

2.02 Guidelines for Promotion and Tenure

The College of Nursing follows the guidelines in the University Handbook for Appointed Personnel concerning policies for Promotion and Tenure; in addition, the college faculty has developed guidelines for faculty use. The College's promotion and tenure committee advises the Dean who, in turn, must write a recommendation to be forwarded to the Provost. The University Advisory Committee on Promotion and Tenure reviews the Dean's recommendation and makes recommendations to the President concerning the individual faculty member. The guidelines developed by the College of Nursing Promotion and Tenure Committee and accepted by the College of Nursing faculty follow.

2.02 College of Nursing Criteria for Promotion and Tenure for Tenure Track Faculty

Note: Candidates for tenure only must also meet criteria for rank at which tenure is sought.

	Assistant Professor	*Associate Professor	*Professor
Teaching	<p>Entry: Evidence of teaching ability and content expertise.</p> <p>Third year:</p> <ol style="list-style-type: none"> Contributes to teaching with plan to assume leadership role in teaching. Receives positive evaluations from students and colleagues. Participates in student advising. Participates on student committees, which may range from honors' theses to postdoctoral projects. 	<ol style="list-style-type: none"> Demonstrates leadership in teaching. Demonstrates excellence in teaching by receiving positive student evaluations. Provides leadership in the development and teaching of courses in his/her area of expertise. Participates in student advising. Assumes leadership on student committees, which may range from honors/theses to postdoctoral projects. 	<ol style="list-style-type: none"> Receives positive student and peer evaluations. Receives recognition as a teacher through awards or other documentation. Demonstrates leadership in academic programs.** Outstanding record of student advising, including service as chair of students' theses, dissertations or post-doctoral committees. Provides evidence of mentoring through record of student achievement such as funding, scholarly publication and professional activities.
Research Scholarly/Creative Activity	<p>Entry:</p> <ol style="list-style-type: none"> Completed dissertation. Ability to articulate focus of scholarship and direction of scholarly program. Contributes data based articles in peer reviewed journals. Makes data based presentations at local/regional professional meetings. <p>Third year:</p> <ol style="list-style-type: none"> Has research in progress that has a potential to add to science; this research should be relevant to his/her defined line of intellectual inquiry. Has obtained funding for at least one project; includes extramural funding in his/her defined research area. Demonstrates progress toward or plans for major extramural funding as a principal investigator. Serves as first or second author (or last if discipline appropriate) on at least five data-based publications (in print or in press) in peer reviewed journals. Integrates line of inquiry into teaching activities; include opportunities for student involvement. Demonstrates progress toward and plan for regional/national recognition. 	<ol style="list-style-type: none"> Conducts research that adds to science as principal investigator on studies in his/her line of intellectual inquiry. Demonstrates record of funding; includes extramural funding in his/her line of intellectual inquiry. Serves as first or second author (or last if discipline appropriate) on data-based publications in peer reviewed journals. Presents at national meetings based on knowledge generated in line of intellectual inquiry. Integrates line of inquiry with teaching activities; includes opportunities for student involvement. Recognition of expertise at regional and national levels. 	<ol style="list-style-type: none"> Demonstrates record as a productive scholar through continuing publication activity over a period of years. ** Has a clear and coherent line of inquiry. Provides evidence of recognition at national and international levels. ** Demonstrates leadership in seeking outside funding for scholarship through grants and contracts.** Provides evidence of integrating scholarly activities with teaching. Engages students in collaborative research and scholarly activities.
Service/Outreach	<p>Entry: Evidence of membership in appropriate professional organization(s).</p> <p>Third year:</p> <ol style="list-style-type: none"> Contributes to College standing and other committees. Provides service to professional organizations, committees and/or journals. 	<ol style="list-style-type: none"> Contributes to College committees. Provides service/leadership in professional organizations, committees and/or professional journals. Contributes expertise at local, state or national levels. 	<ol style="list-style-type: none"> Demonstrates leadership in the College and University. Contributes to profession through outstanding and continued practice and/or service to professional organizations and/or professional journals.** Works with community and national agencies in area of expertise.** Contributes expertise at state, national and international levels.

* Represents entry level for rank.

** Identifies where interdisciplinary activity is most likely to occur.

Revised 4/5/04

2.03 Guidelines for Reappointment and Promotion of Clinical Track Faculty

The College of Nursing follows the guidelines, as deemed appropriate, in the University Handbook for Appointed Personnel concerning policies for Renewal and Promotion of Nontenure-Eligible Faculty Members, found in the *University Handbook for Appointed Personnel (UHAP guidelines 3.13)*. In addition, the college faculty has developed criteria and guidelines for faculty use. Entry requirements for appointment are listed followed by a numbered listing of criteria for renewal and promotion for each rank. See chart of criteria and guidelines on pages 2 and 3 following this page as developed by the College of Nursing Faculty Reappointment and Promotion Committee and accepted by the College of Nursing faculty.

