

**SCHOOL OF EDUCATION**  
**CRITERIA FOR ALLOWING THE PROMOTION OF**  
**NON-TENURE TRACK, CLINICAL FACULTY MEMBERS**

**General Statement**

This document establishes the School of Education guidelines for promotion of Clinical Faculty. Unlike consideration for tenure, the issue of promotion among Clinical Faculty is voluntary. The individual faculty member may opt to not seek promotion.

**Titles for Clinical Faculty Promotion**

The promotion procedures addressed in this document pertain to Clinical Faculty. The prefix "*Clinical*" is applicable to the ranks Assistant Professor, Associate Professor, and Professor. A Clinical Assistant Professor may be promoted to Clinical Associate Professor. A Clinical Associate Professor may be promoted to Clinical Professor. Such ranks are not eligible for tenure, but are eligible for promotion.

**Appointment**

Except for extraordinary circumstances, appointment to the Clinical Faculty will be at the level of Clinical Assistant Professor, and will follow established procedures. Minimum qualifications will be proposed by each academic department and approved by the Dean.

**Rights, Privileges, and Responsibilities**

Clinical Faculty will not participate in tenure and promotion decisions of tenure-track faculty. In other academic matters, such as admissions, curriculum design, advising, scholarship and assistantship recommendations, searches, etc., their role shall be determined by each SOE department, with the approval of the Dean.

**Scholarship**

The School of Education does not have a scholarship expectation for Clinical Faculty. Although Clinical Faculty do not have a specific obligation to engage in research, such activity will be considered favorably as a part of the promotion dossier. Evidence of active scholarship includes presentations at professional conferences, research, external funding, and publications in peer-reviewed journals.

## **CRITERIA FOR PROMOTION FROM THE RANK OF CLINICAL ASSISTANT PROFESSOR TO CLINICAL ASSOCIATE PROFESSOR:**

### **I. Time in Rank**

The general requirement is that one should serve five years in the rank of Clinical Assistant Professor before being considered for promotion to the rank of Clinical Associate Professor. Five years in rank shall be defined as five years of service for which Faculty Activity Reports and associated Faculty Evaluations are available for review. The faculty member will thus be considered for promotion during his or her sixth year of service, and the promotion will become effective at the beginning of the seventh year.

### **II. Teaching**

The faculty member will demonstrate quality teaching as evidenced by:

A. Evaluation by students using The University of Mississippi course and instructor evaluation instrument.

and

B. Joint observation by the department chair and professorial faculty (associate professor or higher rank) each semester. The observation will require a conference after each observation, during which strengths, weaknesses, and recommendations would be discussed. Information from other sources, e.g., data from student interviews and examination of course materials, may also be used in the evaluative process. Additional classroom observation will be held if circumstances require. The department chair will complete an evaluation based on joint observation, student course evaluation and other documentation.

and

C. Advising of students, the candidate's ability to motivate a wide range of students, development of new instructional techniques and teaching materials and other materials which contribute to teaching and could include co-direction of dissertations and theses, receipt of additional educational contracts that support teaching, and teaching awards.

### **III. Service**

The faculty member will exhibit application of professional expertise through service activities. The specific expectations are:

Examples of service activities include performance in: consultantships, clinical activities, service to professional organizations, and other forms of funded and unfunded public service. Service activities might also include contributions to University, School, or departmental governance. Note: See *Appendix A: Evidence of Professional Productivity, Service and Peer Recognition*.

### **IV. Professional Relationships**

The faculty member will exhibit ethical behavior and professional dispositions pursuant to the values identified in the University of Mississippi Creed.

## **CRITERIA FOR PROMOTION FROM THE RANK OF CLINICAL ASSOCIATE PROFESSOR TO CLINICAL PROFESSOR:**

### **I. Time in Rank**

The general requirement is that one should serve six years in the rank of Clinical Associate Professor before being considered for promotion to the rank of Clinical Professor. Six years in rank shall be defined as six years of service for which Faculty Activity Reports and associated Faculty Evaluations are available for review. The faculty member will thus be considered for promotion during his or her seventh year of service, and the promotion will become effective at the beginning of the eighth year.

