

College of Education and Human Development

Procedures for Mid-term and Promotion Reviews For Academic Professional Track Faculty: Clinical Faculty

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Procedures for Review of Academic Professional Track Faculty: Clinical Faculty

These procedures are intended to provide additional guidance; they do not supplant TAMU rules regarding the retention of Academic Professional Track (APT) 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).

Academic Professional Track Advisory Committee (APTAC) Clinical Faculty includes the Clinical Assistant, Associate, and Full Professor, APT Faculty do not occupy a tenure-earning or tenure-accruing position. Faculty in these non-tenure-track appointments will be expected to make significant contributions in the area of teaching, scholarship and /or performing and creative activities as well as make contributions to the area of service as stated in their workload appointment letter. Appointments of clinical faculty are one-year renewable contracts, contingent on satisfactory annual evaluations and program needs. For faculty hired as Clinical Assistant Professor, there will be a three-year probationary period after which the candidate will undergo a departmental and college-level mid-term 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. 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 or clinical associate to clinical full clinical professor).

A. Departmental Clinical Faculty Review Committee

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.

B. General Guidelines

Mid-term reviews for Clinical Assistant Professors take place in the spring of the initial third year of employment.

For purpose of review, adjunct clinical professors are considered part-time/short term and will not be evaluated in the third-year or for promotion.

C. Candidate's Portfolio

Candidates for mid-term review 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. (a) a concise statement (not to exceed three pages) which allows the candidate to explain the QUALITY, productivity overtime, and IMPACT of their teaching, research/scholarly work and service accomplishments. Each of the three areas, as applicable, should be individually addressed. This statement should report on the past accomplishments, present activities, and future plans of the candidate across all the areas that apply. It should provide the candidate's perspective on and interpretation of these matters and go beyond simple reiteration of the content of the vita. The statement, in conjunction with the CV should provide evidence that good ideas and teaching and research activities are coming to fruition and that there is evidence of future promise; (b) curriculum vitae; and (c) evidence of quality performance in the areas of assigned responsibility as applicable within the general headings of: (i) teaching, which must include a table of courses taught (face-to-face and online), student evaluations for each course and departmental average of student evaluations for equivalent courses; (ii) service/engagement/ professional activities provided within the institution and to professional organizations 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.
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.

D. Departmental Clinical Faculty Review (CFRC) Committee

The Departmental Clinical Faculty Review Committee (CFRC) will consist of 4 -6 faculty members at the rank of Clinical Associate or Clinical Full Professor elected by clinical faculty. 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 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 candidate's portfolio of teaching, curriculum and program development, professional development, and professional activities as well as service to the University, College and Department and professional organizations will be reviewed by the CFRC. After a review of the candidate's portfolio and credentials, the CFRC will vote on whether the candidate has had a positive mid-term review or not and whether the candidate is on a positive trajectory toward promotion to Clinical Associate Professor. 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 performance expectations of the written job description.

E. Departmental Approval

Upon review of the recommendations by the CFRC, the department head will make a recommendation to accept or deny the recommendation. The department head will forward the recommendation, along with results of the vote of the CFRC and its recommendation, to the Office of the Dean.

F. College Academic Professional Track Advisory Committee

The College Academic Professional Track Advisory Committee (APTAC) reviews candidates for mid-term and candidates for promotion. It is responsible for conducting a thorough review of each portfolio that is submitted by departments. It is also responsible for submitting in writing to the dean its recommendations for progress made for mid-term review or promotion and a report of its vote on each portfolio. The APTAC 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 APTAC consists of four APT Full Professors (2 Clinical and 2 Instructional) elected by APT faculty. Additionally, two APT Associate Professors (Clinical and Instructional) are elected as college at-large representatives. Each member of the committee serves a 3-year term. All APT 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. The APTAC recommendation should be based on the individual's performance expectations of the written job description.

G. Dean's Review

The dean will review all applications for mid-term review and promotion and will inform the department head and the faculty member of approval or denial of promotion. When the dean does not concur with the departmental recommendation, the dean will inform the department head. The department head shall then have the opportunity to present new evidence or new arguments to the dean to request a reconsideration of the decision. If the dean still disapproves the request for promotion, the dean shall inform the department head and the faculty member of the reasons for the disapproval of promotion. In the case of mid-term review, the dean will inform the department head and the candidate on whether the review is positive or negative and the reasons for the decision.

H. 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 Assistant Professor who have held any faculty appointment other than Assistant Lecturer for the equivalent of 5 or more academic years of full-time service within a 7-year period shall be provided a one-year notice if it is the University's intent not to renew the appointment. Notice of intent not to renew Clinical Assistant Professors who have not held an appointment 5 or more academic years of full-time service within a 7 year period shall be given within a reasonable time from when the department has decided not to renew the appointment.

Faculty member promoted to or hired at the rank of Clinical Associate Professor or Clinical Professor shall be provided a one-year notice if it is the University's intent not to renew the appointment.

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 the 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.

A. 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.

B. Suggested Criteria for Promotion

The college and the departments will make available to each clinical faculty a copy of the college and 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 as stated in the initial letter of appointment and subsequent annual renewal letters.

