

Department of Hearing and Speech Sciences

Professional Track Faculty Appointment, Reappointment, and Promotion (December 2015 revised)

INTRODUCTION

The clinical professor series of ranks is used for appointments of renewable, professional track faculty in programs subject to professional accreditation that require clinical teaching/supervision/professional development.

Evaluated within the context of the three dimensions of the traditional APT model, i.e. Teaching, Research and Service, these positions are considered “dual domain” in nature because such faculty would be expected to excel in two domains, namely clinical teaching and professional productivity/service. These positions do not have a research component or expectation of research accomplishment, although professional productivity/service may involve research/scholarship in some cases. Reviews for promotion will be conducted at the departmental and college levels.

The clinical faculty member will be considered a full member of the department and will participate in faculty governance processes as defined by the Faculty Senate, the College, and the Department. The clinical faculty has the same access to departmental infrastructure/support (i.e., office space, computers, travel funding, etc) as the tenure-track faculty.

Individuals in academic tenure-track faculty lines are generally not eligible to switch to clinical faculty status unless the individual applies for a vacant clinical faculty position for which recruitment has been authorized.

* Information on this department’s promotion policies for professional track faculty whose employment focuses primarily on research can be found in section III of this document titled “Companion Policy and Procedures: Professional Track Research Faculty”.

SECTION I**CRITERIA FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF SALARIED CLINICAL FACULTY**

QUALIFICATIONS			
	Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
Academic Degree	Hold the terminal degree for clinical practice in the discipline.	Same as Asst. Clinical Prof	Same as Asst. Clinical Prof
Certification/Licensure	Hold current certification and/or licensure as specified by the department of appointment.	Same as Asst. Clinical Prof	Same as Asst. Clinical Prof
Professional Experience	Have at least 5 years clinical/professional experience in clinical or other professional practice.	Have at least 5-7 years clinical/professional experience and currency in clinical or other professional practice.	Have at least 7-10 years clinical/professional experience and currency in clinical or other professional practice.

CLINICAL TEACHING			
	Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
Professional Expertise	Have an established record of success in clinical practice/teaching.	<ul style="list-style-type: none"> • Demonstrate an excellent record of clinical teaching ability. • Have extensive successful experience in clinical practice in a field of specialization. • Demonstrate successful record of directing others (e.g., other professionals, graduate students, interns) in clinical activities in the field. 	<ul style="list-style-type: none"> • Demonstrate a superior record of clinical teaching ability. • Established outstanding regional and national reputation among colleagues for excellence in clinical teaching and practice within the profession. • Promote expertise among junior clinical faculty members through mentorship
Bridging Teaching to Practice	Demonstrate potential to integrate classroom instruction and training in clinical practicum settings.	Consistently work with the tenure-track faculty to integrate classroom instruction and training in clinical practicum settings.	Consistently demonstrate leadership and innovation in integrating classroom instruction and training in clinical practicum settings.
Applying Research to Practice	Demonstrate awareness of research findings and other curricular information for practice.	Reliably and consistently translate research findings and other curricular information into practice.	Actively apply cutting edge research findings and other curricular information into practice.

CLINICAL SCHOLARSHIP			
	Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
Professional Scholarship, Leadership and Service	Participate within the profession (member of professional organizations)	Contribute to the profession by sharing clinical expertise with other professionals	Demonstrate substantial record of scholarly activity, service and leadership within the profession
SERVICE AND LEADERSHIP			
	Assistant Clinical Professor	Associate Clinical Professor	Clinical Professor
Service, Administration, and Leadership Supporting the Teaching and Research Mission of Dept.	Demonstrates potential to support the overall teaching and research mission of the department.	Provide consistent support for the overall teaching and research mission of the department.	Achieved unmistakable recognition for service, administration or leadership in ways that contribute substantially to the overall teaching and research mission of the department
Service and Leadership to the College, University, Community and Beyond (regional, national, international)	Support the basic functions of the department by service on departmental committees.	Consistently support the functions of the Department through administrative responsibilities, service on departmental committees and college/campus committees, and/or special projects.	Substantial and sustained record of effective leadership and service (beyond the Dept.), for example, to the College, the University, the community, regionally, nationally, and internationally

*See Appendix A for a comprehensive list of sample evidence for professional productivity, scholarship, and service.

