

## Policy AA-FT-PO1

### Titles

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#### I. **Section 6-101 General**

All teaching positions are identified by titles in Series 31001, of the Rules and Regulations of the Board of Regents.

#### II. **Section 6-150 Clinical Faculty**

##### A. Clinical Faculty

1. Faculty members may be appointed at the ranks of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor in the College of Education and Health Professions, the School of Nursing, and the School of Architecture.
2. Appointment of faculty to the clinical ranks will be guided by policies consistent with The University of Texas Board of Regents as defined in the Regent's Rules and the Handbook of Operating Procedure of The University of Texas at Arlington.
3. College of Education and Health Professions
  - a. Duties
    - i. Clinical faculty in the College of Education and Health Professions are engaged in teaching, clinical training, supervision of students, program development and other areas of practical supervision.
    - ii. Clinical faculty may participate in grant activities, thesis and/or dissertation committees, and other professional and/or scholarly activities, as appropriate.
    - iii. Clinical faculty (who are employed at least 50% of the time) may vote in all departmental matters with the exception of matters related to hiring, tenure, and promotion of tenured faculty members.
  - b. Appointment

- i. Clinical appointments shall be for a period of time not to exceed three academic years. Such appointments shall terminate upon expiration of the state period of appointment without notification of non-renewal.
    - ii. Appointments will be made at the rank of Clinical Assistant Professor.
    - iii. Clinical faculty may not move to tenure or tenure-track status. Tenured or tenure-track faculty may not move to clinical faculty positions.
  - c. Annual Review
    - i. All clinical faculty members, regardless of rank, shall be reviewed annually. The review shall include an evaluation of teaching effectiveness, an evaluation of the supervision of students in the clinical setting, and an assessment of other duties assigned by the department chair or Dean of the School. Clinical faculty members shall have the opportunity to review the results of the annual review with his/her supervisor. A copy of the review shall be placed in the personnel file.
  - d. Promotion Procedure
    - i. A Clinical Instructor may apply for promotion to the rank of Clinical Assistant Professor after six years of service at the rank of Clinical Assistant Professor. A Clinical Assistant Professor may apply for promotion to rank of Clinical Associate Professor after six years of service at the rank of Clinical Assistant Professor. A Clinical Associate Professor may apply for promotion to the rank of Clinical Professor after five years of service at the rank of Clinical Associate Professor. The intent to seek promotion may be made at the start of each academic year by sending a written notice to the department chair.
    - ii. Review of clinical faculty for promotion will be independent from the process used for tenure and/or promotion of tenured faculty.
    - iii. Each department shall maintain written standards which detail expectations for promotion. The standards must be approved by the voting members of the department and by the Dean of the College of Education and Health Professions. A copy of these standards shall be made available to all clinical faculty.
    - iv. Each department in The College of Education and Health Professions shall create a Clinical Faculty Review Committee (CFRC). The CFRC shall consist of all members of the departmental Tenure and Promotion

Review Committee. In the case of Clinical Instructors seeking promotion to Clinical Assistant Professors and Clinical Assistant Professors seeking promotion to Clinical Associate Professor, the department CFRC shall also include all Clinical Associate Professors and Clinical Professors in the department. In the case of Clinical Associate Professors seeking promotion to Clinical Professor, the department CFRC shall also include all Clinical Professors in the department.

- I. The CFRC or a subcommittee of the CFRC shall be responsible for conducting an annual review of all Clinical Assistant and Clinical Associate Professors. The review shall use the departmental standards for promotion of clinical faculty. A written evaluation shall be placed in the faculty member's personnel file and a copy given to the clinical faculty member.
- v. Each candidate for promotion will submit a dossier. The dossier for change in title should include the candidate's statement on performance in the areas of assigned responsibility. The candidate's statement should not exceed three pages and include a statement on goals, philosophies, strategies, and emphases in carrying out his/her professional responsibilities in the areas of assigned responsibility (i.e., teaching, research, and service). The candidate must also provide a curriculum vitae and evidence of quality performance in the areas of assigned responsibility. The CFRC must stipulate in writing additional information required from the candidate within 30 days of receipt of notification of intent to seek promotion.
- vi. The department chair, in consultation with the faculty member, will seek external review letters from at least three (3) individuals. The number and qualifications of the external reviewers should be based on the clinical faculty member's assignment and responsibilities. For example, appropriate external reviewers might include school-based professionals who have interacted with the faculty member (e.g., principal), clinical practitioners (e.g., licensed psychologists or licensed exercise physiologists); or faculty with similar responsibilities at peer institutions. The letters shall be added to the dossier for review at each stage of the review process.
- vii. A candidate may withdraw his/her application from consideration at any point during the process by submitting a written request to the department chair.

