I. INTRODUCTION

The School of Health Professions and Studies (SHPS) is committed to maintaining high quality education programs in a variety of clinical health-related fields. Non-tenured Clinical Track faculty are a crucial part of the development of students in the clinical area and in assuring compliance with professional accreditation standards. Clinical Track faculty are valued for the knowledge and expertise in clinical areas as applied to the educational experiences of students. Excellence in teaching and participation in clinical practice, service to the profession, and scholarship are hallmarks of the clinical faculty. This non-tenure Clinical Track supports recruitment and retention of well qualified faculty. It also recognizes the unique external requirements met by clinical faculty to maintain clinical expertise and the contribution of the clinical faculty in the educational processes. The criteria for both appointment and promotion within the track are consistent with the mission and goals of SHPS. The purpose of this document is to provide standards for appointment and describe procedures for promotion within the Clinical Track.

Titles

Clinical faculty appointed at .5 FTE or above will use the following title as appropriate:
- Clinical Instructor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor

Working titles may also include the designation of the department from which the appointment is made, e.g. Clinical Assistant Professor of Nursing.

Limits and Terms of Appointment/Reappointments

The number of Clinical Track appointments is limited. A cap on Clinical Track faculty positions to be used as a guideline is set at 30% of regular FTE within departments. The Clinical Track is not used for candidates who clearly meet the requirements for a tenured or Tenure Track appointment. The Clinical Track does not carry the university rights of tenure as is defined for tenured faculty but also is not limiting in terms of the longevity of appointment and re-appointment except as might be defined by departmental policies and procedures. The initial term of employment will be for up to three years. Reappointments will vary from three to seven years, depending upon rank. There is no limit to the number of reappointments that will be made. Reappointment will be based on the performance of the faculty member and instructional and program needs.
Exceptions
While it is expected that the track of initial appointment remains unchanged, it is possible for Clinical Track and Tenure Track faculty to seek one transfer to the other track, if they are appropriately qualified for the other track. Such a transfer is recommended by the Department Director, and approved by the Management Team, Dean and Provost. This transfer once implemented is irreversible.

Administrative Approval
Appointments and promotions at the Clinical Instructor and Clinical Assistant Professor ranks are made by the Department Director in consultation with the Dean of SHPS (SHPS Internal Policies and Procedures, 9/22/00). Appointments to the rank of Clinical Associate Professor and Clinical Professor are recommended by the Department Director and approved by the SHPS Dean, as well as the Provost and Chancellor of the University of Michigan-Flint (UM-Flint) campus (University of Michigan Faculty Handbook, p. 24, 1998). The procedures for promotion to Clinical Associate Professor and Clinical Professor is described in Section IV of this document and goes through the regular review process.

Membership in Voting Faculty and Voting Privileges
Faculty in the Clinical Track shall be members of the voting faculty at the UM-Flint as defined in the University of Michigan Board of Regents Bylaw 5.01.3. As such they have voting privileges except on matters related to the tenure and promotion decisions for Tenure Track faculty.

Eligibility for Sabbatical and Other Types of Paid Leave
Faculty in the Clinical Track are not eligible for sabbatical leave. Clinical faculty at the rank of Clinical Assistant Professor or higher who have full-time appointments may apply to the department after each six years of appointment at the rank of Clinical Assistant Professor or higher for an individually negotiated paid leave for up to four months to enhance academic performance.

II. STANDARDS FOR APPOINTMENT
Criteria for initial appointments to the Clinical Track include clinical competency and credentials appropriate for appointment in a given department or program in SHPS, ability to make a significant contribution to the clinical component of a department or program, and commitment to make a contribution to faculty governance of the department, SHPS, and UM-Flint.

Clinical faculty will be expected to participate in clinical and/or didactic teaching, advise and counsel students, provide service and engage in scholarship. Faculty will be expected to establish a program of continued professional development. Evidence for the integration of practice and teaching activities will be expected at advanced ranks.

A. Minimum criteria for appointments:

1. **Clinical Instructor:** a minimum of a Master’s degree in their discipline (or where applicable in a related field), a minimum of two years full time clinical experience relevant to expected area of teaching, evidence of teaching in clinical setting (e.g. precepting students, teaching clinical sections in a practice setting, supporting clinical education experiences, inservice education, etc.),
and interest in clinical scholarship. Initial appointments shall be for a period of up to three years. Appointments are renewable for periods up to five years.

