

Clinical/Professional/Teaching Faculty and Professors of Practice (C/P faculty) Common questions and answers

C/P faculty are primarily devoted to the practice and scholarship of teaching and engagement, and often serve in important administrative and professional positions at Purdue University. Their expertise, scope of work, and contributions vary greatly across colleges and units. Work can include clinical teaching and service, classroom teaching, engagement/extension, scholarship, and leadership and/or administration of programs.

The following information, structured as questions and answers, is offered for consideration by C/P faculty and is intended to both support the success of C/P faculty and encourage C/P faculty to understand policies and procedures at Purdue.

1. How many C/P faculty are employed at Purdue?

The number of C/P faculty at Purdue University's West Lafayette campus is approaching 400. Generally, the number of C/P faculty is capped at 20% of the number of tenure-track faculty across the university (www.purdue.edu/policies/human-resources/vif10.html). The colleges with the largest numbers of C/P faculty are Health and Human Sciences, Veterinary Medicine, and the Purdue Polytechnic Institute. The Honors College is entirely comprised of C/P faculty.

2. How do C/P faculty roles differ from tenure-track faculty roles?

Clinical/Professional faculty is a promotable, but non-tenure track, faculty classification. The primary focus of C/P faculty, as written in the policy that formalized the C/P faculty classification at Purdue, is excellence in instruction and engagement. The flexibility in appointing C/P faculty, and the variation of C/P faculty roles across campus, is intended to meet essential needs in Purdue's academic and engagement programs for designing and maintaining educational programs in traditional classrooms, learning experiences outside the classroom or in clinical settings, engagement programmatic needs, and/or the professional development of students. While C/P faculty are promoted primarily for excellence in instruction and/or engagement, tenure-track faculty are promoted primarily for excellence in research, teaching, or engagement. A differentiating point between the C/P and tenure-track faculty roles is the expectation surrounding research and scholarship. Each college or school has written policies and procedures for promotion within the C/P faculty ranks as well as a description of the nature of the activity of C/P faculty that distinguishes them from tenure-track faculty.

3. How are contracts handled for C/P faculty?

All employees at Purdue University are initially hired with a contract. The initial period of a C/P faculty appointment is usually three years. Contracts for C/P ranks of instructor or assistant professor may be renewed for terms not to exceed increments of three years. Contracts for individuals at the C/P rank of associate professor or professor may be renewed for terms in increments of up to five years. Appointments are made at the discretion of the Head and with approval of the Dean and Provost. Contract renewal must occur at least six months in advance of contract expiration during the first three years of employment, and at least twelve months in advance of contract expiration with subsequent contracts. Information and instructions on contract extension or non-renewal (Form 19) can be found here:

<https://www.purdue.edu/hr/buspur/formsproc/forms/>

4. **How do C/P faculty benefit from mentoring?**

Mentoring contributes to excellence and success of all faculty, builds relationships, and creates opportunities and supportive communities. The roles of C/P faculty vary widely across units and colleges; therefore, it is important that all mentors and mentees understand the expectations associated with the success and promotion of C/P faculty, as well as the specific roles and expectations of the mentee in the context of their unit and college. A mentoring relationship is a partnership, and both parties must participate in order for the relationship to be successful. A mentee checklist with suggested topics to discuss with mentors can be found here:

<https://www.purdue.edu/provost/faculty/department-heads/mentorship/mentees.html>.

Each C/P faculty member should have a mentoring plan (these are put in place in the department at the time of hiring) and mentor or mentoring team that includes at least one senior C/P faculty member. Your mentoring teams and plans may/should change depending on your needs and professional goals. C/P faculty discuss changing needs and mentoring teams with their Department Heads.

5. **How can C/P faculty be good faculty mentors?**

As C/P faculty progress through their careers, an important service and responsibility that will be expected is being a good faculty mentor to others. More about mentoring, including checklists for mentors and mentees, can be found here:

<https://www.purdue.edu/provost/faculty/department-heads/mentorship/index.html>.