- viii. The CFRC shall review the candidate's dossier and make a written recommendation on the candidate's application for promotion to the department chair.
- ix. The department chair will review the candidate's dossier and the written report from the CFRC and make an independent recommendation on the candidate's application for promotion.
  - I. If the department chair and the CFRC recommend against promotion, the promotion process shall be terminated. The Department Chair and the CFRC written reports shall be placed in the candidate's personnel file and the department chair shall meet with the candidate to discuss the results of the review.
  - II. If the department chair and the CFRC recommend promotion, the candidate's dossier, the CFRC's written report, and the department chair's written report shall be forwarded to the Dean of the College of Education and Health Professions.
  - III. If the department chair and the CFRC differ in their recommendations, one recommending for and other against promotion, the CFRC's written report, and the department chair's written report shall be forwarded to the Dean of the College of Education and Health Professions.
- x. The Dean shall review the candidate's dossier and the recommendations from the CFRC and the department chair and render an independent decision on the candidate's application for promotion. The Dean shall forward recommendations for promotion to the Provost for final consideration.
  - I. If the Dean recommends against approval, the Dean shall issue a written report which shall be placed in the candidate's personnel file. The Department Chair shall meet with the candidate to discuss the results of the Dean's decision.
- xi. Notification
  - I. The candidate shall be notified in writing of the result at each stage of the review process. The notification shall occur within 10 business days of preparation of the written report.

B. The School of Nursing

## 1. Duties

- a. Clinical faculty in the School of Nursing are engaged in classroom teaching, clinical education and supervision of students, program development and other faculty responsibilities associated with the faculty teaching role.

Clinical faculty may participate in grant activities, thesis and/or dissertation committees, and other professional and/or scholarly activities, as appropriate.

- b. Clinical faculty (who are employed at least 50%) may vote in all departmental matters based on the faculty Bylaws with the exception of matters related to tenure, and promotion of tenured faculty members.

## 2. Appointment

- a. Clinical appointments shall be for a period of time not to exceed three academic years. Such appointments shall terminate upon expiration of the stated period of appointment without notification of non-renewal. Clinical appointments may be renewed upon expiration of the stated period of time of the contract.

- b. Appointments may be made at the ranks of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor.

- c. Clinical Nursing faculty may request to move to the tenure track. The decision to move to the tenure track will be made by the Dean of the School of Nursing with approval from the Provost. Time spent in a clinical rank shall not apply to the tenure probationary period. Clinical faculty who move to tenure track may subsequently request to return to the clinical track. Once a clinical faculty member who has spent time on the tenure track returns to clinical faculty, they shall be precluded from requesting to return to the tenure track.

- d. If the request to move from clinical track to the tenure track is approved, the clinical rank shall not be determinative of the tenure track rank.

- e. School of Nursing faculty hired in a tenure-track position may request a move to a clinical position. If the request is approved, the faculty member will be precluded from returning to a tenure track position.

## 3. Annual Review

- a. All clinical faculty members, regardless of rank, shall be reviewed annually. The review shall include an evaluation of teaching effectiveness, an evaluation of the supervision of students in the clinical setting, and an assessment of other

duties assigned by the department chair or Dean of the School. Clinical faculty members shall have the opportunity to review the results of the annual review with his/her supervisor. A copy of the review shall be placed in the personnel file.