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

Note that requirements and guidelines listed for lower ranks apply to all subsequent ranks.

	Clinical Instructor	Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
Teaching	<p>Entry: Current Arizona license.</p> <p><i>Master's Degree in Nursing.</i></p> <p><i>Certification in practice or education area is preferred.</i></p> <hr/> <ol style="list-style-type: none"> 1. Demonstrates competence in teaching by receiving positive student and peer evaluations. 2. Applies basic principles of education to classroom and clinical teaching. 3. Applies knowledge of the discipline specialty in teaching-learning process. 4. Participates in course evaluation and revisions. 5. Advises students within clinical lab groups and as assigned. 6. Synthesizes and integrates research findings into clinical and classroom teaching. 	<p>Entry: <i>Certification in practice/education area.</i></p> <p><i>Evidence of experience and competency in teaching.*</i></p> <p><i>Evidence of experience and competency in clinical practice.</i></p> <hr/> <ol style="list-style-type: none"> 1. Uses innovative teaching and student evaluation strategies. 2. Demonstrates excellence in teaching. 3. Participates in continuing education to expand knowledge in clinical practice and in teaching/learning methodologies. 	<p>Entry: <i>National certification in practice area or education.</i></p> <p><i>Doctorate in Nursing or related discipline preferred.</i></p> <hr/> <ol style="list-style-type: none"> 1. Demonstrates leadership in teaching. 2. Participates in curriculum evaluation and revision. 3. Supervises student projects including honors theses and/or graduate projects and undergraduate independent studies. 4. Conducts integrated reviews on current practices/methods in clinical education. 	<p>Entry: <i>Doctorate in Nursing or related discipline preferred.</i></p> <hr/> <ol style="list-style-type: none"> 1. Recognized for expertise in clinical education through awards or other documentation. 2. Demonstrates leadership in academic programs. 3. Develops instructional/educational materials for academic programs. 4. Outstanding record of advising including leadership position on student committees such as honor theses/projects, graduate projects, and/or independent studies; and/or mentoring clinical teaching. 5. Translates new knowledge in clinical education to clinical teaching settings and evaluates educational outcomes.
Scholarship	<ol style="list-style-type: none"> 1. Articulates potential area of interest to pursue in clinical or educational scholarship. 	<ol style="list-style-type: none"> 1. Contributes to local publications/presentations/policy and procedures/clinical documents. 2. Disseminates knowledge within area of clinical expertise and/or education through teaching and/or other scholarly activities. 	<ol style="list-style-type: none"> 1. Recognized as expert clinician by peers at local or regional levels. 2. Extends knowledge through applications in practice, teaching, or other scholarly activities. 3. Conducts integrated reviews on "best practices" in clinical care. 	<ol style="list-style-type: none"> 1. Develops and disseminates new knowledge in clinical expertise/education. 2. Generates new clinical knowledge and evaluates clinical outcomes. 3. Recognized regionally or nationally as leader in development of innovations in clinical practice and/or teaching. 4. Demonstrates an ongoing program of scholarship in clinical practice, education, and/or clinical research.
Service/Outreach	<ol style="list-style-type: none"> 1. Evidence of membership in appropriate professional organizations. 	<ol style="list-style-type: none"> 1. Participates in College-wide committees/task forces. 2. Participates in local, professional or community organizations. 	<ol style="list-style-type: none"> 1. Contributes clinical expertise to book chapters, reviews, clinical education-related articles for professional publication. 2. Provides service/leadership to professional organizations, committees and/or journals. 3. Mentors junior faculty in clinical teaching and other activities. 	<ol style="list-style-type: none"> 1. Demonstrates leadership in the College and University. 2. Contributes to the profession through outstanding and continued practice and/or service to professional organizations and/or professional journals. 3. Works with community, regional, and national agencies in area of expertise. 4. Contributes at state, national, and international levels.

***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

**THE UNIVERSITY OF ARIZONA COLLEGE OF NURSING
CLINICAL TRACK PROMOTION AND REAPPOINTMENT SUBCOMMITTEE
POLICIES AND PROCEDURES**

Committee Guidelines

Membership

The Clinical Track Promotion and Reappointment Subcommittee consists of five clinical faculty, with at least three members holding the rank of Clinical Associate Professor or higher. One member of the committee must also be a member of the promotion and tenure subcommittee. An additional two members are elected for participation in the annual review process. The additional members will meet with the subcommittee for all matters related to the annual review process. Faculty may review only faculty who are the same rank or a lower rank.

Minutes

Copies of minutes go to committee members, the Chair of FRAP, the Chair of Faculty and the Dean's office.

Annual Performance Review (UHAP sections 3.10.06A; 3.10.01-3.10.04A)

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.