C. Criteria for Promotion to Clinical Associate Professor

- At least five years in as a clinical assistant professor
- Candidates applying for promotion to Clinical Associate Professor are expected to demonstrate meritorious (going above and beyond meets expectation) teaching by a combination of some of the following activities:
 - Consistent evidence of excellence in teaching (e.g., program development, curriculum development, program supervision, mentoring undergraduate and graduate students, chairing/co-chairing graduate committees,
 - Effective and impactful teaching with technology
 - High impact teaching and learning activities such as leadership in study-abroad programs, service learning, offering honors courses, engaging undergraduate students in research etc.).
 - Strong and impactful teaching performance, as evidenced by student satisfaction, peer evaluation, and student learning outcomes
 - Evidence of very high quality of student engagement learning activities
 - Design and successful delivery of new courses or major revisions of existing courses
 - Engagement in continuing education and management of training contracts to fund students and involvement in grants and contracts in support of teaching or scholarly activities
 - Evidence of participation in professional development activities leading to personal growth and enhanced teaching activities
 - Receiving competitive funding for teaching and curricular improvement activities
- Demonstrated meritorious service evidenced by a combination of some of the following activities:
 - Active service on department, college and university committees and task forces
 - Significant professional development activities that lead to enhanced service provision
 - Serving as an active member of the Faculty Senate
 - Serving as an advisor to student organizations
 - Serving in administrative role within the department or college
 - Serving as a member of a curricular review committee or accreditation review panel
 - Chair or membership on department, college, and university committees
 - Leadership in professional organizations
 - Planning and delivering workshops and other learning opportunities
 - Involvement in creative works and performances, program/curriculum reviewer, membership on journal review boards
- Meritorious scholarship as evidenced by a combination of the following activities:
 - Presentations at professional conferences or workshops
 - Reviewer for professional publications and conferences
 - Evidence of scholarship and /or performing and creative activities (e.g., research, scholarly writings,
 - Grant funding activities, creative performances, public activity in the performing arts, certifications, licensing etc.)

D. Criteria for Promotion to Clinical Full Professor

- At least five years in rank as a clinical associate professor
- Candidates must demonstrate excellence and impact in teaching as measured by a combination of some of the following performance indicators:
 - Provide key leadership of program and curriculum development efforts at department level
 - Evidence of innovation in teaching and learning, advising/mentoring undergraduate and

- graduate students
- Effective and successful chairing/co-chairing of graduate committees,
- Effective use of teaching with technology
- Leadership in study-abroad or other special programs
- Outstanding teaching performance as evidenced by such performance indicators as student satisfaction, peer-evaluation of teaching, and student outcomes
- Prestigious placement of graduate students in internships, post-graduate employment, or continuing education
- Design and successful delivery of a new course that helps improve the rigor of the academic program
- Receiving a grant support for learning, course design and teaching activities
- Outstanding performance as an undergraduate or graduate student mentor
- Receiving a University, professional or a national outstanding teacher award
- Offering of high impact courses including service learning and study abroad
- Impacting students positively such as working with University Honors program, professional development workshops for graduate students
- Publication of a major textbook used in the field

Candidates must demonstrate excellence and impact in service as measured by a combination of some of the following activities:

- 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)
- Key leadership positions in state, regional and national organizations
- Evidence of effective leadership in professional organizations
- Evidence of impactful service to schools and other organizations
- Evidence of leadership in creative works and performances, program/curriculum reviewer,
- Effective leadership as a member on journal editorial boards and professional panel reviews
- Engagement in significant professional development activities that lead to provision of enhanced service
- Serving as an officer of the Faculty Senate
- Serving as a member of the grievances committee at college or university level

Candidates must demonstrate excellence and impact in scholarship as evidenced by a combination of some of the following activities:

- Presentations at professional conferences or workshops
- Conduct Action or basic research aimed at advancing teaching and learning
- Publications in scholarly journals
- Editor of a book, journal, or guest editor of a special issue of a journal or book
- External grant funding
- Research or scholarship-oriented grant
- Creative performances
- Public activity in the performing arts
- Certifications and licensing

E. Procedures for Promotion

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 concise statement (not to exceed three pages) which allows the candidate to explain the QUALITY, productivity overtime, and IMPACT of their teaching, research/scholarly work and service accomplishments. Each of the three areas, as applicable, should be individually addressed. This statement should report on the past accomplishments, present activities, and future plans of the candidate across all the areas that apply. It should provide the candidate's perspective on and interpretation of these matters and go beyond simple reiteration of the content of the vita. The statement, in conjunction with the CV should provide evidence that good ideas and teaching and research activities are coming to fruition and that there is evidence of future promise.
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 the department, college and university 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.

F. 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).

G. Department Clinical Faculty Review Committee (Promotion)

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 committee deliberations 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.

H. Departmental Approval

Upon review of the recommendation for promotion by the CFRC, the department head will make an independent evaluation and recommendation to the dean. 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 Academic Professional Track Advisory Committee (APTAC) and subsequent review and recommendation by the dean.

I. College Academic Professional Track Advisory Committee (APTAC) 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 APTAC reviews candidates for mid-term review (re-appointment) and promotion and submits written reports, recommendations and reports on its votes on each file to the dean. The APTAC consists of four members (two Clinical Professors and two Instructional Professors) . Additionally, two APT Associate Professors (one Clinical and one Instructional) are elected as college at-large representatives.

The clinical associate professor does not participate in the review and promotion considerations for clinical full professors.

J. College Approval

The dean will review all applications for promotion forwarded by department heads and the APTAC. 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.

K. Provost's Approval

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

L. Informing Faculty Members

A faculty member shall be advised of the recommendation for or against promotion by the Department Head at each level of review in a timely manner.

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