2. **Clinical Assistant Professor**: meets the criteria for Clinical Instructor and has relevant clinical experience equivalent to an additional three years full-time (total of five years), relevant advanced certification for practice (when appropriate), demonstrated excellence in: clinical teaching, evidence of professional development, record of service contributions in their clinical setting and/or profession, potential for collaboration in clinical scholarship and commitment to being a member of the University community. Initial appointments shall be for a period up to three years. Appointments are renewable for periods up to seven years.

3. **Clinical Associate Professor**: meets the criteria for Clinical Assistant Professor and has relevant clinical experience equivalent to an additional two years full-time (total of seven years), growth of reputation and maturation of teaching, experience with clinical program development, achievement of regional recognition of teaching or expertise in areas related to the health care or allied health professions through professional contributions, a record of consistent service and demonstrated clinical scholarship activities. An advanced degree beyond the professional degree may also be considered relevant. Initial appointment shall be for a period up to three years. Appointments are renewable for periods up to seven years.

4. **Clinical Professor**: meets the criteria for Clinical Associate Professor and has relevant clinical practice equivalent to an additional three years full-time (total of ten years), a relevant doctoral or terminal degree, expertise in clinical program development, evidence of outstanding teaching at the national level, a consistent record of service and excellent and consistent clinical scholarly activities. Initial appointment shall be for a period up to three years. Appointments are renewable for periods up to seven years.

**B. Reappointments**

Performance reviews will be completed annually for clinical faculty at all ranks. Should reappointment be desired by the department, with the agreement of the Clinical Track faculty member, the Director initiates the reappointment process for all clinical ranks one year prior to the termination of the appointment, with the exception of one year appointments in which initiation shall be at the end of a six month period. Notice of non-reappointment shall be the same as for instructional faculty [See SPG 201.88 without regard to Section (II)(D)].

**III. STANDARDS FOR PROMOTION**

Progress through the clinical ranks requires evaluation and evidence of increasing contributions in major areas of performance. These areas are Teaching, Clinical Excellence in Practice and Professional Development, Service, and Scholarly Activities. More consideration is given to performance as a teacher and clinician than to scholarly productivity. The expectations within these four areas of the Clinical Track are not intended to exceed the expectations of the three areas of the Tenure Track, i.e. Teaching, Scholarly Activities/Professional Development, and Service. The following are further explanations and examples of appropriate evidence of contributions. The expectations of the level of expertise, significance, complexity, generalizability, and innovativeness of
clinical and academic contributions increase at each level in rank. The following are listed in order of importance.

**Teaching** effectiveness includes traditional classroom and clinical instruction, as well as alternative forms of educational instruction such as online learning programs, workshops, and in-service education. Methods used to evaluate teaching effectiveness, may include but are not limited to: student evaluations of clinical or classroom teaching, evaluations of alternative learning experiences, and evaluations of research project or theses advising.

**Clinical Excellence in Practice and Professional Development** is expected of Clinical Track faculty. Clinical practice is expected to be a part of the full-time Clinical Track appointment. Engagement in clinical practice required to maintain or improve clinical skills and specialty certification is a form of professional development. Clinical practice arrangements must be in compliance with The University of Michigan Standard Practice Guide. These arrangements may be specified within the individual faculty member’s contract of employment or letter of appointment or re-appointment. Clinical faculty are expected to engage in professional development commensurate with their teaching and practice areas.

**Service** is expected to be provided to the profession, university and community by Clinical Track faculty. Professional association activities are expected and are also considered as part of professional development. Service to the profession includes membership and/or leadership positions (committees, task forces, boards, etc.). Service to the university includes administrative activities, program committee service (admissions, advisory, etc.), departmental committees or task forces, and other university committees. Service to the community includes activities that contribute Clinical Track faculty expertise within the community setting (such as service on hospital or clinic committees, representing profession and/or the university to community groups, providing clinical in-service training or workshops, etc).

**Scholarly activities** of clinical faculty are expected to be commensurate with their teaching and service activities although these may be different from the expectations traditionally associated with the Tenure Track. Clinical Track faculty are also considered to be engaged in scholarly activities when directing and participating in clinical educational assessment activities, developing innovative clinical instructional techniques, and evaluation of patient care or health care delivery. Such activities may include focus on specific disciplinary or interdisciplinary functions. Scholarly activities that are based in, but not limited to, the acquisition, documentation and utilization of data to enhance clinical decision making and patient care are expected. Scholarly activities may include those traditionally associated with Tenure Track faculty members such as journal publications, articles and book chapters, research presentations, manuscript reviews, and journal abstracts.

