

*[THIS DOCUMENT WILL REPLACE THE FIRST PAGE OF THE IUE POLICY FOR CLINICAL RANKS THAT PASSED IUE FACULTY SENATE ON 5/6/97, ATTACHED]*

## **Clinical Rank Appointments at IU East**

### **I. Clinical rank appointment – Responsibilities and Privileges**

The prefix “Clinical” is used for full-time salaried appointees with the rank of Lecturer through Professor whose primary duties are teaching and service in a clinical setting. Clinical faculty may be involved in research that derives from their primary teaching and professional service, and supports the academic mission of IU East and their assigned division; however, they are not expected to do individual research.

Continued appointment and advancement in rank must be based on performance in clinical teaching, service, and practice. Clinical faculty are expected to follow and be protected by University policies, including those pertaining to faculty hiring and faculty annual reviews. The faculty salary policies of the University, campus, school, and department shall apply to clinical faculty. Clinical faculty have the right to petition the campus Faculty Board of Review. Clinical appointees on long- term contracts are eligible to apply for up to one semester of paid professional leave during each period of seven years’ full-time service, including time on professional leave, following the completion of the first six years of full-time service. Clinical faculty are not eligible for academic administrative appointments at and above the division chair level.

Initial clinical appointments should be at the level appropriate to the experience and accomplishments of the individual, in accordance with the IU East criteria for appointment and responsibilities of clinical rank faculty.

### **II. Contracts and Conditions of Employment Prior to Long-Term Contract**

Clinical appointees’ contracts are renewable on a yearly basis during a seven-year probationary period. All conditions governing each clinical appointee’s initial appointment, yearly contract renewal, and salary must be prepared in advance in writing by the division. All conditions of employment will be made through the normal procedures of each division, in a way that is consistent with all relevant University policies. Clinical appointments during the probationary period shall be subject to the same policies and procedures with respect to conditions of employment as tenure-probationary faculty. Clinical appointees will submit the customary faculty annual report and provide documentation as evidence of the quality of their performance. Evidence of performance of the responsibilities described in IU East criteria for appointment and responsibilities of clinical rank faculty should be included in the annual reports. In the event of non-reappointment, faculty in their first year of a clinical appointment must be given three months’ notice. During the second through sixth consecutive year, twelve months’ notice must be provided, unless otherwise specified by university policy.

### **III. Review for Appointment to a Long-Term Contract**

Clinical appointees must apply for appointment to a long-term contract by the first month of their sixth year of full-time service within their division. However, they may apply for such appointment at any time prior to that. The Vice Chancellor for Academic Affairs will notify candidates eligible for appointment to a long-term contract during September of the fifth year of the probationary period. The candidate for appointment to a long-term contract will prepare review materials consisting of all annual reviews and supervisor’s reports from the probationary period and will submit a narrative explaining how evidence in those reports supports the academic mission of IU East and his/her division. Applicants must demonstrate excellence in clinical teaching and at least satisfactory in service and practice. Criteria for excellence in clinical teaching and satisfactory performance in service and practice will be established by the division, in accordance with the IU East criteria for appointment and responsibilities of clinical rank faculty.

The candidate’s review materials will be examined in accordance with the campus process for review of tenure-track faculty, with the exceptions that review by persons outside IU East will not occur, and a candidate applying for a long-term contract without promotion will not be reviewed by the Campus Promotion and Tenure Committee. The sequence of review will be as follows:

1. Candidate's review materials are submitted to the Office of Academic Affairs.
2. Candidate's review materials are reviewed by the division's Promotion and Tenure Committee, if applicable.
3. Candidate's review materials are reviewed by the Division Chair/Dean.
  - a. An Assistant Clinical Professor, Associate Clinical Professor or Clinical Professor applying for a long-term contract without promotion will not be reviewed by the Campus Promotion and Tenure Committee. The candidate's materials will proceed to the Vice Chancellor for Academic Affairs as described in #5, below.
  - b. An Assistant Clinical Professor or Associate Clinical Professor applying for a long-term contract with promotion will be reviewed by the Campus Promotion and Tenure Committee. The candidate's materials will proceed to the Campus Promotion and Tenure Committee as described in #4, below.
  - c. A Clinical Lecturer applying for a long-term contract will be reviewed by the Lecturer Long-Term Contract Review Committee as described in #4, below. (Upon being appointed to a long-term contract, a Clinical Lecturer shall be promoted to Senior Clinical Lecturer.)
4. Candidate's review materials are reviewed by the Campus Promotion and Tenure Committee or, in the case of a Clinical Lecturer, by the Lecturer Long-Term Contract Review Committee.
5. Candidate's review materials are reviewed by the Vice Chancellor for Academic Affairs.
6. Candidate's review materials are reviewed by the Chancellor of Indiana University East.

