CRCS
Policy & Procedure
for
Promotion of
Clinical Faculty

CRCSPP 19-04
I. **Introduction**

A. These standards and evaluation criteria are used to operationally define the qualifications expected for appointment or promotion of clinical track faculty in the CRCS. These standards and evaluation criteria are to be used in conjunction with the *Idaho State University (ISU) Policies and Procedures for Promotion and Tenure*. The *Idaho State University Tenure and Promotion Application* form provides further information for the candidate.

B. Individual departments have written guidelines for clinical faculty promotion along with the process of application and review. Individual departments within the CRCS may have requirements that exceed those listed in this document. The departments’ criteria should be included and submitted with promotion application materials. All promotion guidelines within the CRCS must be consistent with these general CRCS guidelines and *Idaho State University Policies and Procedures for Promotion and Tenure*.

C. These standards and criteria, in conjunction with *Idaho State University Policies and Procedures for Promotion and Tenure*, will aid the Candidates in preparing supportive materials to demonstrate that they meet the standards based on their performance in teaching, community and university service, and creative and scholarly activity. A Candidate will be expected to meet or exceed the standards and criteria in all areas of a particular rank before promotion to that rank is recommended. Evaluation for promotion will be based on the faculty member's accomplishments throughout his/her entire career, with special attention to the accomplishments since the last successful promotion decision. 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 and in Sections II and III of this document.

D. Clinical faculty at CRCS hold non-tenure track positions. While they may or may not hold a doctoral degree, all clinical faculty hold the required professional credential to practice in Idaho and play a critical role in our health professional curricula. Their primary role is to teach and may often include providing clinical supervision in our university clinics and affiliated organizations. Unlike affiliate faculty, who provide clinical supervision to students in the community settings where they are employed, clinical faculty are contracted ISU employees who hold all the rights and responsibilities associated with faculty status. In addition to their teaching or clinical assignments, they are expected to engage in creative/scholarly activity and professional related service. While clinical faculty are not eligible for tenure status, they may progress in faculty rank. Progression in rank is largely dependent on their accomplishments in teaching, scholarly activity, and service.

1. **Teaching and Competence in the Profession**

   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. Teaching effectiveness also implies a level of competence in the profession, which is addressed in Section III herein of this document.

2. **Creative and Scholarly Activity**

   All members of the faculty should demonstrate scholarly ability and attainments. Their qualifications should be evaluated on the quality of work, range and variety of their intellectual
interests, and ongoing contribution to clinical practice and training setting (refer to Section III herein).

3. Service
   a. Institutional Service: Service on program, department, college, division, or university committees as well as other related university service are also a consideration for promotion. The quality and variety of service should be considered when evaluating a Candidate’s accomplishments in this area (refer to Section III herein).
   b. Professional Service: Faculty are expected to serve the profession and can include participating in a state/national/international professional organization, conference planning, manuscript reviewing, and journal editing. (refer to Section III herein).
   c. Community Service: Faculty can demonstrate professional service within the community. Community service could include aspects of extramural service to schools, industry, and local organizations that are professionally related (refer to Section III herein). No personal service activities are included.

II. Standards for Promotion in the Clinical Rank

A. Clinical Instructor
   1. Academic and Length of Service Requirement
      a. Appropriate degree held for the profession.
      b. Appropriate certification/licensure/registration in the profession in which clinical instruction is provided.
      c. Good scholarship as reflected by academic record.
   2. Teaching and Competence in the profession
      a. Demonstrated competence in the profession and an interest in and capacity for teaching.

B. Clinical Assistant Professor
   1. Academic and Length of Service Requirement
      a. Appropriate degree held for the profession.
      b. Appropriate certification/licensure/registration in the profession in which clinical instruction is provided.
      c. Good scholarship as reflected by academic record. Transcripts of current graduate or post-graduate work may be evaluated.
      d. A minimum of three years of teaching at the college level or other appropriate experiences in the profession.
      e. After the initial appointment or clinical promotion, it is the expectation that a faculty member spend at least four full years within rank prior to application for promotion.
   2. Teaching and Competence in the profession
      a. Demonstrated competence in the profession.
      b. Demonstrated interest and capacity for teaching.
   3. Creative Scholarly Activity
      a. Evidence of ongoing creative scholarly activity (refer to Section III, C).
   4. Service
      a. Demonstrated interest in the welfare of the institutions of higher learning (refer to Section III, D, 1).
b. Demonstrated interest in the welfare of the health professions (refer to Section III, D, 2).