SECTION II

PROCEDURES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF CLINICAL FACULTY

- 1) The individual seeking promotion writes a formal request letter to her/his Department Chair, outlining the relevant points supporting a promotion. The letter should address the criteria listed in Section I and Appendix A of this document.
- 2) The candidate will provide the Department Chair with the following no later than October 1st of the academic year in which the review will take place:
 - An up-to-date and signed CV (in the campus standard format for CVs) (<http://www.faculty.umd.edu/policies/currvit.html>)
 - A personal statement that outlines the candidate's goals and professional development.
 - Portfolio containing course syllabi, classroom teaching evaluations, practicum evaluations, and other relevant documentation.
- 3) The department chair will form a committee of four members, assigning a chair, and three other faculty members at or above the rank being sought by the candidate. At least two of the committee members should be clinical faculty members; the others may be tenured or tenure-track faculty.
- 4) The committee will request letters from two external reviewers selected from a list of at least four names provided by the committee and two from a list of at least four names provided by the candidate (may include colleagues and former students). A short biography must be included with each name sufficient to demonstrate that the proposed reviewer is distinguished in the relevant fields. No member of the committee may write letters for the candidate. If either list is exhausted based on declinations and/or non-responses to the request, the candidate or committee will generate an additional list of 2-3 potential letter writers with this process repeating until the requisite number of letters has been secured. The committee will evaluate all the materials provided and produce an evaluative summary report with a majority vote required for approval. (See Appendix B for report guidelines).
- 5) The committee chair will submit the following package to the department chair no later than two weeks after the faculty vote: a) materials submitted by the candidate, b) external letters, and c) committee summary report.
- 6) If upon reviewing the materials, the department chair has questions or concerns, he/she may ask the committee chair for clarification and/or additional information.
- 7) If the department chair supports promotion, he or she writes a letter to the dean of the college recommending the promotion. The dean will review the pertinent information and make a final recommendation to support or deny the promotion application. In the case of promotion applications at the highest level in the title series (i.e., full clinical professor), the dean will review the pertinent information and make a recommendation which will be forwarded to the Provost for final action. If the department chair/dean/ provost does not support promotion, the candidate is not promoted and the chair sends the candidate a letter explaining the reasons why. At all levels of clinical faculty rank, the unsuccessful candidate for promotion can reinitiate this process in future years.

8) In the case of a negative outcome, the candidate may submit a written appeal to the department chair within two weeks of being notified of the decision. The appeal must be based on the grounds that: (a) the procedure described above was not followed correctly or that (b) the criteria used for evaluation were inadequate or improper. Appeals cannot be made on any other basis.

Within two weeks of receiving the appeal, the department chair must form an appeals committee consisting of three faculty members at or above the rank of the promotion who had not served on the initial review committee. The committee then has four weeks to consider the written appeal, meet with the candidate and any other relevant individuals, and send a written decision to the chair and the candidate. If the appeal is successful, then a new promotion review will be conducted, correcting the deficiencies of the prior one. If the outside letters were not the subject of the appeal, then they will serve as the outside letters for the new review.

If the appeal is denied, the candidate is not promoted and the chair of the review committee sends the candidate a letter explaining the grounds on which the appeal was denied. The candidate can appeal that decision to the associate dean of the College of Behavioral and Social Sciences. The associate dean, either alone or with the advice of an ad hoc committee that s/he forms for this purpose, can reverse the departmental appeals committee's decision on the grounds that (a) procedures were not properly followed or (b) the evaluation criteria were inadequate or improper. This decision is final and not subject to further appeal.

