

CLINICAL FACULTY POLICIES AND PROCEDURES

Purpose: To establish policies and procedures for clinical faculty.

I. POSITION

A. Position Establishment: A clinical faculty position is established within a department or unit by following the procedures defined by BSU Policy 7110.

B. Position Description: The position description for a clinical faculty position must be consistent with the definition of clinical faculty given by BSU Policy 7000 with the addition that individuals holding the clinical faculty position may, at the recommendation of departmental faculty, the department chair, the dean, and the provost, and with approval of the State Board of Education, be appointed for a renewable multi-year term. A person in a clinical faculty position cannot be considered for tenure..

II. TITLES

Titles for clinical faculty are selected from the clinical professor series:

- clinical instructor
- clinical assistant professor
- clinical associate professor
- clinical professor

As is the case with academic rank for official faculty, titles within the clinical professor series imply a hierarchy of combined education, experience, achievement, and responsibility, with the title of clinical professor corresponding to the highest rank.

III. DEGREE REQUIREMENTS

A terminal degree (e.g., Ph.D., M.D.) appropriate for the field is desired for persons holding a title within the clinical professor series, but consideration is extended to individuals with an advanced degree (e.g., M.S., M.A.) supplemented by significant experience and achievement in their profession. A terminal degree is required for persons holding the title of “clinical professor.” Clinical professors can occupy a position as a program director (if appropriate), but should not be a department chairperson.

IV. GENERAL ADMINISTRATION

A. Supervision: The department chair or unit supervisor is responsible for supervision of a member of the clinical faculty. The chair or supervisor may delegate supervisory responsibility to an appropriate administrator in the department or unit.

B. Benefits: Members of the clinical faculty are benefit-eligible provided they meet state and university eligibility guidelines.

C. Sources of Funding: While it is desirable that clinical faculty members be supported by state appropriated monies, any combination of funding sources can be used to support the salary of a member of the clinical faculty, providing that all policies and regulations of the university and the funding sources are satisfied.

D. Obligation of the University: The university is under no obligation to provide salary or program support to a member of the clinical faculty except as expressed in the terms of employment.

E. Voting Privileges: The voting privileges of a member of the clinical faculty are determined by policies of the appropriate college and department or unit but only if these policies are consistent with the policies of the university.

F. Leave of Absence: A leave of absence without pay may be permitted for up to six months upon recommendation of the department chair (or unit supervisor) and the college dean with approval by the provost. The leave must be in compliance with all appropriate university and SBOE policies.

V. INITIAL APPOINTMENT

A. Search Procedure: The initial appointment to an established clinical faculty position is made as the result of a search by a department or unit using a search procedure that is defined by the department or unit and is carried out in compliance with university and SBOE policies.

B. Initial Title: The initial title of the appointment is determined by comparison with the following criteria:

1. **Clinical Instructor** is the title normally granted to newly employed individuals without a terminal degree who occupy a clinical faculty position.
2. **Clinical Assistant Professor** is the usual entry-level rank for individuals who hold a terminal degree but have limited experience. The candidate's resume and letters of reference should document independent capability for providing practicum, classroom, or laboratory teaching with an emphasis on clinical instruction.
3. **Clinical Associate Professor** is a rank marking an individual who has been instrumental in establishing a consistent track record of

accomplishment as a clinical instructor. Colleagues recognize the individual's capacity for future leadership in the relevant discipline.

4. **Clinical Professor** is a rank of high distinction for an individual regarded as a regional or national authority in the relevant discipline. External letters of evaluation from recognized leaders in the relevant discipline are used to document achievements commensurate with this rank.

C. Initial Employment Procedure: The procedure for employing the successful candidate is the same as the procedure for employing official faculty and is described in BSU 4210. The following information should be attached to the normal paperwork:

- a recommended title and annual salary;
- a statement of justification for the appointment and salary including the qualifications of the recommended individual (attach resume of candidate);
- expectations regarding the teaching assignment, participation in department and university service committees, student advising, possible supervision of graduate students;
- agreements regarding the supporting resources and commitments required of the department or unit, the college, and the university, including office space, secretarial and technical support, communications (mail, photocopy, phone, fax, internet), disposable supplies, computer usage, and faculty/staff prices for university sponsored entertainment events;
- other agreements regarding conditions of employment.

VI. PERFORMANCE EVALUATION AND SALARY ADJUSTMENT

A. Performance Evaluation: Each Clinical faculty member's performance is evaluated at least annually by the department chair or unit supervisor using the timelines and procedures defined in BSU Policy 4290 and with emphasis on teaching, clinical supervision, and departmental and/or university service activities. More frequent evaluations may be conducted at the discretion of the department chair or unit supervisor. The evaluation will include student learning (e.g., student evaluations) and service and may include research/scholarship in the event that any of these activities are part of the current position requirements. The chair or supervisor needs to pay particular attention in the evaluation to the relationship of performance to promotion. As part of the evaluation process, the employee undergoing evaluation shall prepare an annual activity report in a format specified by the department chair or unit supervisor.

B. Annual Salary Adjustment: Salary adjustments for clinical faculty are considered on an annual basis according to procedures and guidelines established by the university for faculty.