C. Clinical Associate Professor

1. Academic and Length of Service Requirement
   a. Appropriate degree held for the profession.
   b. Appropriate certification/licensure/registration in the profession in which clinical instruction is provided.
   c. Good scholarship as reflected by academic record.
   d. A minimum of five years of teaching at the college level or other appropriate experiences in the profession.
   e. After the initial appointment or clinical promotion, it is the expectation that a faculty member spend at least four full years within rank prior to application for promotion.

2. Teaching and Competence in the profession
   a. Demonstrated competence in the profession.
   b. Demonstrated interest in and capacity for teaching.

3. Creative Scholarly Activity
   a. Evidence of ongoing creative scholarly activity (refer to Section III, C).

4. Service
   a. Demonstrated interest in the welfare of the institutions of higher learning (refer to Section III, D, 1).
   b. Demonstrated interest in the welfare of the health professions (refer to Section III, D, 2).

D. Clinical Professor

1. Academic and Length of Service Requirement
   a. Appropriate degree held for the profession.
   b. Appropriate certification/licensure/registration in the profession in which clinical instruction is provided.
   c. Good scholarship as reflected by academic record.
   d. A minimum of seven years of teaching at the college level or other appropriate experiences in the profession.
   e. After the initial appointment or clinical promotion, it is the expectation that a faculty member spend at least four full years within rank prior to application for promotion.

2. Teaching and Competence in the profession
   a. Demonstrated competence in the profession.
   b. Demonstrated interest in and capacity for teaching.

3. Creative Scholarly Activity
   a. Evidence of ongoing creative scholarly activity (refer to Section III, C).

4. Service
   a. Demonstrated interest in the welfare of the institutions of higher learning (refer to Section III, D, 1).
   b. Demonstrated interest in the welfare of the health professions (refer to Section III, D, 2).

5. Intellectual and Clinical Leadership
   a. Evidence of intellectual leadership as defined by the Candidate's individual program and the criteria listed in Section III, F.

E. Time in rank: Other than exceptions based on the letter of offer of employment, after the initial appointment or clinical promotion, it is the expectation that a faculty member spend at least four full
years within rank prior to application for promotion. For example, upon completion of the fourth year of teaching at the clinical assistant professor rank, promotion to clinical associate professor would be appropriate; therefore, the promotion application could be submitted at the beginning of the fifth year, and if successful, the promotion would be effective at the beginning of the sixth year.

F. Administrative Promotions

1. Faculty hired as a Clinical Instructor may be given up to three (3) years to complete his/her appropriate degree for the profession. Upon completion of the degree, he/she may be administratively promoted to Clinical Assistant Professor by the KDHS Vice President with written recommendation from the CRCS Dean. In the case of administrative promotions to Clinical Assistant Professor, the CRCS Dean will consider the criteria listed in this document (Sections II and III).

G. Process

1. The review process for promotion and/or tenure should adhere to the following progression:
   a. Department/Program committee
   b. Department Chair/Program Director
   c. CRCS Committee
   d. Dean of the CRCS
   e. Vice President for Health Sciences (VPHS)
   f. University Provost
   g. University President

   2. CRCS Committee Composition: One clinical faculty member from each program (AuD, OT, PT, SLP, SLI) and one academic faculty member from the candidate's program.
      a. All members of the committee will be elected by colleagues in their respective departments.
      b. Faculty at the Associate or Professor levels will be eligible to serve.
      c. Members will serve three-year terms with staggered timing.

   3. Reviewers at each level should have access to the recommendations made at previous levels. At each stage of the review process, the candidate will have five working days (following the receipt of the recommendations) to respond to the written recommendation. The candidate's response will accompany all documents forwarded to the next level of review. At each level, either a vote of the group or a recommendation from the administrator must be made. All votes and recommendations must be accompanied by a written rationale. ([ISU Policies and Procedures Promotion and Tenure])

III. Evaluation Criteria for Promotion

These criteria will be applied to the Standards for 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 seeking promotion.