LENGTH OF INITIAL APPOINTMENTS:

Clinical Assistant Professor	1 years
Clinical Associate Professor	3 years
Clinical Professor	3 years

All initial appointment terms are considered "probationary".

Appointments of 1 or 2 years at assistant through full professor ranks may be considered on a case-by-case basis.

NUMBER OF YEARS IN EACH RANK BEFORE ELIGIBILITY FOR PROMOTION:

Clinical Assistant Professor	5 years
Clinical Associate Professor	5 years

Individuals can request an expedited review for promotion to the next higher rank. Waivers of the usual timelines will be considered on a case-by-case basis for individuals who demonstrate performance at that higher level within a shorter timeframe.

Individuals may choose to stay at a given rank indefinitely (i.e., are not required to seek promotion within any specific timeframe).

RECOMMENDED PERFORMANCE EVALUATION SCHEDULES:

Clinical Assistant Professor	midpoint of initial term (1.5 yrs.) & every 3 years thereafter (reappointment)
Clinical Associate Professor	midpoint of initial term (1.5 yrs.) & every 5 yrs thereafter (reappointment)
Clinical Professor	midpoint of initial term (1.5 yrs) & every 5 yrs thereafter (reappointment)

*** Grandfathering of current clinical instructors will be a three year process.**

Initial year of implementation:

All current clinical faculty are eligible to be appointed to the rank of assistant clinical professor. This action will not require a review by the departmental promotion committee.

Current clinical faculty who have a record of 15 years of continuous employment in HESP are eligible to request initial appointment at a higher rank (associate or full clinical professor). These requests will entail a full review by the promotion committee.

Second year of implementation:

Current clinical faculty who have a record of 5-15 years of continuous employment in HESP are eligible to request expedited promotion to a higher rank (associate or full clinical professor). These requests will entail a full review by the departmental promotion committee.

Third year of implementation:

Current clinical faculty who have less than 5 years of previous employment in HESP are eligible to request appointment to a higher rank (associate or full professor). These requests will entail a full review by the departmental promotion committee.

SECTION III

COMPANION POLICY AND PROCEDURES: PROFESSIONAL TRACK RESEARCH FACULTY

Research Associate to Research Assistant Professor
 Research Assistant Professor to Research Associate Professor
 Research Associate Professor to Research Professor

Titles And Descriptions Of Ranks For Professional Track Research Faculty (taken from faculty affairs campus website: <http://www.faculty.umd.edu/policies/APTpolicy.htm>)

Faculty with Duties Primarily in Research, Scholarship, or Artistic Creativity

All appointments in the following titles are renewable. Appointments with these faculty titles do not carry tenure.

1. Faculty Research Assistant

The appointee shall be capable of assisting in research under the direction of the head of a research project and shall have ability and training adequate to the carrying out of the particular techniques required, the assembling of data, and the use and care of any specialized apparatus. A baccalaureate degree shall be the minimum requirement.

2. Research Associate

The appointee shall be trained in research procedures, shall be capable of carrying out individual research or collaborating in group research at the advanced level, and shall have had the experience and specialized training necessary for success in such research projects as may be undertaken. An earned doctorate shall normally be a minimum requirement.

3. Research Assistant Professor; Assistant Research Scientist; Assistant Research Scholar; Assistant Research Engineer

These ranks are generally parallel to Assistant Professor. In addition to the qualifications of a Research Associate, appointees to these ranks shall have demonstrated superior research ability. Appointees should be qualified and competent to direct the work of others (such as technicians, graduate students, other senior research personnel). The doctoral degree will be a normal requirement for appointment at these ranks. Appointment to these ranks may be made for a period of up to three years.

4. Research Associate Professor; Associate Research Scientist; Associate Research Scholar; Associate Research Engineer

These ranks are generally parallel to Associate Professor. In addition to the qualifications required of the assistant ranks, appointees to these ranks should have extensive successful experience in scholarly or creative endeavors, and the ability to propose, develop, and manage major research projects. Appointment to these ranks may be made for a period of up to three years.

