



Appointment, Reappointment, and Promotion in the Clinical Title Series (Approved by the Board of Trustees)

Major Topics

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I. Introduction

The University's mission involves three primary functions: instruction, research and service. In some areas, the educational experience is enhanced by having clinically competent faculty employees who are qualified to personally provide care or counseling to clients and training to students in clinical settings. To fulfill this need a Clinical Title Series for appointments, reappointments, and promotions without tenure was established by the Board of Trustees in 1986 for the health care colleges and was extended in 1995 to other colleges that have clinical disciplines. The ratio of the number of faculty appointments in the Clinical Title Series to the total number in the tenure-track title series (i.e., Regular, Special, Extension, Librarian) in a college shall not exceed 25 percent unless a specific higher ratio is approved by the Provost and the dean after a consultative vote is taken of the faculty council in the college.

II. Definition

The Clinical Title Series is a series of tenure-ineligible academic ranks and titles for appointment and promotion of qualified individuals, who participate in the University's academic programs and whose duties and responsibilities are essentially related to clinical practice, service to clients or patients, and experiential training of students of the profession. For those faculty employees appointed to Clinical Title Series positions in health care programs, the primary responsibilities are to provide patient care services, to expose students to their professional expertise, and to direct students' educational experience in the clinical settings where the faculty employee practices.

III. Establishment of a Position

To establish a position in the Clinical Title Series, the chair of the initiating educational unit shall prepare, in consultation with the unit faculty employees, a request demonstrating the need for such a position and indicating the source, amount, and term of funding for the position, and then obtain approvals of the request from the dean of the college and the Provost.

IV. Areas of Activity

- A. Four areas of activity are important in the evaluation of individuals for appointment, reappointment, performance review, and promotion in the Clinical Title Series:
1. Practice or practice-relevant activities;
 2. Effective clinical instruction;
 3. Professional status and activity; and
 4. Ability to generate practice funds, if applicable for the position and as established in the position request.
- B. No University general funds shall be used to support fully or partially the workload of a faculty employee in a Clinical Title Series position, except that the Provost may approve an exception on a position-by-position basis in cases where:
1. The job assignment is inappropriate for the Regular Title Series; and
 2. Fees or practice funds are not collected in relation to the job activities.

V. Academic Ranks, Titles, and Criteria

- A. The academic ranks and related titles in the Clinical Title Series shall be:
1. Clinical Instructor;
 2. Assistant Clinical Professor;
 3. Associate Clinical Professor; and
 4. Clinical Professor.
- B. Appointees in the Clinical Title Series shall be subject to annual performance review. All appointments, reappointments, and promotions shall be decided on the basis of merit and as evidenced in the above areas in which activity shall be regularly assigned. Evidence of professional qualifications consists of educational attainment and professional accomplishment. Evidence in the second area of activity consists primarily of effective clinical instruction. Evidence of professional status and activity emphasizes clinical recognition. Evidences for professional status and activity are described under the Regular Title Series (AR 2:2-1, AR 2:2-2). Although it is not feasible to specify exact criteria for evaluating the credentials of an individual for appointment, reappointment, or promotion to any one particular rank in the Clinical Title Series, the following criteria provide guidance for evaluators:
1. Clinical Instructor

In order to qualify for appointment or reappointment to Clinical Instructor, a candidate shall:

 - (a) Hold the terminal degree or other professional certification relevant to the clinical area (the latter shall be expressly identified in the position description request);
 - (b) Demonstrate clinical competence;

- (c) Hold a license to practice in the discipline; and
- (d) Have the potential for significant professional growth in the clinical area, and contribution in the areas of clinical and experiential practice and instruction in an experiential setting.

2. Clinical Assistant Professor

In order to qualify for appointment, reappointment, or promotion to Clinical Assistant Professor, a candidate shall meet the qualifications of Clinical Instructor, and in addition must both have a terminal degree (as determined by the profession) and provide evidence appropriate to the profession of recognition at least at the local level. The requirement for a terminal degree at the rank of Clinical Assistant Professor, for exceptional professionals with national reputations as being among the best in their fields, may be waived upon:

- (a) The positive majority vote of the tenured and tenure-eligible faculty in the educational unit who are at or above the rank of Assistant Professor;
- (b) The positive recommendations of the educational administrator and the dean; and,
- (c) The positive recommendation of the appropriate Academic Area Advisory Committee and the approval of the Provost.

