Procedures for Promotion on the Clinical Track

This document defines the policy and procedures associated with promotion of faculty, full-time or part-time faculty on the Clinical Track at the University of Texas at Arlington (UTA) College of Nursing. It is recognized that UTA is actively seeking Tier One status in the academic community; these procedures are commensurate with that pursuit.

Implementation of procedures by the Clinical Track Promotion Committee for promotion of faculty on the clinical track are governed by Regent’s Rules, Rule 31001t, and rules described in the Handbook of Operating Procedures for the University of Texas at Arlington, Subchapter 6-100: Faculty Matters.

Definitions:
External Reviewer: An external reviewer for the purposes of this procedure is a person who has attained the rank to which the candidate seeks promotion. For example, a candidate seeking promotion to Associate Professor, Clinical Nursing or Professor, Clinical Nursing would seek external review from another person who has attained a minimum of Clinical Associate Professor/Associate Professor, Clinical Nursing or Clinical Professor or Professor, Clinical Nursing, respectively, in a setting outside of UTA.

Grant funding: Grant funding for Clinical Track faculty is defined as substantial support for activities related to the educational process, such as teaching, simulation, or toward making an impact on how gaps in knowledge have been narrowed in the clinical area. Boyer’s Model should be used as the foundation for this funding. Examples might include funding to support traineeships, investigation of outcomes of online education, socialization of students in the online environment, or program evaluation.

I. Promotion Process

A. All full-time or part-time faculty members must meet the requirements for the rank for which they are applying or appointed. At a minimum, all Clinical Track faculty members must meet the criteria for rank of Clinical Instructor.
   1. MSN faculty may be full time or part-time (appointed or apply for the rank of Assistant Professor, Clinical Nursing.
   2. Doctoral level full-time faculty qualiticate to be appointed or apply for the rank of Assistant Professor, Clinical Nursing; Associate Professor, Clinical Nursing or Professor, Clinical Nursing.

B. Faculty members seeking appointment or promotion to higher ranks must demonstrate achievement as designated by the criteria for the particular rank for promotion.

C. Faculty members stipulate the Clinical Track rank desired at the time of request for promotion. If after review, the desired rank is not achieved, the faculty member will continue with the current Clinical Track rank.
D. There is no time requirement in one rank in order to apply for promotion to the next rank (i.e., from Assistant Professor, Clinical Professor to Associate Professor, Clinical Nursing to Professor, Clinical Nursing). The candidate must show evidence since the last promotion to support the application for the higher rank.

E. If a faculty member is not promoted in rank, she/he may reapply the following year.

II. Initiation Process

A. Faculty member submits a written letter of application to the Associate Dean/Chair requesting rank promotion by the first Monday of November.

1. Faculty member notifies the Chair of the Clinical Track Promotion Committee by email of their intentions to seek promotion and the respective rank before or by the first Monday of November.

B. The Faculty candidate meets with the Associate Dean/Chair to discuss the request by the third Monday of November.

C. The Associate Dean/Chair notifies the Clinical Track Promotion Committee Chair in writing by the fourth Monday of November that the faculty member has requested review for promotion.

D. The MSN candidate seeking the rank for Assistant Professor, Clinical Nursing is responsible to provide:

1. Data in Section III. Part C.

The MSN candidate is not responsible for:
1. Data in Section II. Part E and F

E. The doctoral candidate seeking rank for Associate Professor, Clinical Nursing or Professor, Clinical Nursing is responsible to provide to the Committee Chair:

○ Names, addresses, and email addresses of a minimum of three external reviewers, ranked in order of priority (due by the first Monday of December).
  ▪ External reviewer should be selected to support the varied perspective presented by the candidate in the narrative summary
  ▪ External reviewer will have the same rank or higher rank of the candidate

○ A flash drive that contains copies of a representative sample of publications, evidence of application/receipt of Grant Funding, Narrative Summary, and CV.
Two additional letters of recommendation from Internal Faculty speaking to the quality of contributions and accomplishments of the faculty member since their last promotion.

F. The Clinical Track Promotion Committee Chair will initiate contact with the three suggested external reviewers. The external reviewers should be informed that their letter may be released to the candidate in redacted format. The returned evaluation of the external reviewer is due by **fourth Monday January** and will be included in the review process. (Sample letter attached).

NOTE: It is suggested that the doctoral candidate contact the selected external reviewers prior to submission of names so that there is agreement that the review can be completed in a timely manner.