**A. Criteria for Promotion**

Consideration for promotion will be upon request of a clinical faculty member or by recommendation of the Department Director and will be reviewed by a SHPS Ad Hoc Promotion Committee appointed by the Dean. Positive recommendations of the committee require the support of the Department Director and Dean. The processes for consideration of promotion for Clinical Track faculty parallel the relevant processes of Tenure Track faculty (see Standing Rules, Criteria and Procedures for Promotion Review), and will be consistent with the standards for appointment at the clinical rank to which promotion is being considered.
For each of the following ranks, refer to Section II. A. Minimum criteria for appointment and III. Standards for Promotion. The Criteria for Promotion identified below provide additional methods of evidence to justify promotion to the next rank. The list of examples is not necessarily exhaustive nor is it intended to be prescriptive or used as a checklist. It is intended as a guide for consideration as faculty are considered for promotion.

1. Clinical Assistant Professor

Teaching
- Evidence of teaching effectiveness across a variety of student groups as demonstrated by student generated or peer evaluations
- Documentation of integration of technology in teaching
- Teaching didactic courses with clinical skills emphasis and/or courses taught in the clinical setting
- Advising students in academics, professional behavior development, clinical skills development, clinical site selection for internships
- Serving as a research adviser to students
- Supervising student alternative learning experiences

Clinical Excellence in Practice and Professional Development
- Clinical practice in area of specialty using best practice guidelines
- Development activities in area of specialty: continuing education, certification in specialty areas, certification in sub-specialty areas
- Membership in the state and national professional organizations; specialty organizations as applicable

Service
- Serving as a committee member in local, regional and state level professional organizations. Demonstrating commitment to being a member of the university community through a record of service contributions in their clinical setting and/or profession, e.g.: committee membership at the departmental, school and university levels
- Participating in school and university governance
- Participating and/or chairing a committee at the program, department, or school level
- Providing community service: outreach presentations; serve on advisory board in the local region

Scholarly Activities
- Integrating current evidence and best practice guidelines into coursework taught
- Reviewing abstracts, journal articles, chapters, and/or books
- Engaging in scholarly activities consistent with departmental expectations
- Providing invited or peer reviewed presentations (platform or poster) at the local and/or state level
- Co-authoring student research projects
2. Clinical Associate Professor
In addition to the examples listed above at the Clinical Assistant Professor level, the following criteria in each of the areas are used but are not intended to be prescriptive.

**Teaching**
- Utilizing contemporary technology in non-traditional classroom settings
- Constructing courses
- Developing curriculum
- Participating in interdisciplinary teaching across academic units at UM-Flint
- Providing consultation regarding teaching strategies

**Clinical Excellence in Practice and Professional Development**
- Maintaining specialty certification
- Developing programs within the specialty area: policy/procedure development, screenings, (may be done in coordination with service activities)
- Serving as an expert consultant to an outside agency

**Service**
- Developing best practice guidelines for profession
- Providing service to the profession at the regional/national level (state/regional liaison for profession, item writer for licensing/specialty exams, professional organization standing committee member/officer, etc)
- Chairing professional task forces, ad hoc committees
- Serving as an on-site visitor/reviewer for accreditation (discipline, health care providers, agencies, etc.)
- Participating and/or chairing committees at the school or university level
- Providing community service (advisory board membership in statewide or Midwest region)

**Scholarly Activities**
- Critiquing material for peer reviewed publications
- Serving as an editorial board member
- Collaborating on faculty initiated research projects within the Boyer model (scholarship of integration, application, and teaching)
- Providing invited or peer reviewed presentations (platform or poster) at the local, state, and/or national level
- Authoring/ co-authoring peer reviewed publications

3. Clinical Professor
In addition to the examples listed above at the Clinical Assistant/Associate Professor levels, the following criteria in each of the areas are used.

**Teaching**
- Demonstrating an ongoing record of teaching excellence
- Receiving national recognition of teaching excellence
- Mentoring junior faculty
Clinical Excellence in Practice and Professional Development

- Demonstrating expertise in a specialty area by being recognized at the state or national level as an expert in the specialty practice area

Service

- Chairing committee/task forces or holding office of a professional organization at the national level
- Serving as advisory board member at national/international levels
- Demonstrating an ongoing record of service at all levels: profession, university, and community
- Participating and/or chairing committees at the school, university or UM system level

Scholarly Activities

- Serving as a primary investigator while implementing the Boyer model
- Demonstrating accomplishment in advanced scholarly activities such as: editing books, serving on editorial board for peer reviewed publications, writing regional extramural grants, and publishing in highly selective peer reviewed journals

IV. PROCEDURES FOR PROMOTION REVIEW OF FACULTY

A. Consideration for promotion may be initiated upon the request of the clinical faculty member, the department faculty, or by recommendation of the Department Director and will be reviewed by a SHPS Ad Hoc Promotion Committee appointed by the Dean. If the request for review is from the clinical faculty member, the decision to go forward with the promotion review is at the discretion of the Director in consultation with the Dean.