5. Research Professor; Senior Research Scientist; Senior Research Scholar; Senior Research Engineer

These ranks are generally parallel to Professor. In addition to the qualifications required of the associate ranks, appointees to these ranks should have demonstrated a degree of proficiency sufficient to establish an excellent reputation among regional and national colleagues. Appointees should provide tangible evidence

of sound scholarly production in research, publications, professional achievements or other distinguished and creative activity. Appointment to these ranks may be made for a period of up to five years.

6. Assistant Artist-in-Residence; Associate Artist-in-Residence; Senior Artist-in-Residence

These titles, parallel to Assistant Professor, Associate Professor, and Professor, respectively, are intended for those persons whose professional activities are of a creative or performance nature, including but not limited to theatre, dance, music, and art. In each case, the qualifications shall reflect demonstrated superior proficiency and excellence and progressively higher national and international reputation, as appropriate to the ranks involved. Appointment to the rank of Senior Artist-in-Residence may be made for a period of up to five years; appointment to the ranks of Assistant Artist-in-Residence and Associate Artist-in-Residence may be made for a period of up to three years.

Procedures For Promotion Of Professional Track Research Faculty:

- 1) The individual seeking promotion writes a formal request letter to her/his immediate supervisor, who must be a tenured faculty member in the Department of Hearing and Speech Sciences, outlining the points supporting a promotion. The letter should address the criteria listed at <http://www.faculty.umd.edu/policies/APTpolicy.htm> for the desired rank and as described above in this section.
- 2) In the absence of an immediate supervisor within the Department of Hearing and Speech Sciences, the candidate addresses the letter to the department chair. If the chair agrees that the case warrants consideration, he/she will appoint a tenured faculty member to serve the role of the supervisor in the promotion evaluation process.
- 3) The candidate will provide the supervisor with:
 - An up-to-date and signed CV (in the campus standard format for CVs) (<http://www.faculty.umd.edu/policies/currvit.html>)
 - Up to five relevant publications that will be sent to external reviewers.
 - A personal research statement that outlines the candidate's research goals and professional development.
- 4) The department chair will form a committee of four members, consisting of the supervisor as chair, and three other faculty members at or above the rank being sought by the candidate. One of the committee members may be a research faculty member; the others must be tenured or tenure-track faculty.
- 5) The department chair will request letters from four external reviewers, two selected from a list of at least four names provided by the committee and two from a list of at least four names provided by the candidate. A short biosketch must be included with each name sufficient to demonstrate that the proposed reviewer is distinguished in the relevant fields. If either list is exhausted based on declinations and/or non-responses to the request, the candidate or committee will generate an additional list of 2-3 potential letter writers with this process repeating until the requisite number of letters has been secured. The committee will evaluate all the materials provided and produce an evaluative summary report.

- 6) The committee chair will submit the following package to the department chair no later than two weeks after the faculty vote: a) materials submitted by the candidate, b) external letters, and c) committee summary report.
- 7) If upon reviewing the materials, the department chair has questions or concerns, he/she may ask the committee chair for clarification and/or additional information.
- 8) If the department chair supports promotion, he or she writes a letter to the dean of the college recommending the promotion. The dean will review the pertinent information and make a final recommendation to support or deny the promotion application. If the department chair does not support promotion, the candidate is not promoted and the chair sends the candidate a letter explaining the reasons why. At all levels of research faculty rank, the unsuccessful candidate for promotion can reinstate this process in future years.
- 9) In the case of a negative outcome the candidate may submit a written appeal to department chair within two weeks of being notified of the decision. The appeal must be based on the grounds that (a) the procedure described above was not followed correctly or that (b) the criteria used for evaluation were inadequate or improper. Appeals cannot be made on any other basis.

