



## **Clinical/professional faculty Appointment and Promotion (VI.F.)**

Volume VI: Human Resources

Chapter F: Terms and Conditions of Employment

Responsible Executive: President

Responsible Office: Office of the Provost

Date Issued: [University Policy Office will complete]

Date Last Revised: [University Policy Office will complete]

### **TABLE OF CONTENTS**

Statement of Policy

Reason for This Policy

Individuals and Entities Affected by This Policy

Who Should Know This Policy

Exclusions

Website Address for This Policy

Contacts

Definitions

Responsibilities

Procedures

Related Documents, Forms and Tools

History and Updates

Appendix

### **STATEMENT OF POLICY**

Clinical/professional faculty positions provide the University an opportunity to hire professional educators and provide them with opportunities for career advancement. Clinical/professional faculty focus principally on excellence in instruction and engagement. In addition to their instructional responsibilities on campus, Clinical/professional faculty also may be professionals in a practice site and provide clinical supervision of students; collaborate and develop professional relationships with industry and governmental agencies; and/or supervise internships, co-ops, service learning and other student activities outside the classroom.

Individuals appointed to Clinical/professional faculty positions:

1. Engage in activities aimed at improving clinical practice, teaching or engagement.
2. Possess the appropriate educational background and practice expertise commensurate with the responsibilities of their specific appointment. Such qualifications are determined by each department.
3. Possess professional licensure, when appropriate.

4. Participate in activities to enhance professional growth, including, but not limited to, participation in conferences and in-service training to enhance knowledge or skill in a particular area of specialty. During the course of appointment, responsibilities may be arranged to allow for more extended development opportunities. These opportunities are to be negotiated with department heads along with the dean.

Clinical/professional faculty members may serve on graduate committees and as co-major professors for graduate students with department head approval and special appointment status from the Graduate School. Clinical/professional faculty also are eligible to serve as principal investigators on proposals for external funding, if such activity is consistent with the expectations of the appointment.

Clinical/professional faculty positions are not eligible for tenure. They are included in the total faculty count on the corresponding University campus when University Senate seats are reapportioned and in counts of full-time faculty from the Office of Institutional Research. Clinical/professional faculty members are eligible to serve in the University Senate and on Senate committees, but they are not eligible for sabbatical leave.

## **REASON FOR THIS POLICY**

Traditionally, teaching, research and engagement have been the primary responsibilities of tenure-track faculty members. In some departments, there is a need to have faculty members engage principally in instruction which is essential to the mission of Purdue University's academic programs. Flexibility in appointing Clinical/professional faculty is essential for designing and maintaining educational programs in traditional classrooms, learning experiences outside the classroom or in clinical settings. Such flexibility also gives the University the opportunity to recruit and retain highly qualified professionals who bring unique experiences to the University's educational mission. Clinical/professional faculty members have teaching, clinical and/or engagement commitments as the primary focus of their faculty role.

## **INDIVIDUALS AND ENTITIES AFFECTED BY THIS POLICY**

Faculty and academic administrators

## **WHO SHOULD KNOW THIS POLICY**

President  
Vice Presidents  
Chancellors  
Vice Chancellors  
Vice Provosts  
Deans  
Directors  
Department Heads/Chairs  
Faculty  
Business Services Staff

Human Resources Staff

## EXCLUSIONS

This policy does not apply to tenured or tenure-track faculty, research faculty, visiting professors or post-doctoral appointees.

## WEBSITE ADDRESS FOR THIS POLICY

[University Policy Office will complete.]

## CONTACTS

Subject	Contact	Telephone	E-mail/Web Address
Policy Clarification	Vice Provost for Faculty Affairs	(765) 494-9709	<a href="http://www.purdue.edu/provost/about/staff.html">http://www.purdue.edu/provost/about/staff.html</a>
Campus Specific Questions	Calumet: Vice Chancellor for Academic Affairs	(219) 989-2202	<a href="http://webs.purduecal.edu/acadaffrs/staff/">http://webs.purduecal.edu/acadaffrs/staff/</a>
	Fort Wayne: Vice Chancellor for Academic Affairs	(260) 481-6103	<a href="http://new.ipfw.edu/offices/oaa/academic-affairs/">http://new.ipfw.edu/offices/oaa/academic-affairs/</a>
	North Central: Vice Chancellor for Academic Affairs	(219) 785-5332	<a href="http://www.pnc.edu/academic_affairs/staff2.html">http://www.pnc.edu/academic_affairs/staff2.html</a>
	West Lafayette: Vice Provost for Faculty Affairs	(765) 494-9709	<a href="http://www.purdue.edu/provost/about/staff.html">http://www.purdue.edu/provost/about/staff.html</a>

## DEFINITIONS

### Area Committee

A college/school-level committee established in accordance with policy set forth by the Provost or Chancellor, as the case may be, that reviews Clinical/professional faculty promotion nominations set forth to them by the Primary Committee.

**Board of Trustees**

The Board of Trustees of The Trustees of Purdue University.