B. The request for promotion review shall take the form of a one-page summary of the accomplishments of the faculty member, written by the Director, and accompanied by a current curriculum vitae of the faculty member. These materials must be forwarded to the Dean no later than September 1 of the academic year the promotion is being considered. A promotion review request and deadlines/due dates shall be in accordance with the Promotion cycle established by the Provost and Vice Chancellor for Academic Affairs.

C. The Promotion Review Committee, appointed by the Dean by October 1, shall consist of three SHPS faculty members, including two Clinical Track faculty members and one tenured or Tenure Track faculty member. Whenever possible, at least one member of the Promotion Review Committee shall be a Clinical Track faculty member from the department of the person being reviewed. If there is no other Clinical Track faculty member within that department, another Clinical Track faculty member in SHPS could be appointed or a Clinical Track faculty member external to SHPS or the UM-Flint may also be recommended for consideration for appointment by the department Director. In the case of an appointment of a member external to SHPS and the UM-Flint, this person must be from another institution with like size and mission and from the same discipline of the faculty member being reviewed. Additionally, this external reviewer must be oriented to the School of Health Professions and Studies Guidelines for Clinical Track and the procedures to be followed. A resource person, preferably clinical,
may be requested by the committee to aid them by providing input regarding the candidate’s clinical specialty qualification. This person will be identified by the Director of the candidate’s department and appointment is subject to the approval of the Dean. The continued use of the resource person is the prerogative of the committee. The resource person may be excused from committee deliberations at the discretion of the committee and will not be present for the vote.

D. The Chairperson of the Committee will be a School of Health Professions and Studies Clinical Track faculty member appointed by the Dean.

V. PROMOTION REVIEW COMMITTEE FUNCTION AND PROCEDURES

A. Committee is constituted as identified in these Guidelines under section IV. C. & D. above.

B. Relationship between the Dean and the Promotion Review Committee
   The Dean may meet with the constituted committee at its inception. However, after this initial meeting, the Dean will only communicate with the Chair of the Promotion Review Committee, and these communications will be restricted to discussions of committee process.

C. Whenever possible, activities subsequent to the last promotion should be clearly delineated from activities prior to the last promotion.

D. The following materials will be reviewed by the Committee:

   1. Materials to be included in the candidate’s portfolio and provided by the candidate are:
      a. Curriculum vitae
      b. Narrative statement
         Candidate’s narrative statement should describe his/her professional career development. The narrative statement should clearly outline the organizational format used by the candidate in the construction of the portfolio.
      c. Evidence of Teaching
         Evaluations of teaching effectiveness include summaries of student evaluations collected on the departmentally approved form and may also include a section of colleague and/or chairperson evaluation.
      d. Evidence of Service
         A general description and specific examples of service to the profession, university (department and school), and community are to be provided. Appropriate letters and other documentation of the scope and quality of such service should be included. Letters from UM-Flint committee chairpersons relating to the quality of the service may also be included.
      e. Evidence of Professional Development
A general description of professional development including copies of verification of specialty certification, verification of ongoing clinical practice (when applicable), certificates of attendance at continuing education, and letters from professional colleagues with regard to the quality of clinical practice should be included.

f. **Scholarly Activities**
   A general description of scholarly activities, copies of publications and other scholarly products should be included. In addition, a statement of the significance of the scholarly products to the profession may be included. These materials should be organized and identified by substantive area(s) consistent with the candidate’s narrative statement.

g. Additional information or clarification of above materials as may be requested.

h. See section III. A. for evidence that is acceptable for each of the areas described in V.D.1.c through f above.

2. The department Director shall provide a letter of support on behalf of the faculty member being reviewed, addressing the areas of teaching, professional development, service and scholarly activities.

E. Resources associated with committee function

1. Department resources
   It is the candidate’s responsibility to assemble the portfolio and package to be reviewed by the committee. The candidate’s department will assume the costs associated with the candidate’s preparation of these materials.

2. The Dean’s office of the School of Health Professions and Studies will assume costs of committee work, including duplication of documents, drafts of reports, final report and reimbursement for mileage when a committee member external to SHPS and UM-Flint is a member of the committee.