#### 4. Promotion Procedure

- a. Review of clinical faculty for promotion will be independent from the process used for tenure and/or promotion of tenured faculty.
- b. Non-Tenure Track Review and Promotion Committee (NTTRPC). The NTTRPC will be composed of five members elected from the ranks of Associate Clinical Professors and Clinical Professors. If there are less than 5 faculty in this track, additional tenured faculty can be elected .
- c. The School of Nursing shall maintain written standards which detail expectations for promotion to each rank. The standards must be approved by the voting members of the School and by the Dean of the School of Nursing. A copy of these standards shall be made available to all clinical faculty.
- d. All clinical faculty shall be reviewed annually following policy established by the School of Nursing. In reviewing clinical faculty, the review shall use the School's standards for evaluation for clinical faculty. A written evaluation shall be placed in the faculty member's personnel file and a copy given to the clinical faculty member.
- e. Clinical Faculty may request promotion to the next highest rank by submitting a written letter to the Dean of the School of Nursing by November 1. A copy of the letter will go to the Non-Tenure Track Review and Promotion Committee. There is no minimum time requirement in rank in order to request promotion to the next rank. Faculty members who are denied promotion remain in their current rank and may request promotion in the subsequent year(s)
- f. Candidates for promotion will meet with the Dean by November 15 to discuss requests for promotion and both tenure and non-tenure track options.
- g. Promotion Review Process
  - i. Each candidate for promotion will submit a dossier to the NTTRPC by January 15. The dossier for change in clinical rank must include the following:
    - I. the candidate's statement presenting evidence that the criteria for the rank sought by the candidate have been met

- II. a copy of the letter to the Dean requesting promotion in rank
  - III. a current curriculum vitae in the School of Nursing format
  - IV. a faculty performance summary form summarizing the faculty member's background and accomplishments (form is available from the School of Nursing)
  - V. summary of teaching evaluations for the last three (3) years (University Teacher Evaluation Form, At minimum- Questions 1 through 8 and summaries of clinical evaluations)
  - VI. All peer-reviewed publications authored by the faculty, including manuscripts that have received final acceptance for publication, for candidates seeking promotion from the Assistant to Associate level, and those since the last review and promotion to Associate Professor for those seeking a Clinical Professor rank.
  - VII. Letters of Documentation from three individuals speaking to the quality of contributions and accomplishments of the faculty member. Letters may address one or more areas. Candidates are responsible for assuring all three areas of scholarship, teaching, and service are documented as outlined by the criteria for promotion. At least one of the letters must be from outside the School of Nursing. The letters should be sent directly to the Committee and not to the candidate
  - VIII. Copies of annual evaluations by the candidate's immediate supervisor from the last three years.
  - IX. The NTTRPC will review the candidate's dossier and make a recommendation on the candidate's application for promotion. The vote shall be by secret ballot and shall be recorded in writing. The NTTRPC will complete their review by March 10. The candidate's dossier and the NTTRPC committee's letter of recommendation for or denial of promotion will be submitted to the Dean for further review.
- ii. The Dean will review the candidate's dossier and the written recommendation from the NTTRPC and issue an independent decision

- I. If the Dean concurs with the NTTRPC's recommendation to promote, the Dean will forward a promotion recommendation to the Provost.
  - II. If the Dean concurs with the NTTRPC's recommendation to deny the request for promotion, the candidate shall be notified in writing by the Dean. The copy of the written report shall be placed in the candidate's personnel file.
  - III. If the Dean and the NTTRPC offer differing recommendations, both recommendations' will be forwarded to the Provost for a final decision.
- iii. All recommendations for promotion are subject to the approval/disapproval of the Provost and shall be effective only upon approval by the U.T. System Board of Regents.

C. School of Architecture

1. Duties

- a. Clinical faculty in the School of Architecture are engaged in teaching, supervision of students, program development and other professionally related components of the curriculum.
- b. Clinical faculty may participate in grant activities, thesis and other professional and/or scholarly activities, as appropriate.
- c. Clinical faculty (who are employed at least 50% of the time) may vote in all departmental matters with the exception of matters related to hiring, tenure, and promotion of tenured or tenure track faculty members.
- d. Clinical faculty in the School of Architecture will be designated Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

2. Appointment

- a. Clinical appointments shall be for a period of time not to exceed three academic years. Such appointments shall terminate upon expiration of the stated period of appointment without notification of non-renewal. Clinical appointments may be renewed upon expiration of the stated period of time of the contract.
- b. Appointments may be made at the ranks of Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor.
- c. Clinical faculty may request to move to the tenure track. The decision to move to the tenure track will be made by the Dean of



the School of Architecture at the recommendation of the program director and with approval from the Provost. Time spent in a clinical rank shall not apply to the tenure probationary period. Clinical faculty who move to tenure track may subsequently request to return to the clinical track. Once a clinical faculty member who has spent time on the tenure track returns to clinical faculty, they shall be precluded from returning to the tenure track.