### **II. Teaching**

The faculty member will demonstrate quality teaching as evidenced by:

- A. Evaluation by students using The University of Mississippi course and instructor evaluation instrument.

and

- B. Joint observation by the department chair and a professor each semester. The observation will require a conference after each observation, during which strengths, weaknesses, and recommendations would be discussed. Information from other sources, e.g., data from student interviews and examination of course materials, may also be used in the evaluative process. Additional classroom observation will be held if circumstances require. The department chair will complete an evaluation based on joint observation, student course evaluation and other documentation.

and

- C. Advising of students, the candidate's ability to motivate a wide range of students, development of new instructional techniques and teaching materials and other materials which contribute to teaching and could include co-direction of dissertations and theses, receipt of additional educational contracts that support teaching, and teaching awards.

### **III. Service**

The faculty member will exhibit application of professional expertise through service activities. The specific expectations are:

Examples of service activities include performance in: consultantships, clinical activities, service to professional organizations, and other forms of funded and unfunded public service. Service activities might also include contributions to University, School, or departmental governance. Note: See *Appendix A: Evidence of Professional Productivity, Service and Peer Recognition*.

### **IV. Professional Relationships**

The faculty member will exhibit ethical behavior and professional dispositions pursuant to the values identified in the University of Mississippi Creed.

**PROMOTION DOSSIER:**

In order that promotion evaluations are based on sound evidence, a dossier documenting the case for promotion must be compiled. The candidate for clinical faculty promotion is charged with compiling the promotion dossier in coordination with the department chair. The dossier will consist of documentation pertaining to the aforementioned promotion criteria: *I. Time in Rank; II. Teaching and III. Service.*

*Appendix B: Promotion Dossier* outlines the items the Clinical Faculty member must include in the promotion dossier. *Appendix C: Dossier Review Schedule* identifies the time line for promotion review. *Appendix E: Faculty Review and Voting* identifies the composition of faculty members whom will review and vote on the candidate's dossier.

**DOCUMENT REVIEW:**

The faculty of the School of Education will review this document periodically and will modify as necessary.

**APPENDIX A**  
**EVIDENCE OF PROFESSIONAL PRODUCTIVITY, SERVICE AND PEER**  
**RECOGNITION**

**Evidence of Professional Productivity and Professional Service**

The level of productivity required for Clinical Associate Professor or Clinical Professor rank may be demonstrated in a variety of ways, including but not limited to:

1. Curriculum and program development;
2. Advising of students;
3. Co-direction and/or participation on thesis and doctoral dissertations;
4. Presentations at local, state, regional, and national professional meetings;
5. Workshops offered for professional practitioners;
6. Outreach activities to service organization and civic groups;
7. Publications in peer reviewed or non-peer reviewed journals, as specified by the department, that discuss clinical techniques/practice, methods of or standards in clinical supervision, or standards of practice;
8. Publication of handbooks, textbooks, or chapters in textbooks;
9. Production of videos or other multi-media materials;
10. Editorship or editorial review for professional journals;
11. Service on state or regional licensing/certification boards; and/or
12. Contributions to professional organizations through membership on committees and office-holding.

**Evidence of Recognition by Peers**

Candidates for rank of Clinical Professor must provide evidence of recognition by peers, which may be presented in a variety of ways, including but not limited to:

1. Invited presentations at professional meetings and workshops;
2. Invitations to serve as editor or editorial board member of professional journals;
3. Appointment or election to leadership positions in professional organizations; and/or
4. Awards and honors from professional organizations.

**APPENDIX B**  
**PROMOTION DOSSIER**

(to be prepared by Clinical Faculty member seeking promotion)

**A. EMPLOYMENT RECORD.**

1. Service with the University.
2. Previous full-time academic employment.
3. Other employment or activity considered as contributing to academic competence.

**B. ACADEMIC RECORD.**

1. Degrees completed.
2. Prospective additional degrees.
3. Licensure, certification, and areas of endorsement.
4. Other pertinent academic work.