F. Committee recommendation

1. The Chair of the Promotion Review Committee will present the final written committee report addressing each of the four areas of performance to the Dean by February 10 and will be available to provide any clarification if necessary.

2. The Promotion Review Committee will recommend one of two outcomes, each requiring a majority vote:
   a. Promotion recommended
   b. Promotion not recommended
3. Should the committee be unable to reach a unanimous vote, the actual vote will be conveyed to the Dean with the committee’s recommendation.

4. Rationale for the decision shall be included in the report along with committee members’ signatures.

5. In addition to the committee report, the Dean shall have access to the candidate’s portfolio, and not to the committee’s deliberations or discussions.

6. The Dean shall notify the department Director of the Promotion Review Committee’s recommendation and shall make the written report available to the candidate and the department Director.

7. Any requests for clarification or information by the candidate or the department Director related to the written report shall be made directly to the Dean.

8. The Dean shall forward the recommendation of the Promotion Review Committee to the Provost with the Dean’s endorsement or lack of endorsement.

9. If the recommendation of the Promotion Review Committee is negative, the candidate may choose to remain in the current rank or appeal the decision. If the recommendation is appealed, the Dean will withhold endorsement to the Provost until the appeal is completed.

10. Upon approval of the Provost and the Chancellor, the Dean shall prepare the Regental communication.

G. Storage of materials and deliberations reviewed by committee
   Permanent records of the candidate’s documents collected by the committee during this review process should be stored in the SHPS office. At the conclusion of the review process, those documents that are not reproducible (e.g. books, audiovisual materials, etc.) may be returned to the candidate.

H. Breach of confidentiality
   Should a breach of confidentiality occur during the process of the Promotion Review Committee’s deliberations, the committee will decide whether to inform the candidate and/or to take any other appropriate action.

I. Appeal mechanisms

   1. Appeal of Promotion Review Committee’s recommendation
      a. A faculty member may appeal the recommendation by the Promotion Review Committee within five (5) working days of receipt of the written report from the Dean. The appeal with supportive evidence, made to the Dean, must specify one of the following conditions:

         1) The decision is in violation of established University Policies and Procedures.
2) A significant omission in the process has occurred.

3) The decision is clearly prejudicial, inequitable, or unreasonable.

b. The Dean will appoint an Appeal Committee consisting of two members of SHPS Management Team and one tenured UM-Flint faculty member. The Director of the candidate’s department cannot serve on the Appeal Committee.

c. The Appeal Committee will determine the nature of the appeal and assess the adequacy of the evidence based on one or more of the conditions [1)–3)] for the appeal.

d. The Appeal Committee will report one of the following findings to the Dean:

   1) There is an absence of substantive evidence for the appeal.

   2) There is substantive evidence for the appeal.

e. In case of substantive evidence, the appeal will commence.

f. Based on its deliberations, the Appeal Committee will send one of the following recommendations to the Dean:

   1) Endorse the recommendation of the Promotion Committee.

   2) Reverse the recommendation of the Promotion Committee.

g. The Dean may meet with the Appeal Committee for clarification of findings.

h. The Dean will make one of the following determinations:

   1) Accept the Appeal Committee recommendation.

   2) Reject the Appeal Committee recommendation.

2. Appeal of Dean’s recommendation

a. In the case that the Dean does not endorse the Promotion Review Committee’s positive recommendation, within five (5) working days an appeal can be made to the Provost.

b. The Provost will make one of the following determinations:

   1) Accept the Dean’s recommendation.

   2) Reject the Dean’s recommendation.
3. Appeal of Provost’s recommendation
   In the case that the Promotion Review Committee and the Dean have recommended promotion and the recommendation has not been endorsed by the Provost, the appeal can be made to the UM-Flint Faculty Grievance Committee which hears appeals arising from administrative actions external to academic units.

J. Timeline for Clinical Track Promotion Review – see Attachment

Approved by SHPS Faculty 6/23/99
Approved by UM Board of Regents 7/15/99
Update of “Administrative Approval” approved by SHPS faculty 10/21/05.
Reference: Bylaws of the Board of Regents, Chapter V, Section 5.23 (revised February 2000).
School of Health Professions and Studies
Timeline for Clinical Track Promotion Review

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<th>February 10</th>
<th>February 15</th>
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<tr>
<td>Department Director requests promotion review</td>
<td>Deadline for appointment of Promotion</td>
<td>Recommendation of Promotion Committee to Dean</td>
<td>Transmittal of recommendation by Dean to Provost</td>
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Adopted by SHPS Faculty
October 21, 2005