A. Academic and Length of Service Requirements

1. The candidate must hold the degree required for certification/licensure/registration in the profession.
2. Years teaching experience at the college level or other appropriate experience in the profession will be considered. Time in rank refers to time of service at ISU.

B. **Competence in Teaching**: Competence in teaching requires competence in the subject matter and also competence in teaching using best practices (not all inclusive, here is a list of possible sources of evidence).

1. Content and teaching expertise can be displayed by:
   a. Command of the professional subject matter.
   b. Examples of any work demonstrating command of an area of teaching and competence in the profession.
   c. Participation in relevant continuing education courses.
   d. Incorporation of current research and related literature and techniques in didactic and/or clinical teaching.
   e. Evidence of self-reflection and implementation of best practices in instruction.
   f. Active interprofessional teaching involvement in the CRCS and/or across the university.
   g. Evidence of continuous growth in the subject field.
   h. Teaching evaluations should have qualitative and quantitative assessment components.
   i. Confidence displayed as a professional and professional attitude.
   j. Ability to hold student interest in subject matter (manner of presentation, projected enthusiasm).
   k. Invited participation as a teaching scholar.
   l. High standards of performance utilizing fair and objective evaluation mechanisms.
   m. Involvement in and responsiveness to student concerns.
   n. Development and delivery of interprofessional courses.
   o. Significant honors and awards.

2. Clinical expertise may be shown by:
   a. Application of assessment and interventions appropriate to current practice.
   b. Effective clinical supervision.
   c. Clinical experience as defined by program.
   d. Collaboration and/or consultation with individuals with clinical expertise outside areas of own expertise.
   e. Program development.
   f. Serving as a mentor for students.
   g. Implementation of innovative service delivery options, therapeutic techniques and models for supervision.

C. **Creative and Scholarly Activity**: Evidence of ongoing creative/scholarly activity and of continuing productive scholarship as evidenced by the items listed below. The expectation is that scholarly activity is disseminated and undergoes peer or other types of editorial review (see section c. below). There are a variety of activities that constitute creative scholarly activity for the clinical faculty. The activities listed below are not meant to be all inclusive. Creative scholarly activities include, but are not limited to:

1. Examples of scholarly activities consistent with clinical faculty role and workload assignments
   a. Innovative strategies for clinical practice and training
   b. Program development
   c. Curriculum development and innovations
   d. Scholarship of teaching and learning, community engagement and clinical applications.
e. Development of significant instructional materials or resources (especially if copyrighted)

f. Ongoing media publications/programs

g. Participation in peer reviewed publications

h. Grant activities

i. Surveys or studies conducted

2. Examples of dissemination

a. Publication in a professional publication

b. Oral presentation at a professional meeting

c. Poster session at a professional meeting

3. Examples of peer/editorial review processes

a. Editorial board review

b. Grant review

c. Conference program review

4. Evidence of continuing productive scholarship as evidenced by completion of those contributions listed above in an ongoing manner rather than sporadically.

D. **Service:** Service to the institution (university, division/college/department) and to the discipline is expected of all clinical faculty members. Service to the discipline can include: manuscript reviewing, journal editing, conference planning, serving as an officer for a national organization, etc. Applicable community/public service includes only those activities that relate directly to one's academic discipline and/or areas of specific expertise ([ISU Policies and Procedures Promotion and Tenure](#))

1. Demonstrated interest in the welfare of institutions of higher learning by evidence of:

a. Committee or Council involvement at the university, KDHS, CRCS, and department/program levels (membership, Chair, other)

b. Relevant community/public service

c. Pertinent consulting activity

d. Pertinent community service related to the interests of the university

e. Involvement in professional organizations and associations

f. Development or coordination of community service projects related to the health profession

g. Volunteer service (presentations and participation) in community projects

h. Participation in interprofessional service activities within the University, CRCS and/or community.

i. Professional continuing education course development and dissemination.

j. Voluntary clinical service/practice

k. Personal service should not be included (e.g., church, coaching, scouts, etc.).