**Clinical/professional faculty**

Clinical/professional faculty is a promotable, but non-tenure track faculty classification. These individuals provide education and/or supervision of students engaged in clinical and professional practice. Clinical/professional faculty may carry the title clinical professor, professor of practice, or teaching professor. Each school may choose the appropriate title for their clinical/professional faculty.

**Panel B**

A subset of the University Promotions Committee established in accordance with procedures set forth by the Provost that reviews Clinical/professional faculty promotion nominations presented to them by Area Committees on the West Lafayette campus for recommendation to the President.

**Primary Committee**

A department-level committee established in accordance with policy set forth by the Provost or Chancellor, as the case may be, that reviews Clinical/professional faculty promotion nominations for recommendation to the Area Committee.

**Provost**

The Executive Vice President for Academic Affairs and Provost.

**Purdue, Purdue University, and University**

Any campus, unit, program, association or entity of Purdue University, including but not limited to, Indiana University-Purdue University Fort Wayne, Purdue University Calumet, Purdue University North Central, Purdue University West Lafayette, Purdue Extension and Purdue University College of Technology Statewide.

**RESPONSIBILITIES****President**

- Recommends nominations set forth by the Provost to the Board of Trustees for final approval.

**Provost**

- Reviews for approval – college, school and departmental written plans to establish the classification of Clinical/professional faculty and to implement this policy on the West Lafayette campus.
- Monitors the appointment limits for colleges/schools and individual departments on the West Lafayette campus and the overall limits for all campuses.
- Forwards all Clinical/professional faculty promotion recommendations on the West Lafayette campus to the President following review and vote by the University Promotions Committee.

- Reviews for approval Clinical/professional faculty promotion recommendations received from the Chancellors of regional campuses and forwards to the President as appropriate.

### **Chancellor**

- Communicates and implements this policy.
- Reviews for approval college/school and departmental written plans to establish the classification of Clinical/professional faculty.
- Monitors the appointment limits for colleges/schools and individual departments.
- Provides Clinical/professional faculty promotion recommendations to the Provost.

### **Dean**

- Establishes the college/school policies and procedures for promotion within the Clinical/professional faculty ranks.
- Communicates the approved policies and procedures to the directors, department heads and department chairs within their area.
- Establishes a review process for Clinical/professional faculty being considered for promotion.
- Submits promotion recommendations to the Office of the Provost for review by Panel B (West Lafayette campus).
- Submits promotion recommendations to the Office of the Vice Chancellor for Academic Affairs (regional campuses).

### **Department (or School) Head/Chair**

- Assumes responsibility for the professional development of Clinical/professional faculty.
- Assures compliance with this policy and approved college, school and departmental policies and procedures.
- Prepares and submit justification for establishment of Clinical/professional faculty positions to the Dean as appropriate.
- Contributes to the establishment of policies and procedures for promotion within the Clinical/professional faculty ranks in a particular department.
- Conducts annual merit reviews for Clinical/professional faculty.

## **PROCEDURES**

### **I. Establishment of Clinical/professional faculty Positions**

Requests for the establishment of Clinical/professional faculty positions must originate within the academic unit and receive approval by the head, dean and the Chancellor or Provost, as the case may be.

The request must be consistent with this policy and define the nature of the activity of Clinical/professional faculty that distinguishes them from tenure-track faculty.

## II. Classification of Clinical/professional faculty

When establishing Clinical/professional faculty positions, the required degrees, qualifications and experience will be determined by the appointing department. All Clinical/professional faculty must have a primary commitment to assist the unit in meeting its programmatic need for clinical services, instruction, engagement, and/or the professional development of students. Additional requirements must be included for each designation as follows:

- **Clinical Instructor:** The candidate must exhibit documented expertise in clinical instruction or professional practice and be qualified to participate in the educational programs of the unit.
- **Clinical Assistant Professor:** The candidate must exhibit documented expertise in clinical or professional practice and be qualified to participate in the educational programs of the department. When appropriate, the unit may require the candidate to have specialty certification prior to being appointed.
- **Clinical Associate Professor:** The candidate must exhibit documented expertise in clinical instruction or professional practice, be qualified to participate in the educational programs of the department or school and demonstrate evidence of excellence in teaching. In addition, the candidate is expected to have scholarly accomplishments with a demonstrated or emerging prominence in his or her field at the state, regional, national or international level as appropriate.
- **Clinical Professor:** The candidate must exhibit documented expertise in clinical instruction or professional practice, demonstrate a high level of professional and scholarly accomplishment and have achieved recognition by his or her peers at the state, regional, national or international level as appropriate.

## III. Appointment of Clinical/professional faculty

Upon gaining approval for the establishment of Clinical/professional faculty positions, academic units may appoint Clinical/professional faculty within the allowable appointment limits applicable to their campus, college, school and/or department. The following guidelines pertain to appointments:

- Clinical/professional faculty will be appointed as salaried members in their specific department or school and must be at least half-time (50%).
- All appointments will be based upon criteria established by the academic unit.
- Searches or search waivers are required for these positions.
- The initial period of appointment is up to three years. Contracts for individuals at the rank of Instructor or Assistant Professor may be renewed for terms not to exceed increments of three years. Contracts for individuals at the 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 the dean's approval based on successful performance assessments.