VII. PROMOTION

A. Maximum Time in Title: A member of the clinical faculty cannot hold the title of clinical instructor or clinical assistant professor for more than six years measured from the date of initial appointment to rank and not including FMLA leave. This means that a clinical instructor or clinical assistant professor must therefore be approved for promotion before the end of the sixth year or seek a new position within the university or elsewhere. Maximum time in title does not apply to clinical faculty holding the titles of clinical associate professor or clinical professor. Clinical faculty must have a Masters degree in their discipline to qualify for promotion from instructor to assistant professor.

B. Experience Requirements: Except under extraordinary circumstances, advancement within the clinical professor series must not occur before the acquisition of a required number of years of experience as a clinical faculty member. For persons entering as a clinical instructor, two years of full-time experience as a clinical faculty member are required for consideration for promotion to clinical assistant professor (i.e., an application for promotion can be submitted no earlier than during the third full year of employment at Boise State). For promotion to clinical associate professor, five years of full-time experience as a clinical faculty member is required; for promotion to clinical professor, a minimum of eight years of full-time experience as a clinical faculty member and a terminal degree in a relevant discipline is required. At the time of initial appointment, the department chair or unit supervisor shall make a written recommendation to the college dean regarding the application of experience at another academic institution and application of professional (nonacademic) experience toward the years of experience required for promotion; the dean is responsible for making the final determination. Professional (nonacademic) experience of two years or more in the relevant discipline may be substituted for a maximum of two years of the required total experience. University experience requirements are necessary but not sufficient conditions for promotion.

C. Promotion Criteria: Criteria for promotion of clinical faculty are to be developed in advance of the need by the college/department/unit. The criteria for promotion must be approved by the department chair or unit supervisor and by the college dean, must be consistent with the general criteria given in section V.B, and must be followed by the Promotion Committee for Clinical Faculty defined in VII E.

D. Promotion Folder: The promotion folder must contain at least the following documents: a letter from the applicant requesting promotion, a comprehensive vita, a concise summary of activities that address the promotion criteria, all annual evaluations, a copy of the position description for the position held by the applicant, and letters of support from at least two colleagues holding clinical or tenure-track faculty appointments at the university.

E. Promotion Committee for Clinical Faculty: The Promotion Committee for Clinical Faculty is composed of two members of the clinical faculty (one from

each of two colleges), and one member of the tenured official faculty from the field represented by the candidate.

1. **Members from the Clinical Faculty:** The two members representing the clinical faculty are elected by the faculty to 2-year terms using an election process developed and approved by the Dean or her/his designee. However, to permit staggered terms, the committee chair may at the first or second committee meeting after the election assign one of these elected members to serve 1 year only. A member from the clinical faculty must not be a candidate for promotion during his/her term on the committee.
2. **Members from the Tenured Official Faculty:** In consultation with the appropriate college dean, the committee chair nominates one or more members of the tenured official faculty for appointment to the committee. These nominated members of the tenured official faculty must represent the field(s) of the candidate(s) under consideration for promotion. To be appointed to the committee, the faculty in the department in which the clinical faculty member is assigned must approve each nominee. If clinical faculty from more than one department are applying for promotion, a faculty member from each department represented will be elected to serve on the committee. The number of tenured official faculty members elected to the committee cannot exceed the number of candidates for promotion. Tenured official faculty elected to the committee serve for the current academic year only.
3. **Voting:** Once the committee is fully composed, each member has one vote on all matters. In the event of a tie vote, the vote cast by the committee chair is the deciding vote.

F. Procedure and Timelines: The following procedure and timelines closely follow the promotion guidelines for official faculty described in BSU Policy 4340.

1. The candidate for promotion submits to the department chair a promotion folder by September 1.
2. During the month of September, official and clinical faculty of the department or unit review the promotion folder and provide written input to the chair or supervisor.
3. The chair forwards the promotion folder along with his/her recommendation, any clarification that may be required on the applicant's specific responsibilities, the external letters of evaluation, the written input from the official and clinical faculty of the department or unit, and a copy of the department or unit promotion criteria for clinical faculty, to the Promotion Committee for Clinical Faculty by October 15.
4. The Promotion Committee for Clinical Faculty reviews all documents, decides on a recommendation, and notifies the applicant of that

recommendation no later than December 1. In the case of a recommendation to deny promotion, the candidate may request a meeting with the committee. The request must be made within five working days of the notification of denial and the meeting must occur within five working days of the request for a meeting.

5. The Promotion Committee for Clinical Faculty forwards all documents and its recommendation to the college dean by December 15.
6. The college dean reviews all documents and recommendations and notifies the candidate of his/her recommendation by January 15. In the case of a recommendation to deny promotion, the candidate may request a meeting with the dean. The request must be made within five working days of the notification of denial and the meeting must occur within five working days of the request for a meeting. The dean forwards all documents and his/her recommendation to the provost by January 31.
7. The provost reviews all documents and recommendations and brings them to the attention of the president. The president, in consultation with the provost, makes his/her decision to grant or deny promotion and notifies the candidate of the decision by March 1. In the case of a decision to deny promotion, the candidate may request a meeting with the president. The request must be made within five working days of the notification of denial and the meeting must occur within five working days of the request for a meeting.
8. A candidate may withdraw from consideration for promotion at any time in the above process.
9. If the promotion is approved by the president, he/she notifies the candidate by April 15.

G. Salary Enhancement: The salary enhancement for promotion of a member of the clinical faculty is the same as for promotion of a member of the official faculty for comparable ranks.