- d. If the request to move from clinical track to the tenure track is approved, the clinical rank shall not be determinative of the tenure track rank.
- e. School of Architecture faculty hired in a tenure-track position may request a move to a clinical position. If the request is approved, the faculty member will be precluded from returning to a tenure track position.

### 3. Annual Review

- a. All clinical faculty members, regardless of rank, shall be reviewed annually. The review shall include an evaluation of teaching effectiveness, an evaluation of the supervision of students in the clinical setting, and an assessment of other duties assigned by the department chair or Dean of the School. Clinical faculty members shall have the opportunity to review the results of the annual review with his/her supervisor. A copy of the review shall be placed in the personnel file.

### 4. Promotion Procedure

- a. A Clinical Assistant Professor may apply for promotion to rank of Clinical Associate Professor after six years of service at the rank of Clinical Assistant Professor. A Clinical Associate Professor may apply for promotion to the rank of Clinical Professor after five years of service at the rank of Clinical Associate Professor. The intent to seek promotion may be made at the start of each academic year by sending a written notice to the dean. These promotions may be sought regardless of the percent time of the candidate's appointment.
- b. Review of clinical faculty for promotion will be independent of the process used for tenure and/or promotion of tenured faculty.
- c. Each program shall maintain written standards which detail expectations for promotion. The standards must be approved by the voting members of the school and by the Dean of the School of Architecture. A copy of these standards shall be made available to all clinical faculty.
- d. The School of Architecture shall create a Non Tenured Track Faculty Review Committee (NTTFR). The NTTFR shall consist of 5 members of the faculty, at least 3 of whom are

tenured and no more than 2 from the ranks of clinical faculty. Two members of the committee shall be from the program in which the candidate is appointed.

- e. Each candidate for promotion will submit a dossier. The dossier for change in title should include the candidate's statement on performance in the areas of assigned responsibility. The candidate's statement should not exceed three pages and include a statement on goals, philosophies, strategies, and emphases in carrying out his/her professional responsibilities in the areas of assigned responsibility (that is, teaching, professional practice, creative works or research, and service). Given the nature of clinical appointments particular emphasis will be placed on teaching performance and evidence of exemplary professional practice. The candidate must also provide a curriculum vitae and evidence of quality performance in the areas of assigned responsibility. The NTTFRC must stipulate in writing additional information required from the candidate within 30 days of receipt of notification of intent to seek promotion.
- f. The NTTFRC, in consultation with the faculty member, will seek external review letters from at least three (3) individuals. The number and qualifications of the external reviewers should be based on the clinical faculty member's assignment and responsibilities. For example, appropriate external reviewers might include professionals or faculty who have interacted with the faculty member, licensed professionals in practice, or faculty with similar responsibilities at peer institutions. The letters shall be added to the dossier for review at each stage of the review process.
- g. A candidate may withdraw his/her application from consideration at any point during the process by submitting a written request to the program director.
- h. The NTTFRC shall review the candidate's dossier and make a written recommendation on the candidate's application for promotion to the dean.
- i. The Dean will review the candidate's dossier and the written recommendation from the NTTRPC and issue an independent decision.
- j. If the Dean concurs with the NTTRPC's recommendation to promote, the Dean will forward a promotion recommendation to the Provost.
- k. If the Dean concurs with the NTTRPC's recommendation to deny the request for promotion, the candidate shall be notified in writing by the Dean. The copy of the written report shall be placed in the candidate's personnel file.

- l. Recommendations from the Dean and the NTTRPC will be forwarded to the Provost for a final decision.
- m. All recommendations for promotion are subject to the approval/disapproval of the Provost and shall be effective only upon approval by the UT System Board of Regents.
- n. Clinical faculty denied promotion may continue or be reappointed at the lower rank and may reapply for promotion at a later time.
- o. Annual review of clinical faculty will be conducted by the same process that tenured and tenure track faculty are reviewed.