3. Clinical Associate Professor

In order to qualify for appointment, reappointment, or promotion to Clinical Associate Professor, a candidate shall meet the qualifications of Clinical Assistant Professor and have exercised substantial commitments in practice and clinical instruction. The individual appointed or promoted to this rank shall have demonstrated creative contributions to the instructional and clinical service programs of the University or comparable institution, documented with evidences appropriate to the field of assignment. The individual also shall have earned regional recognition as a clinician.

4. Clinical Professor

In order to qualify for appointment, reappointment, or promotion to Clinical Professor, a candidate shall meet the qualifications of Clinical Associate Professor and provide evidence to demonstrate that in the opinion of colleagues and administrators the individual is an outstanding practitioner and that regional, and perhaps national, recognition has been accorded the individual and beyond that, excellence in areas of emphasis has been achieved and appropriately documented with evidences appropriate to these areas.

VI. Procedures for Appointment, Reappointment, and Promotion

- A. Procedures for appointment, reappointment, and promotion to academic ranks related to approved positions in the Clinical Title Series are the same as those for the tenure-eligible title series (AR 2:2-1, AR 2:2-2), except that faculty employees of the Clinical Title Series shall be consulted on a departmental or divisional basis as appropriate about appointment, reappointment, and promotion to academic ranks equal to or below their own.
- B. The procedure by which an appointee in the Clinical Title Series may be proposed, recommended, and approved for associate membership in the Graduate Faculty is the same as that for an appointee of the tenure-eligible title series [GR Part VII, section A.3(a)]. Clinical Title Series members shall not direct graduate thesis and dissertations, but they may serve on thesis and dissertation committees and such other committees as appointed by the Dean of the Graduate School.

- C. If the appointment of a faculty employee is changed from the Clinical Title Series to one of the tenure-eligible title series through proper administrative channels and after following the established procedures for the tenure-eligible title series, years of service while on appointment in the Clinical Title Series shall not be considered in the determination of the probationary period related to the appointment of the faculty employee in the tenure-eligible title series.

VII. Terms of Appointment

A Clinical Instructor shall be appointed for a specific term, not to exceed three years or, if for a lesser period of time, the period of funding from clinical practice, contracts, grants, or other sources as approved above (section IV). A Clinical Assistant Professor, a Clinical Associate Professor, or a Clinical Professor shall be appointed for a term not to exceed five years or, if for a lesser period of time, the period of funding from clinical practice, contracts, grants, or other approved sources. A faculty employee may be reappointed in the Clinical Title Series for one or more additional terms, contingent upon continuity of approved funding and the individual's performance and accomplishments.

VIII. Conditions of Employment

- A. A faculty employee on appointment in the Clinical Title Series is eligible for all benefits of the Regular Title Series, except tenure and sabbatical leave. University contributions toward retirement, social security, and insurance benefits for the faculty employee shall be funded through clinical practice, contracts, grants, or other approved sources which provide support for the individual's position.
- B. Faculty membership, with or without voting privileges, may be extended to an appointee in this series by the faculty employees of the educational unit to which the individual is assigned (GR part VII, section A.6). However, a faculty employee on appointment in the Clinical Title Series shall not be consulted about nor be eligible to vote on matters relating to faculty appointment, retention, and promotion in the tenure-eligible title series.
- C. Faculty employees appointed in the Clinical Title Series shall not have regularly assigned duties in University service (see "Areas of Activity" above). However, faculty employees appointed in this title series who have been extended the privilege of membership in the college faculty body (GR part VII, section A.4) may be elected to serve in the University Senate. Individuals appointed in the Clinical Title Series shall not occupy more than 25 percent of the University Senate seats allocated to a college, nor be calculated as more than 25 percent of the faculty employees of a college in the apportionment of University Senate seats among the colleges.

IX. Reporting

The Office of the Provost shall maintain a record of the number of faculty employees on appointment in the Clinical Title Series for each college, including any exemptions granted pursuant to this Administrative Regulation. The Provost shall provide to the University Senate Council an annual report regarding the status (i.e., total number and exemptions per college) of faculty employees appointed in the Clinical Title Series.

X. References and Related Materials

Governing Regulation: Part VII University Organization

Administrative Regulations: 2:1-1 and 2:1-2 Procedures for Faculty Appointment, Reappointment, Promotion, and the Granting of Tenure, 2:2-1 and 2:2-2 Appointment, Reappointment, Promotion and the Granting of Tenure in the Regular Title Series

Revision History

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For questions, contact: [Office of Legal Counsel](#)