E. **Collegiality and Professionalism:** See KDHS Expectations on Professionalism ([Division of Health Sciences Expectations on Professionalism](#))

F. **Intellectual, Clinical, Administrative and Professional Leadership**

1. Evidence of leadership as defined by criteria required by the Candidate's individual program.

a. Assistance in the development of peers, other faculty members, and/or administrators.
b. Administrative assignments and/or positions (e.g., clinical coordinator or graduate studies director).

c. Special appointments (e.g., special task forces, committee assignments or responsibilities to which the candidate was appointed or elected based upon expertise).

d. Clinical, educational and/or professional contributions at the state, regional and national levels.

IV. **Documentation for Promotion Review**

In order to appraise a Candidate's qualifications and accomplishments for promotion, the Candidate should follow university and KDHS guidelines for methods of organizing and submitting information for review.

A. The review materials should contain the items as indicated in the [ISU Tenure and Promotion Application](#).

B. Once completed and presented for review, the materials may not be amended or altered except for the addition of the administrative reviews/evaluations of the candidate and the candidate responses to the evaluations, as specified by ISU policies and procedures.

C. The Candidate must be provided the opportunity to review all* materials/documents to be considered by the CRCS Promotion and Tenure Committee, which were not submitted by the Candidate. The Candidate will be provided five (5) working days to reply or respond in writing.

1. *The Candidate may not be provided the opportunity to review external reviewers’ submissions. Access to information from external reviewers will be determined at the department and program level, as reflected in the letter to the reviewers.

D. The review materials should be delivered to the Vice President's office no less than ten (10) working days prior to the scheduled review. The materials may be reviewed for completeness with the Candidate and then will be housed in the Vice President's Office or other suitable location selected by the Vice President.

E. At any level, removal of sections of the materials or other use by any person is inappropriate unless specific permission is granted by the Candidate.

V. **Evaluation Criterion**

A. Accomplishments prior to ISU may be considered in promotion decisions as specified in the candidate's offer of employment letter. Candidates must demonstrate accomplishments after appointment to a faculty position at ISU in order to be considered for promotion and/or tenure.

VI. **Procedure**

A. The Vice President and the Dean/Department Chair/Program Director must make inquiries to determine clinical faculty members who may be seeking promotion. Copies of CRCS Policy for Promotion of Clinical Faculty will be made available to all candidates seeking promotion.
1. The Dean must notify all faculty in the CRCS of the approximate calendar for preparing and submitting materials for review by the CRCS Promotion and Tenure Committee. This notification must occur at least eight (8) weeks prior to the deadline for submission of materials to the Dean.

B. The promotion process will include the following steps according to established timeline:
   1. Candidates are notified of the dates for submission of their application to the CRCS. All other program, department, and college deadlines are set and managed by the administrator of each unit.
   2. Candidates submit materials according to the format dictated by the Office of Academic Affairs for programmatic/departmental peer review.
   3. Departments review applicant materials and submit report to the CRCS Promotion and Tenure Committee.
   4. CRCS Promotion and Tenure Committee reviews materials and submits a letter of recommendation to the Dean’s office.
   5. CRCS Dean reviews materials and submits a letter of recommendation to the Vice President’s office.
   6. The Vice President reviews materials and submits a letter of recommendation to the Office of Academic Affairs.

C. All candidates must submit written permission for the review of all submitted materials. Permission to review the materials must be granted to the Vice President, CRCS Dean, and any required members of the faculty, administration, or committees of the Department/Program/College. As some documents may be confidential, written permission should be placed at the beginning of the Candidate’s submitted materials.

D. Change from non-tenure-track to tenure track appointments
   1. Faculty members may change from a non-tenure track to a tenure track position, with the approval of the chair, dean, and Provost, and should occur only when it is in the best interest of the program and the University. All faculty appointments are subject to approvals as required by the Idaho State Board of Education policies. (State Board Policies)

Revisions to the CRCS Policy and Procedure for Promotion of Clinical Faculty will be addressed as described in the CRCS Policy on Policies. Any proposed changes to CRCS Policies and Procedures will take effect on the first of May after approval, and will be applied in the upcoming academic year.