Each long-term contract will be for a period of five years.

#### **IV. Contract Renewal (after Approval of Long-Term Contracts) and Dismissal**

Annual reviews of performance after appointment to a long-term contract will follow the same procedures as the annual review of tenured faculty. Contract renewal will be based on continued performance in clinical teaching, service, and practice as documented in the annual reviews. Contract renewal or non-renewal will be recommended by the Division Chair to the Vice Chancellor for Academic Affairs, who will forward his/her recommendation to the Chancellor during the review process in the fourth year of the contract.

Dismissal of clinical appointees holding a long-term contract which has not expired may occur because of closure or permanent downsizing of the program in which the faculty member teaches; otherwise, dismissal of clinical appointees shall occur only for reasons of professional incompetence, serious misconduct, or financial exigency.

Non-reappointment of clinical appointees to a new contract term may occur for the foregoing reasons or may occur as well for reason of changing staffing needs of the academic unit's program. Appeal of non-reappointment or dismissal decisions will follow procedures outlined in the IU East Faculty Senate Constitution By-Laws dealing with the Faculty Board of Review.

#### **V. Advancement in Ranks or Promotion**

##### **1. Clinical Lecturer-Senior Lecturer**

A Clinical Lecturer shall be promoted to Clinical Senior Lecturer upon being appointed to a long-term contract following a probationary period. The Clinical Senior Lecturer will receive a raise in salary consistent with that of a Lecturer receiving a promotion to Senior Lecturer.

##### **2. Clinical Assistant-Associate-Professor**

Faculty choosing to seek promotion in rank will go through the normal faculty procedures appropriate to the unit of the University, including peer review by the primary unit, and the Campus Promotion and Tenure Committee. The faculty of each unit using Clinical Assistant, Associate, and Professor appointments may adopt criteria for promotion that are consistent with the IU East criteria for appointment and responsibilities of clinical rank faculty. Those criteria must be written, available to the unit faculty, and filed with the campus academic officer. Promotion will be accompanied by the salary increases accorded professorial ranks.

#### IUE Policy for Clinical Ranks

~~Individuals holding tenure track appointments are not able to transfer that appointment to a clinical rank. If such an appointment becomes desirable to an individual holding a tenure track appointment, that individual would have to apply for the position when the position is being searched. All searches would proceed through the normal search and screen process for the campus.~~

#### Probationary Period

~~Individuals must serve in a clinical rank appointment for 6 years before becoming eligible to apply for a long term contract. Successful completion of each year of the probationary period will be documented by the normal reappointment process. If the individual is granted the long term contract, it would begin at the end of the 7th year.~~

#### Granting of Long term Contracts

~~Requests for the granting of long term clinical contracts will be forwarded from the Division to the VCAA and, then, on to the Chancellor for the final decision.~~

#### Transition Policy

~~Individuals who have served in a clinical rank appointment for seven years or more, may be granted long term clinical rank contracts of 7 years upon successful completion of the annual review process.~~

~~During the 6th year of any 7 year long term contract, the faculty member wishing to be reappointed for another 7 year contract must apply by submitting documentation for review through the annual review process.~~

~~Individuals who have combined years of service of 10 years or more in faculty positions (but fewer than 7 years in a clinical rank) may be granted a long term clinical contract of 5 years upon successful completion of the annual review process.~~

~~During the 4th year of any 5 year long term contract, the faculty member wishing to be reappointed for another 5 year contract must apply by submitting documentation for review through the annual review process.~~

~~When these faculty persons complete a contract that brings their total years of service in a clinical appointment to 7 years or more, they will be granted a long term clinical contract of 7 years upon successful completion of the annual review process~~

~~Individuals currently holding clinical faculty appointments will not be penalized by the numerical limits for number of positions in the UFC and IUE Clinical Rank Policy Documents. Any division holding clinical rank appointments, however, cannot add new clinical appointments until the numerical limits are met. (Passed IUE Faculty Senate 4/1/97)~~

#### Promotion

~~Individuals wishing to be promoted within the clinical ranks must submit documentation when they feel they are ready for promotion to the promotion and tenure committee. Promotion decisions within the clinical rank will proceed through the normal campus promotion process. (Passed IUE Faculty Senate 5/6/97)~~

*The rest of the IUE Policy for Clinical Ranks will remain unchanged. Those pages contain criteria for appointment and responsibilities of faculty members at the Clinical Lecturer, Assistant Clinical Professor, Associate Clinical Professor, and Clinical Professor ranks, and a section titled "Comments on Clinical Ranks."*

