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**College of Education
and Human Development**

**Procedures for
Reappointment and Promotion Reviews
For Clinical Faculty**

**Revisions Adopted by CEHD Dean's Council
November 1, 2011**

**Final Revisions Adopted by CEHD Dean's Council
February 7, 2012**

DEAN OF FACULTIES AND
ASSOCIATE PROVOST

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TEXAS A&M UNIVERSITY

College of Education and Human Development Procedures for Review of Clinical Faculty

These procedures are intended to provide additional guidance; they do not supplant TAMU rules regarding the retention of non-tenure track faculty. In particular, clinical faculty are afforded at least the same level of protection as is afforded by University policies (12.01.99M2, section 2.2) regarding Senior Lecturers in cases of termination of employment, notice of non-reappointment, or notice of intention not to reappoint a faculty member.

Appointments of clinical faculty are one-year renewable contracts, contingent on satisfactory annual evaluations and program needs. There will be a three-year probationary period after which the candidate will undergo a departmental and college-level review as described below.

Clinical faculty are evaluated annually in accordance with College and University policies for annual performance evaluations of faculty. This document provides guidance for the evaluation, continuation, and promotion of clinical faculty. In addition to the annual evaluation requirement, a departmental and college-level review will be required in the third year of appointment leading to the promotion review. Clinical faculty are strongly encouraged to consult with the department head and appropriate departmental faculty before they formally request to be considered for promotion (clinical assistant to clinical associate and/or clinical associate to clinical full professor). Timelines for promotion are not tied to third-year reviews.

Departmental Review

The department will make available to each clinical faculty a copy of the departmental review and promotion guidelines. The guidelines will identify examples of meritorious performance under each of the areas of responsibilities.

All faculty workload must include teaching and service and may include scholarship and other creative or performing activities, depending on the assignment.

Professional development is an ongoing activity that cuts across teaching, service, and scholarship/creative/performance activities. It is an expectation that faculty members will engage in professional development activities.

General Guidelines

Mandatory probationary reviews take place in the spring of initial third year of employment.

Candidate's Portfolio

Candidates for reappointment submit a portfolio of teaching, service/engagement, scholarship and/or creative and performing activities. The portfolio will contain, but not be limited to the following:

1. The candidate's dossier consisting of (a) a statement (not to exceed three pages) on goals, philosophies, strategies and emphases in carrying out his/her professional responsibilities in the areas of assigned responsibility; (b) curriculum vitae; and (c) evidence of quality performance in the areas of assigned responsibility as applicable within the general headings of (i) teaching; (ii)

service/engagement/ professional activities and/or (iii) scholarship and/or performing and creative activities.

2. A job description provided by the Department Head
3. A-1 form for the current year; and
4. A-2 forms for the previous two years.

This portfolio will be submitted to the department head no later than the first day of the spring semester.

Departmental Clinical Faculty Review Committee

The Departmental Clinical Faculty Review Committee (CFRC) will consist of the 4-6 clinical faculty members at the rank of Clinical Associate or Clinical Full Professor. For review of Clinical Full Professor, the committee will consist of Clinical Full Professors only. For departments with insufficient clinical faculty at the ranks of Clinical Associate or Clinical Full Professor, the committee will be composed of all clinical faculty members of appropriate rank from the department and either tenured departmental faculty members with knowledge of the clinical faculty role or clinical faculty members of appropriate rank from other departments in the college. The department head in consultation with the dean selects these committee members.

The candidate's portfolio of teaching, curriculum and program development, professional development, and professional activities will be reviewed by the CFRC. After a review of the candidate's portfolio and credentials, the CFRC will vote on reappointment. This vote and associated CFRC recommendations will be forwarded in writing to the department head. The CFRC recommendation should be based on the individual's written job description and performance expectations.

Departmental Approval

Upon review of the recommendations for reappointment by the CFRC, the department head will make a recommendation to accept or deny the recommendation. The department head will forward this recommendation, along with results of the vote of the CFRC and its recommendation, to the office of the dean.

College Review

College-Level Clinical Faculty Advisory Committee

The college level Clinical Faculty Advisory Committee (CFAC) reviews candidates for reappointment and candidates for promotion. It is responsible for conducting a thorough review of each file that is submitted by departments. It is also responsible for submitting in writing to the dean its recommendations for reappointment or promotion and a report of its vote on each file. The CFAC also advises the dean on issues pertaining to appointment, review, and promotion, such as guidelines for promotion and procedures for conducting reappointment and promotion reviews.

Membership on the CFAC consists of one Clinical Full Professor elected by each department's clinical faculty. Additionally, a Clinical Associate Professor is elected as a college at-large representative. Each member of the committee serves a 3-year term. All clinical faculty are eligible to vote for their departmental representative and for the at-large representative. Members of the committee are expected to represent the College rather than to serve as advocates for their departments.

College Approval

The dean will review all applications for reappointment forwarded by department heads and will inform the department head and the faculty member of approval or denial of the request. When the dean does not concur with the departmental recommendation, the dean will inform the department head of the reasons for disapproval. The department head shall then have the opportunity to ensure that all appropriate materials have, in fact, been properly enclosed with the portfolio, and that all relevant arguments have been put forward. If the dean still disapproves the request for reappointment, the dean shall inform the department head and the faculty member of the reasons for the disapproval.