Within two weeks of receiving the appeal, the department chair must form an appeals committee consisting of five faculty members at or above the rank of the promotion who had not served on the initial review committee. The committee then has four weeks to consider the written appeal, meet with the candidate and any other relevant individuals, and send a written decision to the chair and the candidate. If the appeal is successful, then a new promotion review will be conducted, correcting the deficiencies of the prior one. If the outside letters were not the subject of the appeal, then they will serve as the outside letters for the new review.

If the appeal is denied, the candidate is not promoted and the chair of the review committee sends the candidate a letter explaining the grounds on which the appeal was denied. The candidate can appeal that decision to the associate dean of the College of Behavioral and Social Sciences. The associate dean, either alone or with the advice of an ad hoc committee that s/he forms for this purpose, can reverse the departmental appeals committee's decision on the grounds that (a) procedures were not properly followed or (b) the evaluation criteria were inadequate or improper. This decision is final and not subject to further appeal.

APPENDIX A

EVIDENCE FOR PROFESSIONAL PRODUCTIVITY AND PROFESSIONAL SERVICE OF CLINICAL FACULTY

Candidates for the ranks of clinical assistant professor, clinical associate professor and clinical professor demonstrate professional productivity beyond clinical service. This productivity may be demonstrated in a variety of ways, such as:

CLINICAL TEACHING

Curricular/program development

- Development of innovative content in clinical instruction
- Incorporation of technology into clinical training
- Creative contributions to learning outcomes in clinical education

Teaching excellence (clinical and classroom)

- Effective teaching experience: development of innovative and effective instructional methods for teaching in the clinical setting and direct contributions to classroom instruction (e.g., guest lectures, laboratory instruction, partial or full responsibility for a course). Teaching in both the classroom and clinical setting is characterized by effective coverage of current information in ways that foster critical thinking and motivate independent learning as well as the translation of research into practice

Awards/Honors

- Awards and honors for teaching from the Dept., the College, or professional organizations

CLINICAL SCHOLARSHIP

Presentations at professional meetings

- Presentations at local, state, regional, and national professional meetings
- Clinical workshops offered for professional practitioners
- Invited talks at professional meetings and workshops
- Professional consultation

Publications

- 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
- Publication of clinical handbooks, textbooks, or chapters in clinical textbooks
- Production of videos or other multi-media materials on clinical instruction

Editorial Contributions

- Review of articles submitted to professional journals
- Review of textbook/chapter materials
- Review of commercial products

Research projects

- Innovation/initiation of new research projects

- Collaboration with other faculty members on published research endeavors
- Service in a supportive, advisory, or supervisory role on student clinical research projects

Awards/Honors

- Awards and honors from professional organizations

SERVICE, ADMINISTRATION AND LEADERSHIP

Administrative activities

- Policies and procedures development
- Supervision of graduate assistants
- Marketing/recruitment for Clinic

Community service activities

- Professional consultation
- Outreach activities to service organizations, civic groups and governmental agencies
- Promoting distinction of the department through collaboration on service projects with outside agencies

Contributions to professional organizations (committees, officer, etc.)

- Service on state or regional licensing/certification boards
- Contributions to professional organizations through membership on committees and leadership positions

Leadership/contributions to the Dept. or other university units

- Taking a leadership role over time in refining and enhancing the department's overall classroom and clinical curriculum in the programs that prepare future clinicians
- Mentoring of junior clinical faculty
- Facilitation of gifts, grants or contracts that support the Department's mission

Awards/Honors

- Awards and honors for service

APPENDIX B

Guidelines For Preparing The Evaluative Report

- What are the standards and expectations of the Department or discipline with respect to the candidate as expressed in departmental criteria, and how are they measured?
- What are the candidate's major contributions? Why are these contributions important in the candidate's field?
- Has the candidate met or surpassed the Department's standards and expectations?
- What evidence supports the Review Committee's evaluation?

This information is particularly helpful in areas with distinctive expectations for promotion. It is important to consider the audience to whom this report will be addressed, which includes faculty and administrators outside the unit.