It is also important to understand what areas your mentee wants mentorship and coaching in. These checklists can help guide being a good mentor:

<https://www.purdue.edu/provost/faculty/department-heads/mentorship/mentors.html>.

6. **What should C/P faculty discuss with their department heads during annual review?**

All C/P faculty should receive timely performance reviews. Annual written feedback to C/P faculty members in the ranks of Assistant and Associate is required. For C/P faculty at the rank of Full, a review is required at least every three years. The standard describing these reviews is here: www.purdue.edu/policies/academic-research-affairs/s4.html.

During performance reviews, consider discussing the following:

- Performance of expected job responsibilities, as originally described in the offer letter or later revised
- Clarification of responsibilities and expectations, if needed
- Timeline to promotion
- Mentorship plan and needs
- Your goals, and the support you may need to accomplish them
- Awards you would like to be nominated for

7. **Where are the written promotion criteria and expectations for C/P faculty?**

Expectations for promotion to each rank (assistant, associate, and full) should be clear, written, and easily accessible for C/P faculty and their mentors. The departmental process for nominating a C/P faculty member for consideration for promotion should be clear. Ask your Department Head for these criteria and expectations and discuss them with your mentor(s).

8. **What is the process for C/P faculty review and promotion?**

The process for primary committee review of C/P faculty varies slightly among departments. C/P faculty should be aware of the process and timing of events in their own department.

The Primary and Area Committees must contain at least one C/P faculty member of higher rank for the duration of the discussion and voting on C/P faculty promotion cases, although it is encouraged to include all C/P faculty of higher rank in a unit in the Primary Committee. If no C/P faculty member is available at higher rank in the unit, then a senior C/P faculty member from another unit will be invited to serve on the primary committee. C/P faculty should be reviewed by the primary committee at a minimum of every six years.

C/P faculty appointment and promotion information can be found here:

<https://www.purdue.edu/policies/human-resources/vif10.html>

9. **What resources are available for teaching?**

There are many resources to support teaching and learning at Purdue. The resources listed below are available to all faculty.

Innovative Learning at Purdue

Resources can be found here on designing courses, supporting teaching, enhancing accessibility, and engaging students: <https://www.purdue.edu/innovativelearning/default.aspx>

Instructional Technology

Some examples of instructional technology include collaboration & interaction tools, assessment & evaluation tools, course integrity tools, and guides for creating content. These resources can be found here: <https://www.purdue.edu/innovativelearning/supporting-instruction/instructional-technology/>

The Center for Instructional Excellence

The Center for Instructional Excellence (CIE) advances and promotes transformative, evidence-based instruction for academic success at Purdue and beyond. Under the direction of the Office of the Provost, CIE works with faculty, graduate teaching assistants, and staff to support innovative teaching in all modalities, and foster a campus culture of student-centered learning. <https://www.purdue.edu/cie/>

Teaching Academy

The Teaching Academy at Purdue strives to bring together the best teaching faculty and graduate students across campus to create a collective voice for teaching excellence. Members are nominated and selected by their peers. In partnership with the Office of the Provost and the Center for Instructional Excellence, the Teaching Academy sponsors a variety of programs and activities fostering educational creativity, innovation, and effectiveness both in- and outside the classroom. <https://www.purdue.edu/teachingacademy/>

10. What resources are available for engagement work?

Office of Engagement

The mission of the Office of Engagement is to design, guide, and lead collaborations that drive innovation, prosperity, and an improved quality of life throughout Indiana and beyond.

Information and resources related to engagement can be found here:

<https://www.purdue.edu/engagement/>

Scholarship of Engagement

Scholarship of Engagement includes a reciprocal relationship with communities that yields innovations with disciplinary expertise, can be replicated, documented, is professionally-- and/or peer-- reviewed, and has evidence of impact.