Recommendations for Non-Reappointment and Termination of Employment

Termination of Employment: Notice of non-reappointment or of intention not to reappoint a faculty member shall be given in writing in accord with the following standards:

Clinical faculty members will normally have annual appointments for their first five years of service.

Notification of non-reappointment should be made as soon as possible, but in all cases, they should be notified no later than one month after the Board of Regents has approved the next fiscal year TAMU budget.

Recommendations for non-reappointment of a clinical faculty member with less than five full-time equivalent years in a seven-year period would be effective at the end of the current contract.

Faculty members who have continuously been employed for five full-time-equivalent years during a continuous seven-year period are entitled to 12 months' notice if they will not be reappointed.

A decision to dismiss a clinical faculty member prior to the expiration of an appointment and a decision not to reappoint a clinical faculty member shall be based upon adequate consideration of the individual's professional performance and shall not be made in violation of academic freedom or as a form of illegal discrimination.

College of Education and Human Development

Procedures for Promotion Review of Clinical Faculty

Clinical faculty members make a unique contribution to the education and training mission in College of Education and Human Development. Clinical faculty are generally full-time faculty (generally funded by the State) who are not only engaged in teaching, but also are engaged in clinical training, supervision, service activities, program development, and/or other areas of practical application. In addition, clinical faculty can participate in grant activities, thesis and/or dissertation committees, and other professional and/or scholarly activities, as appropriate.

Initial Employment Requirements for the Rank of Clinical Assistant Professor

- Doctoral degree or terminal degree
- Minimum of 3 years of relevant professional experience (e.g., teaching experience, clinical practice, supervision)
- Evidence of effective post-secondary teaching experience
- Where appropriate, history of license or certification in field of clinical expertise in the professional program area
- Interest in and commitment to engage in professional leadership activities.

Suggested Criteria for Promotion

The department will make available to each clinical faculty a copy of the departmental review and promotion guidelines. The guidelines will identify examples of meritorious performance under each of the areas of responsibilities.

Clinical faculty can be appointed at any academic rank as long as the faculty member meets the requirements. *All faculty workload must include teaching and service and may include scholarship and other creative or performing activities, depending on the assignment. Professional development is an ongoing activity that cuts across teaching, service, and scholarship/creative/ performance activities. It is the expectation that clinical faculty will engage in professional development activities.*

The categories below are the recommended requirements for promotion to the respective clinical faculty rank. Each department will provide indicators for meritorious performance in each of these categories for the specific rank. Appendix I to University Rule 12.01.9.M: *Statement on Academic Freedom, Responsibility, Tenure and Promotion* provides examples of indicators that may be applied in the evaluation of faculty.

Faculty must meet performance expectations in teaching and service. Performance expectations in scholarship/creative and performing activities apply to the extent to which participation and productivity in scholarly activities are in the individual faculty member's job description.

Clinical Associate Professor

- Consistent evidence of **excellence in teaching** (e.g., program development, curriculum development, program supervision, mentoring undergraduate and graduate students, chairing/co-chairing graduate committees, teaching with technology, leadership in study-abroad programs, etc.).
- Evidence of **service/engagement/professional activities** within the department, the college, the institution, and/or the profession (e.g., membership on department, college, and university committees; leadership in professional organizations, service to professional organizations, planning and delivering workshops and other learning opportunities, involvement in creative works and performances, program/curriculum reviewer, membership on journal review boards, etc.)
- Evidence of **scholarship and /or performing and creative activities** (e.g., research, scholarly writings, presentations at professional conferences and workshops, grant funding activities, creative performances, public activity in the performing arts, certifications, licensing etc.)

Clinical Full Professor

Candidates must demonstrate the impact of their work and how it contributes to the advancement of the department, college, university and the professions, where applicable. Demonstration of leadership activities is critical for promotion from associate to full clinical professor.

- Consistent evidence of **excellence and impact in teaching** (e.g., leadership of program and curriculum development, program management, innovation in teaching and learning, advising/mentoring undergraduate and graduate students, chairing/co-chairing graduate committees, teaching with technology, leadership in study-abroad or other special programs, etc.).
- Evidence of **service/engagement/leadership** within the department, the college, the institution, and/or the profession (e.g., leadership/membership on department, college, and university committees; leadership in professional organizations, service to schools and other organizations, leadership in creative works and performances, program/curriculum reviewer, membership on journal editorial boards, etc.)
- Evidence of **excellence and impact in scholarship and/or creative and performing activities** (e.g., research, scholarly writings, book and journal publications, presentations at professional conferences and workshops, external grant funding activities, creative performances, public activity in the performing arts, certifications, licensing etc.)

Procedures for Promotion

Promotion to a higher rank should include the following elements at the departmental level:

General Guidelines

Clinical faculty promotion review will be an independent process from the tenure-track faculty review process and will be conducted during the fall semester.

