise, adequate training, and depth of knowledge in a particular specialty, and capacity to undertake high quality teaching, scholarship, or service. A career-track assistant professor is appointed initially for a one-year period. This appointment may be renewed an indefinite number of times subject to satisfactory annual performance evaluations. Consideration for promotion to career-track associate professorship is possible after a minimum of three years of service in assistant rank.

Clinical Associate Professor:

Appointment or promotion to the level of career-track associate professor will require evidence of an established and productive career in addition to the qualifications required of a career-track assistant professor. Such an individual should be known at the state and national level for his or her particular expertise. Such a person should contribute to the departmental program in a significant fashion. Annual reappointments may be made an indefinite number of times, subject to satisfactory performance evaluations.

A career-track associate professor may be recommended for promotion to the rank of nontenure-eligible professor at any time but this normally takes place at the time of the annual review with the Division Director.

Clinical Professor:

Appointment or promotion to the level of career-track professor will require unique qualifications regarding expertise and experience in addition to those possessed by career-track associate professors. Such an individual must have achieved national recognition through peer organizations and should bring distinction to the departmental program through their leadership and impact. Career-track professors may be reappointed annually provided they continue to meet the criteria for the rank and perform satisfactorily as determined by annual performance evaluations. (UHAP,3.3.03)

UHAP Sections 3.4.03 shall govern decisions and notification of nonrenewal.

IV. Promotion Process

Clinical faculty who qualify for promotion and who choose to be considered for promotion must first meet with the Division Director and receive support for promotion. This meeting will typically take place during the Annual Review, but can be scheduled at other times at the discretion of the Division Director. The Division Director will follow UHAP Section 3.3.03 to determine who is eligible. Following the

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meeting with the Division Director, the faculty member must submit a letter of intent to the Chair of the Faculty Appointment, Promotion and Tenure committee by April 1. The procedures for promotion reviews are outlined in UHAP 3.3.03.

Time Frame for Promotion Process

a. Faculty requesting consideration for promotion will receive a letter of notification outlining the purpose of the review and the materials, which they need to collect during the summer for submission at the start of the fall semester. The FAPT Committee schedules a workshop to assist faculty in preparation for the promotion process.

b. FAPT meets and primary reviewers are assigned to each faculty scheduled for review. An appointed mentor will be assigned by the Division Director to meet with faculty and answer questions concerning the procedure for promotion.

c. Faculty scheduled for promotion submit the requested materials by the deadline specified in the letter of notification using the Dossier Template provided on the Vice Provost for Faculty Affairs website.

d. A primary and secondary reviewer evaluate the dossier of assigned faculty according to promotion criteria and the primary reviewer presents a recommendation to the committee. A closed, anonymous vote is taken and recorded in the letter to the Dean summarizing the data considered and recommendation provided for faculty promotion or reappointment. Each letter of recommendation is reviewed and signed by all FAPT Committee members of superior rank of the faculty being reviewed.

e. Each letter of recommendation and the individual's promotion packet are forwarded to the Dean.

Reviewer: External

External reviewers are not needed for promotion or reappointment to clinical track.

Adopted 4/4/2016

Appendix A: Evidence of Teaching Competency

Prospective faculty should include a teaching portfolio and/or a formal presentation that clearly demonstrates entry criteria for teaching competency and the potential to meet other criteria for rank, and be congruent with information in curriculum vitae.

Teaching Competency refers to basic knowledge and skills in areas such as:

- Articulation of teaching philosophy and basic teaching principles
- Development of up-to-date and comprehensive teaching material
- Course development and evaluation
- Course delivery methods, including teaching technology
- Clinical teaching, including establishing and maintaining relationships with staff
- Collegiality
- Student advising
- Learner evaluation
- Test construction and evaluation

Evidence may include any of the following:

- Peer and supervisory recommendations
- Demonstration of teaching/learning expertise via written exemplars
- Exemplar projects/programs developed which include program evaluation
- Curriculum development for specialty clinical practice/advanced nursing development
- Innovative teaching strategies and their evaluation
- Recognition for outstanding work in nursing education/staff development
- Publications and presentations

Appendix B: Annual Review Procedure

(Not a responsibility of the FAPT committee but included for the benefit of clinical track faculty.)

Annual Performance Review (UHAP Section 3.2)

Faculty members of The University of Arizona are evaluated with respect to all personnel matters on the basis of excellence in performance. The annual performance review is intended to support faculty members in achieving excellence in the performance of their duties and responsibilities.

Annual performance reviews are intended:

1. To involve faculty members in the design and evaluation of objectives and goals of their academic programs and in the identification of the performance expectations central to their own personal and professional growth;
2. To assess actual performance and accomplishments in the areas of teaching, research and professional service through the use of peer review;
3. To promote the effectiveness of faculty members through an articulation of the types of contributions they might make that enhance the University;
4. To provide a written record of faculty performance to support personnel decisions;
5. To recognize and maximize the special talents, capabilities and achievements of faculty members.

Each annual review shall include the report for the past calendar year with supporting documents, along with a copy of the annual report and Division Director Evaluation from the previous two years of service. Substantial emphasis will be on the evaluation of the most recent year.

Written evaluation criteria are consistent with performance expectations for career-track clinical faculty members at the University of Arizona College of Nursing as described in the appointment and promotion criteria. Criteria incorporate the scholarship of teaching, application, integration, discovery, and service. Satisfactory ratings in current rank do not necessarily indicate successful progress toward promotion.

Procedure

The annual report shall be submitted to the Clinical Track Promotion and Reappointment after classes begin in the spring semester of each calendar year. Two members from the Clinical Track Promotion and Reappointment who are of equal or higher rank than the faculty member being reviewed shall review the materials. The procedure follows:

Primary Reviewer:

- a. Examine materials from faculty member being reviewed for completeness and appropriate format.
- b. Consult with faculty member being reviewed as needed for additional materials.
- c. Review annual report packet according to designated criteria.

Secondary Reviewer:

- a. Review annual report packet according to designated criteria.
- b. Meet with the primary reviewer to discuss the evaluation of the annual review.

If consensus is reached between the primary and secondary reviewer, then the primary reviewer presents an oral and written report to the committee with recommendations and supporting data. In the event of a discrepancy between the primary and secondary reviewer, the chair of the Clinical Track Promotion and Reappointment Subcommittee will appoint a third reviewer.

Following presentation of the data to the Clinical Track Promotion and Reappointment Subcommittee, the primary reviewer completes the summary of the annual review form. This document is signed by the Clinical Track Promotion and Reappointment Subcommittee Chair and forwarded to the appropriate Division Director. The Division Director reviews the annual report and summary provided by the Clinical Track Promotion and Reappointment Subcommittee. The Division Director writes a formal evaluation. Results of this evaluation process are shared with the faculty member at a formal evaluation appointment with the Division Director no later than April 15. Please refer to UHAP Section 3.2.03 for the appeal procedure for unsatisfactory ratings.

REFERENCE: University of Arizona Handbook for Appointed Personnel: Sections 3.1.02: Appointments of Career-track Faculty, 3.2: Annual Performance Reviews Of Faculty, 3.3.03: Promotion Reviews of Career-track Faculty, revised July 2014.
(<http://policy.arizona.edu/employmenthuman-resources/promotion-and-tenure>)

Revised "Guidelines for Reappointment and Promotion of Clinical Track Faculty" adopted 4/04/2016 by vote of the College of Nursing faculty.