<https://www.purdue.edu/engagement/scholarship/index.php>

Service Learning

Service-learning combines community engagement with course-based learning. The Office of the Provost supports faculty, students, staff, and organizations in building partnerships that support the community.

<https://www.purdue.edu/engagement/service-learning/>

11. Are there leadership opportunities for C/P faculty?

C/P faculty are leaders across campus in a variety of roles. Leadership positions C/P faculty have held include program director, associate department head, department head, dean, associate provost, and vice provost. President Mitch Daniels was a clinical professor in the Brian Lamb School of Communication and the Department of Political Science. Many leadership positions are filled with C/P faculty with experience and knowledge in teaching, engagement, and/or their field of expertise.

12. What professional development opportunities are available for C/P faculty?

Professional development opportunities are available to C/P faculty throughout the year at the university, college, and unit levels. Check with your Department Head and mentor(s) on opportunities available in your department, college, and discipline. The Office of the Provost hosts several professional development forums each year that focus specifically on C/P faculty. Some of the past topics have included Scholarship of Teaching, Scholarship of Engagement, Mentoring, and Teaching Portfolios. The C/P faculty website has materials available from past town halls and forums accessible here: <https://www.purdue.edu/academics/faculty-affairs/resources/town-hall.html>

13. Awards available to C/P faculty

Most awards through the university are open to C/P faculty. C/P faculty are encouraged to apply or be nominated for awards that they are eligible for. Check with your Department Head and mentor(s) about department, college, and discipline-specific awards. A listing of university awards is available here: <https://www.purdue.edu/academics/faculty-affairs/awards/index.html>

14. What is the C/P faculty advisory board?

The C/P faculty advisory board is made up of representatives from each college. This group of C/P faculty helps guide the university in efforts to support and promote the success of C/P faculty at Purdue. The members serve as contact points for C/P faculty in their respective

colleges. The list of C/P faculty on the advisory board can be found here:
<https://www.purdue.edu/provost/faculty/documents/resources-cp-faculty-advisor-board.pdf>

C/P faculty are encouraged to reach out to the advisory board representative from their college, or the Provost Fellow for C/P faculty or Vice Provost for Faculty Affairs, with questions or if they would like to discuss issues related to C/P faculty.

15. How can C/P faculty take professional leave?

Professional leave is available through the Research/Instructional/Engagement (R/I/E) leave process and is at the discretion of the Department Head. Information and instructions for R/I/E leave can be found here: <https://www.purdue.edu/provost/faculty/documents/resource-rie-leave-request.pdf>. These leaves may be funded by external grants and awards, or via internal mechanisms at the discretion of the Head and as funding allows. Shorter leaves (<22 days) can also be taken to participate in a variety of university-related business or professional activities; such leaves are requested and approved in the Concur travel system.

16. Policies and resources related to C/P faculty

- Clinical/Professional/Teaching Faculty and Professors of Practice web page:
This page includes information regarding Town Halls, the C/P faculty directory, the C/P faculty Advisory Board. Other resources focusing on faculty affairs can also be accessed through this site.
<https://www.purdue.edu/academics/faculty-affairs/resources/clinical.html>
- Provost Memo on Promotion Policy, May 2023:
<https://www.purdue.edu/academics/faculty-affairs/documents/promotion-memo-clinical-2024-25.pdf>
- Procedures for Appointing and Promoting Clinical/Professional Faculty:
<https://www.purdue.edu/provost/policies/clinical-faculty.html>
- Faculty Promotion and Tenure documents:
<https://www.purdue.edu/academics/faculty-affairs/promotion/index.html>
- Faculty Resources at Purdue University:
<https://www.purdue.edu/academics/faculty-affairs/resources/index.html>
- Faculty Initiatives at Purdue University:
<https://www.purdue.edu/academics/faculty-affairs/initiatives/index.html>
- Resources for New Faculty:
<https://www.purdue.edu/provost/faculty/resources/new-faculty.html>