

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. (Passed IUE Faculty Senate 5/6/97, Replaced 11/7/2006)

Criteria for Appointment and Responsibilities of Clinical Ranks Faculty

Clinical Lecturer:

Recommended criteria for Appointment:

1. Master's degree in discipline
2. Minimum of two (2) years full-time in clinical practice
3. Competence in clinical practice
4. Some experience in clinical teaching
5. National certification in area of clinical expertise where appropriate

Responsibilities:

Instruction (Primary Mission is Teaching)

1. Expert clinical instruction
2. Mentors students in practice area/interests
3. Utilizes critical thinking strategies with guidance

Advancing Practice:

1. May participate in research utilization groups/teams
2. Conducts in-service presentations
3. Consultation (Local)

Practice:

1. Current active participation in area of clinical expertise (majority of hours taught must be in clinical settings and are considered as "active practice.")
2. Uses practice as a model for students (incorporates students into practice).

Assistant Clinical Professor:

Recommended criteria for appointment:

Same as Clinical Lecturer PLUS:

1. Has held advanced practice position
2. Evidence of advanced clinical experience.

Instruction: (Primary Mission is Teaching)

Same as Clinical lecturer PLUS:

1. Instruction
 - Utilizes critical thinking & assists Clinical Lecturers.
 - Mentors new clinical faculty
2. Develops innovative clinical teaching strategies
3. Develops honors courses/teaches honors students (as available)
4. Involved in curriculum development and enhancement and/or service to the school
5. Demonstrates excellent instruction, receives honors/awards for instruction

Advancing Practice:

Same as Clinical Lecturer PLUS:

1. Presentations (local, state - develops school CEU (Continuing Education Unit) offerings
2. Consultation (local, state)
3. Active participation in professional organizations

Practice:

Same as Clinical Lecturer PLUS:

1. Evidence of excellence in clinical practice
2. Actively practices via informal/formal relationship with school
3. Receives state recognition for practice expertise in addition to national certification when appropriate

Associate Clinical Professor

Recommended Criteria for Appointment:

Same as Assistant Clinical Professor PLUS:

1. Doctorate in discipline or related field
2. Minimum of seven (7) years as Assistant clinical professor rank

Responsibilities:

Instruction: (Primary Mission is Teaching).

Same as Assistant Clinical Professor PLUS:

1. Evidence as a master teacher
2. Develops innovative instruction strategies
3. Actively participates in development of clinical curricula
4. Receives local/state recognition for instruction

Advancing Practice:

Same as Clinical Assistant Professor PLUS:

1. Presents regionally
2. Consults regionally
3. Provides local/state leadership in professional associations
4. Develops/implements special projects
5. Disseminates information to faculty, re: developments in the field and funds
6. Actively participates in public policy arenas regarding practice area

Practice:

Same as Clinical Assistant Professor PLUS:

1. Receive regional recognition for practice expertise
2. Develops collaborative practice models with clinical agencies

Clinical Professor

Recommended Criteria for Appointment:

Same as for Clinical Associate Professor PLUS:

1. Doctorate in discipline or related field

2. Minimum of seven (7) years at Associate Clinical Professor

Responsibilities:

Instruction: (Primary Mission is Teaching)

Same as Associate Clinical Professor PLUS:

1. Provides leadership in development of clinical curricula
2. Develops/submits/implements training grants

Advancing Practice:

Same as Clinical Associate Professor PLUS:

1. Presents nationally
2. Consults nationally
3. Provides regional / leadership in professional organizations
4. Provides leadership in development of standards of care
5. Seeks special grants
6. Provides leadership in a public policy area re: practice area

Practice:

Same as Clinical Associate Professor PLUS:

1. Receives national recognition for practice (where appropriate)

Comments on Clinical Ranks

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. Continued appointment and advancement in rank will be based on teaching and service only, and Clinical rank appointees are not eligible for tenure.

University policies regarding hiring, salaries, annual reviews, promotion and access to Faculty Board of Review are the same for Clinical rank appointees as for Academic ranks. Although Clinical rank faculty are not eligible for University sabbatical leaves, individual schools may provide sabbatical-like leaves for them.

The campus faculty governance body will determine the nature of participation for Clinical rank appointees, but they are not eligible for academic administrative appointment at and above the department chair level.

As a reminder about the promotion of clinical rank faculty members, the UFC document concerning clinical ranks states the following:

"Promotion in rank should go through the normal faculty procedures appropriate to the unit of the University,"...[remember here that the unit for our campus is defined as IUE]..."including peer review by the primary, unit and campus promotion (and tenure) committees."

Further, the individual is not required to seek promotion. Should the individual wish to seek promotion, however, it will be through the normal promotion process.

The UFC document also states:

"The maximum number of full-time, salaried, clinical rank faculty in the health sciences schools shall be determined by vote of the tenured and tenure-probationary faculty of the school, provided that tenured and tenure-probationary faculty shall constitute no less than 60% of the full-time

faculty of the school. The maximum number of full-time, salaried, clinical rank faculty in other schools shall be determined by vote of the tenured and tenure-probationary faculty of each school, provided that such clinical appointees shall represent no more than 20% of the total full-time faculty of each school."

Passed IUE Faculty Senate 3/25/97; Rev. 4/1/97, 5/6/97, 11/07/06