University Appointment and Annual Review by Rank Rules and Procedures (UHAP sections 3.13.01 to 3.17)

Clinical Instructor:

Nontenure-eligible instructors are appointed for a period of one year or less. An indefinite number of annual renewals is possible. An individual holding such a title may be promoted to nontenure-eligible assistant professor within three years of initial appointment provided their annual evaluations under Section 3.10 meet the criteria in Subsection 3.13.02. (UHAP, 3.13.02)

Clinical Assistant Professor:

Appointment or promotion to nontenure-eligible assistant professor will be recommended largely on evidence of promise, adequate training, depth of knowledge in a particular specialty, and capacity to undertake high quality teaching, scholarship, or service. A nontenure-eligible 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. Promotion to nontenure-eligible associate professorship is possible after a minimum of three years of service in rank.

Nontenure-eligible assistant professors must be informed by the Division Director every five years that they are being reviewed for retention in rank or for promotion to nontenure-eligible associate professor. Such recommendations shall be considered by the standing college committee and college committees on faculty status, and be forwarded to the Dean.

Clinical Associate Professor:

Appointment or promotion to the level of nontenure-eligible associate professor will require evidence of an established and productive career in addition to the qualifications required of a nontenure-eligible 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 nontenure-eligible associate professor may be recommended for promotion to the rank of nontenure-eligible professor at any time but normally shall be reviewed for retention in rank every six years. During the fifth year, the Division Director must inform the faculty member that he or she has the right to be reviewed for retention in rank or for promotion to nontenure-eligible professor. A review will be conducted unless the faculty member declines in writing. Recommendations resulting from these reviews must be considered by the standing departmental and college committees on faculty status, as well as the Division Director and Dean, and forwarded to the Provost's Office for decision.

Clinical Professor:

Appointment or promotion to the level of nontenure-eligible professor will require unique qualifications regarding expertise and experience in addition to those possessed by nontenure-eligible associate professors. Such an individual must have achieved national recognition through peer organizations and should bring distinction to the departmental program. Nontenure-eligible 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, 3.13.05)

UHAP Sections 3.13.06-3.17 shall govern decisions and notification of nonrenewal.

UMC Fellows:

Fellows will be considered for reappointment and promotion using the regular Clinical Track Promotion and Reappointment review system.

Annual Review Procedure

Written evaluation criteria are consistent with performance expectations for non-tenure eligible 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 Subcommittee after classes begin in the spring semester of each calendar year. Two members from the Clinical Track Promotion and Reappointment Subcommittee 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 3.10.06A for the appeal procedure for unsatisfactory ratings.

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. The Division Director will follow UHAP section 3.13 to determine who is eligible. Following the meeting with the Division Director, the faculty member must submit a letter of intent to the Chair of the Clinical Track Subcommittee.

Time Frame for Promotion Process

- a. Faculty who wish to be considered for promotion will receive a letter of notification outlining the purpose of the review and the materials, which they need to collect for submission during the fall semester. The subcommittee schedules a workshop to assist faculty preparation for the promotion process.
- b. The Clinical Track Promotion and Reappointment Subcommittee meets and primary reviewers are assigned to each faculty scheduled for review. An appointed mentor will be assigned to meet with faculty and answer questions concerning the procedure for promotion.
- c. Faculty scheduled for promotion submit the requested materials. External reviewers are selected for any faculty being considered for promotion to the rank of Clinical Associate or Clinical Professor.

- d. A primary and secondary reviewer evaluates the dossier of assigned faculty according to promotion criteria and presents their 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 Clinical Track Promotion and Reappointment Subcommittee members.
- e. Each letter of recommendation and the individual's promotion packet are forwarded to the Dean.

Reviewer: External

External reviewers are needed for promotion to the ranks of Clinical Associate Professor or Clinical Professor, but not reappointment.

The candidate will submit to the Clinical Track Promotion and Reappointment Subcommittee the names of four outside reviewers who are not candidate's major professor, co-author, thesis or dissertation advisor, or otherwise closely associated with candidate. This reviewer must be able to address the candidate's ability to meet the criteria for promotion. The reviewers should share similar rank and teaching area with the candidate.

The Chair of the Clinical Track Promotion and Reappointment Subcommittee will contact by letter, the reviewers identified by the candidates. Potential reviewers are contacted at their college or institution for verification of employment, rank, and current address. The potential reviewers are asked for commitment to review candidates within a specified time interval. The chair selects three appropriate external academic reviewers for each candidate seeking promotion.

The candidate's dossier is duplicated with a cover letter to the external reviewers and should include the candidate's statement, publications, Division Directors statement, and Curriculum Vita. Criteria for each rank are included with the letter. Annual evaluation materials are never sent outside the College of Nursing. Each reviewer is asked to include a copy of his/her own Curriculum Vita to document peer status of the reviewer.

When the review process is completed, the external reviewers receive a letter of appreciation.

--Adopted 2/14/02