Candidate's Dossier

The candidate's dossier includes the following:

1. A statement (not to exceed three pages) on goals, philosophies, strategies, and emphases in carrying out his/her professional responsibilities in the areas of assigned responsibility (teaching; service/engagement, scholarship and/or creative and performing activities). The purpose of this statement is to provide a context for review of the file at each level and for the candidate to demonstrate the impact or potential impact of his or her work.

2. A current curriculum vitae, and
3. Evidence of quality performance in the areas of assigned responsibility including, but not limited to teaching; service/engagement, scholarship and/or creative and performing activities. The evaluation must be based on written criteria. The candidate's dossier must be organized to reflect the accomplishments in these three criteria.

The departmental CFRC should communicate to the candidate prior to the evaluation the information that it deems necessary for its evaluation of the candidate's performance.

External Reviews

The Department Head will select a minimum of two reviewers external to the department, college or university. One reviewer is to be selected from a list of potential reviewers given by the faculty member; the other is to be selected from a list developed by the CFRC committee and/or department head in consultation with departmental faculty within the candidates' area of expertise. These external reviewers should be selected based on the clinical faculty candidate's assignment and responsibilities. For example; appropriate reviews might include a teaching evaluation (by a faculty member outside the candidate's department with expertise in this area), an evaluation by a school-based professional who has interacted with the faculty member (e.g. principal); clinical practitioners (e.g. licensed psychologists or licensed exercise physiologists); or faculty with similar responsibilities at other institutions. Care should be taken in selecting outside reviewers to ensure that they are persons whose objectivity is not open to challenge – that is, not co-authors, personal friends, former students, or former mentors unless more than the minimum of two reviews are requested. The external reviews shall be considered as one piece of information needed to make a determination for promotion. Candidate's dossier and job description will be submitted to the external reviewers. External reviewers should be asked to provide a written assessment of the candidate's areas of responsibility and performance expectations. (Responsibilities include teaching and service/engagement, and may or may not include scholarship and/or creative and performing activities).

Department Clinical Faculty Review Committee (Promotion)

The Departmental Clinical Professor Review Committee (CFRC) will consist of the 4-6 clinical faculty members at the rank of Clinical Associate or Clinical Full Professor. For review of Clinical Full Professor, the committee will consist of Clinical Full Professors only. Until departments have sufficient clinical faculty at the ranks of Clinical Associate or Clinical Full Professor, the committee will be composed of any clinical faculty member of appropriate rank from the department and either tenured departmental faculty members with knowledge of the clinical faculty role or clinical faculty members of appropriate rank from other departments in the college. The department head in consultation with the dean will select these committee members.

For promotion, two additional members of appropriate rank can be added to the committee. The first is a faculty member selected by the candidate and the second is one faculty member, either clinical or tenured, that represents the candidate's area of expertise (program). This member is selected by the department head in consultation with departmental program faculty. Therefore, for promotion only, the CFRC may consist of 6-8 members.

The CFRC will review the candidate's dossier of teaching, service/engagement, scholarship and/or creative and performing activities, credentials, and letters from external reviewers. The CFRC will vote on promotions and produce separate reports to address each of the areas of performance, as well as an overall report that integrates or summarizes the individual reports and explains the outcome of the vote. This vote and associated CFRC reports will be forwarded to the department head. The CFRC reports should be based on the individual's job description and appropriate performance expectations.

Departmental Approval

Upon review of the recommendation for promotion by the CFRC, the department head will make a recommendation to the dean's office to deny or accept the promotion. The department head's letter will make reference to, and include as an attachment, a job description for the candidate. The dossier must be forwarded to the dean's level and beyond unless the candidate withdraws in writing from the promotion process.

After department review, the CFRC and department head forward recommendations to the office of the dean of the College of Education and Human Development for review by the College Faculty Clinical Advisory Committee (CFAC) and ultimately approval or disapproval by the dean.

College Clinical Faculty Advisory Committee Review

The role of this committee is to advise the dean on matters related to appointment, review and promotion. Members of this committee represent the college and not their own departments. The college CFAC reviews candidates for re-appointment and promotion and submits written reports, recommendations and reports on its votes on each file to the dean. The CFAC consists of one elected member (clinical full professor) from each department and one college member at large (clinical associate professor) for a total of five members serving on the committee. The clinical associate professor does not participate in the review and promotion considerations for clinical full professors.

College Approval

The dean will review all applications for title change forwarded by department heads and the CFAC. The dean will inform the department head and the faculty member of the dean's vote for or against promotion. When the dean does not concur with the department head's positive recommendation for promotion, the dean will give the department head the opportunity to present new arguments or new data not presented before. The dean must notify the department head and the faculty member, in writing, of his or her final decision.

Provost's Approval

The candidate's dossier is forwarded to the Provost's and President's office through the Dean of Faculties and Associate Provost, unless the candidate requests in writing to withdraw his/her application.

Informing Faculty Members

A faculty member shall be advised in writing of the recommendation for or against promotion at each level of review in a timely manner. In the event of a negative decision at the departmental level, the faculty member is entitled to a written statement of the reasons that contributed to that decision.