III. Review Process

A. Members of the Clinical Track Promotion Committee review all candidates for promotion. The Clinical Track Promotion Committee is comprised of all members of the College of Nursing faculty who have achieved the rank of Associate Professor, Clinical Nursing. Review of candidates for promotion from Associate Professor, Clinical Nursing to Professor, Clinical Nursing will be done in conjunction with the Promotion and Tenure Committee, when there are fewer than two Professors, Clinical Nursing holding membership on the Clinical Track Promotion Committee. For example, if there are no Professors, Clinical Nursing then two members of the Promotion and Tenure Committee will be requested to participate in the review process.

B. Meeting the appropriate deadlines established within these procedures is essential to a timely completion of the peer review process consistent with University deadlines for recommendations and administrative decisions.

C. It is the responsibility of the candidate to submit a portfolio with evidence characterizing teaching, scholarship, and service to the Clinical Track Promotion Committee by **the second Monday of January**. The portfolio should contain, at a minimum: Use the format for the tenure promotion committee as a guide for organization of the flash drive.

http://www.uta.edu/provost/administrative-forms/tenure-promotion/

1. A copy of the letter to the Associate Dean/Chair requesting promotion in rank.
2. A current curriculum vitae in College of Nursing format.
3. A Narrative Summary written by the faculty member presenting evidence that the criteria for the rank sought by the candidate have been met.
4. A Faculty Performance Summary form summarizing faculty member’s background and accomplishments (Available on the K Drive. See Governance, Committees, Clinical Track Promotion Committee, Forms).
5. Summary of Teaching Evaluations for the last three years. Consideration will be given for individuals with fewer than three years of teaching (University Teacher Evaluation Form, Questions #1-8 and summaries of clinical evaluations).

6. Evidence of scholarship and publications. The candidate might use a list from Research Gate, Google Scholar, or PubMed that outlines their publications in a table format (for ease of review). For example, Books (authored or edited), Refereed and Non-refereed Journal Articles, Book Chapters, Publications in Conference Proceedings, Book Reviews, Translations, Grant funding, Textbooks, Workbooks, Lab Manuals, Journal Comments, Journal Notes, Conference Papers and/or Presentations at meetings of professional societies, Editorials/Letters to the Editor, and/or Manuscripts accepted for publication, since the last review and promotion.

7. Letters of Documentation: (See II. E and F)

8. Copies of annual evaluations by the candidate’s immediate supervisor from the last three years.

IV. Clinical Track Promotion Committee Recommendations Regarding Promotion

A. The Clinical Track Promotion Committee will review the faculty candidate’s portfolio for evidence of meeting criteria for promotion in rank and recommend to the Associate Dean/Chair whether or not the faculty candidate meets the criteria. Vote is by secret ballot with all members of the Committee voting on recommendations for promotion. To recommend a faculty candidate for promotion, there must be a two-third vote favoring promotion.

B. Recommendation of the Clinical Track Promotion Committee will be sent in writing to the Associate Dean/Chair by the first Monday of March.

C. The letter of support or non-support should include both the reasons for and for not recommending promotion in each of the categories. Comments of support or non-support from external and internal reviewers should also be included.

V. Associate Dean/Chair’s and Dean’s Recommendation Regarding Promotion

A. The Associate Dean/Chair will review the faculty candidate’s portfolio and recommendations of the Clinical Track Promotion Committee and will either concur or not concur with the committee’s recommendation.

B. If the Associate Dean/Chair’s recommendation concurs with the Committee’s recommendation in favor of promotion, the recommendation will be forwarded to the Dean by the third Monday of March.
C. If the Dean’s recommendation concurs with the Associate Dean/Chair, and the Committee’s recommendation in favor of promotion, the recommendation will be forwarded to the Provost **By April 1**.

D. If the Associate Dean/Chair’s recommendation concurs with the Committee’s recommendation against promotion, the faculty candidate will be notified by the Dean.

E. If the Associate Dean/Chair and/or Dean recommend promotion when the Clinical Track Promotion Committee does not, the Committee’s recommendation will be included with the Dean’s recommendation when it is forwarded to the Provost.

F. If the Associate Dean/Chair and/or the Dean does not recommend promotion when Clinical Track Promotion Committee does, the Dean’s recommendation will be included along with the Committee’s recommendation when it is forwarded to the Provost.

G. All recommendations for promotion are subject to the approval/disapproval of the Provost and shall be effective only upon approval by administration at The University of Texas at Arlington.

VI. Notification Process

   a) When the Provost acts on the recommendation for promotion, the Dean will be notified.
   b) The Dean will notify the faculty candidate, the appropriate Associate Dean/Chair and the Chairperson of the Clinical Track Promotion Committee.
   c) The promotion will be effective in the fall of the next academic year.

VII. Salary Related to Promotion

   The Provost of UTA and the Dean of the College of Nursing will determine the amount of salary increase upon promotion.