**C. TEACHING RECORD.**

1. Course load.
2. Other pertinent teaching activity.

**D. TEACHING/CLINICAL SUPERVISION PERFORMANCE.**

1. Course syllabi (most recent syllabus for each course taught).
2. Course student evaluations (condensed summary from each course from each term).
3. Evaluation of teaching by Department Chair (or designee) and evidence of joint observation by other faculty members.
4. Evidence-based reflective statement (two-page double-spaced limit covering efforts to improve teaching and professional productivity).

**E. SERVICE.**

1. Routine service to the University.
2. Non-routine service to the University.
3. Service that makes the facilities and expertise of the University available to the larger society of which it is a part.
4. Service to one's discipline.

**F. PROFESSIONAL ACTIVITIES.**

1. Membership in professional organizations.
2. Office held.
3. Materials presented.
4. Additional pertinent information regarding professional activities.

**G. HONORS.**

1. Organization membership.
2. Other honors.

**H. OTHER EDUCATIONAL CONTRIBUTIONS.**

May include, but not limited to:

1. Printed publications and e-publications.
2. Pending publications.
3. List other pertinent publication information.
4. Grants

**I. FACULTY ACTIVITY REPORTS AND ANNUAL REVIEWS.**

1. Faculty activity reports.
2. Annual reviews (submitted by Department Chair).

**APPENDIX C**  
**DOSSIER REVIEW SCHEDULE**

The timetable for the presentation and review of the promotion dossier shall be as follows:

<b>STEP:</b>	<b>DEADLINE:</b>
Faculty member's submission of dossier to Department Chair	September 1
Department meeting	Prior to November 21
Department Chair recommendation to Dean	November 21
Dean's recommendation to Provost	January 15
Provost's recommendation to Chancellor	March 20
Chancellor's final action	March 31



## **APPENDIX D CLINICAL FACULTY EXPECTATIONS**

Faculty appointed as a Clinical Assistant Professor ordinarily are expected to:

1. Hold an appropriate terminal degree for the discipline;
2. Have current certification and/or licensure as specified by the department at time of appointment;
3. Have experience in clinical supervision or professional practice;
4. Show promise of excellence in teaching and clinical supervision (as appropriate to the position description); and
5. Show promise of excellence in professional productivity and service, including but not limited to, clinical service.

Faculty continuing in a Clinical Assistant Professor position ordinarily are expected to:

1. Hold an appropriate terminal degree for the discipline;
2. Have current certification and/or licensure as specified by the department;
3. Have experience in clinical supervision or professional practice;
4. Have an established record of success in teaching and clinical supervision (as appropriate to the position);
5. Have demonstrated success in professional productivity; and
6. Have demonstrated contributions in departmental, SOE, and professional service, which may include, clinical service.

Faculty promoted to Clinical Associate Professor rank ordinarily are expected to:

1. Hold appropriate terminal degree;
2. Have current certification and/or licensure as specified by the department;
3. Have an established record of sustained success in clinical or other professional practice;
4. Have an established record of sustained success in teaching and/or clinical supervision at the undergraduate and/or graduate levels (as appropriate to the position);
5. Have an established record of success in professional productivity; and
6. Have an established record of effective participation in departmental, SOE, and University service, and in service to state, regional, and/or national professional organizations and, where specified by the department, in professional service in the community.

Faculty promoted to Clinical Professor rank ordinarily are expected to:

1. Hold appropriate terminal degree for the discipline;
2. Have current certification and/or licensure as specified by the department;
3. Have an established record of sustained success and excellence in clinical or other professional practice;

4. Have an established record of sustained success and excellence in teaching and/or clinical supervision at the undergraduate and/or graduate levels (as appropriate to the position description);
5. Have achieved unmistakable recognition for professional contributions; and
6. Have a substantial and sustained record of effective participation in departmental, SOE, and University service, and to the profession at the regional and/or national level, and, where specified by the department, a sustained record of effective service in the community.

**APPENDIX E**  
**FACULTY REVIEW AND VOTING**

Dossier binders will be made available for departmental faculty review according to the timetable identified in *Appendix C: Dossier Review Schedule*.

Departmental faculty, including all tenured faculty, tenure-track faculty at or above the rank to which Clinical Faculty member aspires, and clinical faculty at or above the rank to which the Clinical Faculty member aspires will review the dossier, meet to discuss and vote (by secret ballot) by the date prescribed in the *Dossier Review Schedule*.