- A notice of at least six months in advance of contract expiration is required in the event of non-renewal during the first three years of employment; a minimum of 12 months' notice is required for non-renewal associated with subsequent contracts.
- Clinical/professional faculty members are expected to provide at least six months' notice of intent to resign.
- There will be no transfers between any other faculty classification and Clinical/professional faculty appointments. However, faculty holding a position of one type will be allowed to apply for a declared, open position of another type and be considered through the normal national search and screening process.
- Professional development funds will be provided to Clinical/professional faculty at the discretion of the head and dean.

#### **IV. Allowable Percentages of Clinical/professional faculty**

For the purposes of establishing the allowable percentage of Clinical/professional faculty, the term faculty refers to tenured, tenure-track and Clinical/professional faculty and, for purposes of calculating the number of faculty on a campus, also includes the academic faculty of the Libraries.

##### **A. West Lafayette Campus**

Generally, no more than 15 percent of the total number of faculty on the campus in a department, school or college may consist of Clinical/professional faculty. The number of Clinical/professional faculty members in a department or school may not exceed 50 percent of all faculties in the unit, however exceptions may be approved by the Office of the Provost.

##### **B. Regional Campuses and Statewide Technology**

Generally, no more than 20 percent of the total number of faculty on the campus or in statewide technology may consist of Clinical/professional faculty.

#### **V. Review**

- Annual Merit Review

Clinical/professional faculty members are eligible for annual merit increases in accordance with the annual salary policies approved for each campus. Determination of merit increases will be based on an annual merit review. Clinical/professional faculty will

be reviewed according to the same time frame and following the same procedures and processes that are used for the annual merit reviews of tenure-track and tenured faculty in their respective department or school.

- **Promotion Review**

Clinical/professional faculty members are not subject to the probationary periods applicable to tenure-track faculty. They may be considered for promotion when their departmental colleagues and the head/chair believe they evidence the record to be promoted. This process frequently occurs on a timeline similar to that for tenure-track faculty members. Clinical/professional faculty members are eligible for promotion in rank from instructor to assistant professor to associate professor to professor. Criteria for promotion are established by each college or school.

## **VI. Promotion**

Policies and procedures for promotion within the Clinical/professional faculty ranks must be established by each individual college or school in conjunction with the Provost Promotion and Tenure Guidelines. Recommendations for changes in rank will follow the timeline for Panels A and B, in accordance with guidelines issued annually by the Provost. Each regional campus may choose to establish these policies and procedures at the campus level.

Centrally-allocated salary increments for promotion are to be consistent with those associated with promotion for tenure-track faculty.

At least one Clinical/professional faculty member at the professor level will sit with the Primary and Area Committees when Clinical/professional faculty are considered for promotion. At least one Clinical/professional faculty at the associate professor level will sit with the Primary Committee in review of promotion of Clinical/professional faculty instructors and assistant professors. When this minimum number of Clinical/professional faculty is not available in the candidate's department, additional Clinical full and/or associate professors shall be appointed by the chair of the area committee to which the primary committee reports, following consultation with the appropriate department head.

On the West Lafayette campus, consistent with existing University policy, after approval by the Primary and Area Committees, the promotion document will be forwarded to the Office of the Provost for consideration by Panel B. The names of candidates recommended for promotion by Panel B will be forwarded by the Provost to the President, who in turn makes his/her recommendations to the Board of Trustees for final action.

On the regional campuses, final recommendations will be forwarded by the Chancellor to the Provost for approval prior to recommendation to the President.

## **VII. Termination for Cause**

The Terms and Conditions of Employment of Faculty Members (Executive Memorandum



No. B-50), as amended or superseded, apply to Clinical/professional faculty as they pertain to termination for cause.

## **RELATED DOCUMENTS, FORMS AND TOOLS**

University Senate Document 07-1, “University Limits on Clinical/Professional Faculty,” approved by Faculty Senate, October 15, 2007, and Board of Trustees, November 16, 2007

University Senate Document 93-10, “University Guidelines for Clinical/Professional Faculty within Purdue University,” dated March 28, 1994, amended April 25, 1994, and approved by the Board of Trustees May 21, 1994

Executive Memorandum No. B-50, Terms and Conditions of Employment of Faculty Members:  
[www.purdue.edu/policies/pages/human\\_resources/b\\_50.html](http://www.purdue.edu/policies/pages/human_resources/b_50.html)

Terms and Conditions of Employment of Lecturers (IV.14.4):  
[www.purdue.edu/policies/pages/human\\_resources/iv\\_14\\_4.html](http://www.purdue.edu/policies/pages/human_resources/iv_14_4.html)

“West Lafayette Campus Promotions Policy” issued annually by the Office of the Provost:  
[www.purdue.edu/provost/shtml/faculty/promotion/html](http://www.purdue.edu/provost/shtml/faculty/promotion/html)

## **HISTORY AND UPDATES**

This policy revises and updates guidelines for appointment of Clinical/professional faculty as previously established and revised by the University Senate and approved by the Board of Trustees.

## **APPENDIX**

There are no appendices to this policy.