

Standards and Criteria for the Promotion of Clinical Faculty in the Department of Biological Sciences

I. Introduction

A. These standards and evaluation criteria are used to operationally define the “desirable qualifications” expected for promotion and will be used by the committee to evaluate a candidate’s past performance in accordance with the promotional rank under consideration. These standards are to be used in conjunction with the Idaho State University Faculty/Staff handbook, Part 4, Sections III and IV.

B. These standards and criteria will also aid the candidate in preparing supportive materials to demonstrate that Candidates meet the standards and criteria by their past performance in teaching, clinical competency, creative activity and community service. A Candidate will be expected to meet or exceed the standards and criteria in all three areas of a particular rank before promotion to that rank is recommended.

C. Additionally, these guidelines will promote consistent application of evaluation procedures during consideration of all candidates for promotion. Recommendations relative to promotion must include, but are not restricted to consideration of the standards and criteria listed below.

1. Teaching

An essential component for promotion is the ability to teach effectively. Some elements for assessing teaching effectiveness are addressed in Section III, B of this document. .

2. Competence in the Subject Field

Teaching effectiveness also implies competence in the clinical field.

3. Creative Scholarly Activity

All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications could be evaluated on the quality of work, range and variety of their intellectual interests and ongoing contributions to clinical practice and training. There are differences in the expectations of clinical faculty which are outlined in the faculty/staff handbook.

4. Service

a. University Service

Service on university committees as well as other related university service is also a consideration for promotion. The

quality and various kinds of service should be considered when evaluating a Candidate's accomplishments.

b. **Community Service**

The scope of the university's activities and the nature of the clinical professions make it necessary for the faculty to engage in many activities outside the university teaching/research /creative activity definitions. Community service could include extramural service to schools, industry and local organizations.

II. Standards for Promotion in the Clinical Rank

A. Clinical Instructor

1. Academic and Length of Service Requirement
 - a. Appropriate degree held for practice in the profession.
 - b. Appropriate certificate/license/registration in field in which clinical instruction is provided.
 - c. Good scholarship as reflected by academic record
2. Teaching and Competence in the Subject Field
 - a. Demonstrated competence in the clinical field
 - b. Interest in and capacity for teaching.

B. Assistant Clinical Professor

1. Academic and Length of Service Requirement
 - a. Appropriate degree held for practice in the profession.
 - b. Appropriate certificate/license/registration in field in which clinical instruction is provided.
 - c. Good scholarship as reflected by academic record
 - d. Three years of teaching at the college level or other appropriate educational experiences in the clinical field
2. Teaching and Competence in the Subject Field
 - a. Demonstrated competence in the clinical field
 - b. Interest in and capacity for teaching.
3. Creative Scholarly Activity
 - a. Evidence of ongoing creative scholarly activity (Refer to Section III, D)
4. Service
 - a. Demonstrated interest in the welfare of the institution of higher learning
 - b. Demonstrated interest in the welfare of the profession.

C. Associate Clinical Professor

1. Academic and Length of Service Requirement
 - a. Appropriate degree held for practice in the profession.
 - b. Appropriate certificate/license/registration in field in which clinical instruction is provided.

- c. Good scholarship as reflected by academic record
 - d. Five years of teaching at the college level or other appropriate educational experiences in the clinical field
 - e. Length of time in previous rank compatible with Idaho State University Faculty/Staff Handbook
2. Teaching and Competence in the Subject Field
 - a. Demonstrated competence in the clinical field
 - b. Interest in and capacity for teaching.
 3. Creative Scholarly Activity
 - a. Evidence of ongoing creative scholarly activity (Refer to Section III, D)
 4. Service
 - a. Demonstrated interest in the welfare of the institution of higher learning
 - b. Demonstrated interest in the welfare of the profession.

D. Clinical Professor

1. Academic and Length of Service Requirement
 - a. Appropriate degree held for practice in the profession.
 - b. Appropriate certificate/license/registration in field in which clinical instruction is provided.
 - c. Good scholarship as reflected by academic record
 - d. Seven years of teaching at the college level or other appropriate educational experiences in the clinical field
 - e. Length of time in previous rank compatible with Idaho State University Faculty/Staff Handbook.
2. Teaching and Competence in the Subject Field
 - a. Demonstrated competence in the clinical field
 - b. Interest in and capacity for teaching.
3. Creative Scholarly Activity
 - a. Evidence of ongoing creative scholarly activity (Refer to Section III, D)
4. Service
 - a. Demonstrated interest in the welfare of the institution of higher learning
 - b. Demonstrated interest in the welfare of the profession.
5. Intellectual and Clinical Leadership
 - a. Evidence of intellectual leadership

III. Evaluation Criteria for Promotion

These criteria will be applied to the Standards of Promotion in Clinical Rank (Section II). Only those criteria that apply to the promotional rank being considered will be utilized in the review. Prior to promotion, the burden of proving worth rests with the individual.

A. Academic and Length of Service Requirements

1. As a chief academic officer of the University, the Dean will have ensured that the degree held is the degree required for certification/licensure/registration in the field or profession
2. Good scholarship as reflected in academic record. Transcripts of current graduate or post graduate work might be evaluated. Additionally, any other documentation reflecting good scholarship intended for review by the Committee may be considered.
3. Years teaching experience at the college level or other appropriate experience in the field: The total number of years completed, plus the current year apply toward eligibility for promotion.

B. Teaching

1. Demonstrate Competence
 - a. Annual faculty evaluations for the past years being considered
 - b. Summary of actual student evaluations of the faculty member for the years being considered for all courses taught
 - c. Feedback (informal and formal letters) from tenured and non-tenured faculty and administrators from within and outside the department when appropriate.
 - d. Evidence of honors and awards
 - e. Significant administration and/or teaching assignments within and outside the department); evidence through support letters or evaluation mechanisms could be provided.
2. Interest In and Capacity for Teaching

The following aspects could be used to determine the degree of interest and capacity. However, each aspect might not apply to the individual situation

 - a. Confidence displayed as a professional attitude
 - b. Ability to keep student's interest in the subject matter (manner of presentation, projected enthusiasm)
 - c. Knowledge of subject matter
 - d. Incorporation of current literature and techniques in area of didactic and/or clinical teaching
 - e. High standards of performance utilizing fair and objective evaluation mechanisms.
 - f. Involvement with student concerns and issues.
 - g. Participation in academic/clinical counseling.
 - h. Continuing education courses attended, developed and taught could be evidence of interest and capacity for teaching

- i. Post-graduate courses or special emphasis areas outside the regular teaching assignment could also be evidence of interest in and capacity for teaching

C. Competence in the professional Field

1. Demonstrate Competence

The following aspects could be used to demonstrate the competency. However, each aspect might not apply to the individual situation.

- a. Evidence of continuing clinical credentialing
- b. Professional consulting or practice
- c. Evidence of workshops or teaching conducted in the community or practice setting
- d. Application of research to current practice
- e. Effective clinical supervision
- f. Clinical experience as defined by department
- g. Collaboration and/or consultation with individuals with clinical expertise outside own area
- h. Program development and accreditation
- i. Serving as mentor for students
- j. Implementation of innovative delivery options and models of supervision.
- k. Consulting distinct from university service activity.

D. Creative Scholarly Activity

1. Evidence of Ongoing Creative Scholarly Activity

The following aspects could be used to demonstrate ongoing scholarly activity. However, each aspect might not apply to the individual situation. Mandated Clinical practice to maintain licensure is not considered in this category. There is a tremendous variety of activities that may constitute creative scholarly activity for the clinical faculty. The activities listed below are not meant to be all-inclusive or restrictive of any of the activities considered to be scholarly activity by the Committee. Involvement in any of these items should be in an ongoing manner rather than sporadically. Creative Scholarly Activities include but are not limited to:

- a. Strategies for clinical practice and training
- b. Program development
- c. Program evaluation and accreditation
- d. Curriculum development and innovation
- e. Professional presentations
- f. Community presentations in professional content area
- g. Consulting activity distinct from service
- h. Grants
- i. Research
- j. Publication

- k. clinical studies conducted
- l. Development of significant instructional materials or resources (particularly if copyrighted).

E. Service

1. Demonstrated Interest in the Welfare of Institutions of Higher Learning by Evidence of:
 - a. Course development, delivery and/or revision not related to primary teaching assignment
 - b. Department, college or university committee assignments.
 - c. Related volunteer service
 - d. Pertinent consulting activity.
 - e. Journal or grant reviewer
 - f. Surveys conducted
 - g. Pertinent Community Service relating to the interests of the university.
2. Demonstrated Interest in the Welfare of the Clinical Profession
 - a. Involvement in professional associations.
 - b. Coordination of community service projects related to individual's health profession.
 - c. Volunteer service (presentation and participation) in community projects.

F. Intellectual and Clinical Leadership

1. Evidence of Intellectual leadership may be:
 - a. Assistance in development of peers, other faculty members and /or administrators
 - b. Special administrative assignments (program director, clinical coordinator, graduate studies director)
 - c. Special appointments (task forces, committee assignments and responsibilities to which you were assigned or elected based upon expertise)
2. Evidence of Clinical leadership may be:
 - a. Clinical, Educational, or professional contributions at the state, regional, and national levels.
 - b. Service on accreditation teams for other facilities or programs