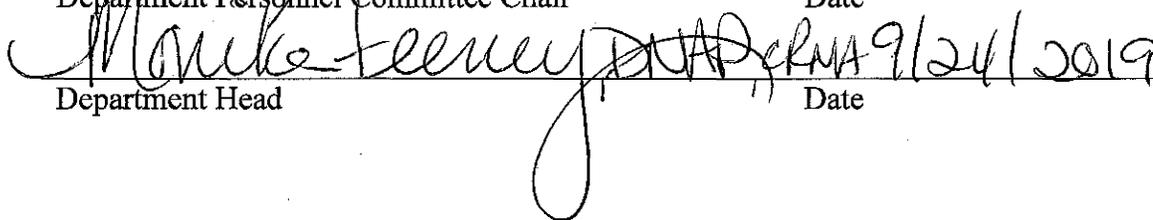


MISSOURI STATE UNIVERSITY

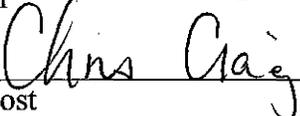
PERIODIC REVIEW OF REAPPOINTMENT (OR RENEWAL OF CONTRACT),
TENURE, PROMOTION GUIDELINES

DEPARTMENT: School of Anesthesia
COLLEGE: McQueary College of Health and Human Services
SEMESTER/YEAR OF CURRENT REVIEW: Fall 2019
SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Summer 2022

DEPARTMENT ADOPTION SIGNATURES:

 9/27/19
Department Personnel Committee Chair Date
 9/24/2019
Department Head Date

APPROVAL SIGNATURES:

 9/27/2019
Dean Date
 9-30-19
Provost Date

THIS PLAN IS IN EFFECT FROM September 2019 THROUGH Summer 2022.

***Policies for Annual Review,
Reappointment, Tenure, and Promotion***

Department of Nurse Anesthesiology

School of Anesthesia

Missouri State University

Date of Implementation: 2019

School of Anesthesia Faculty Mission

School Mission:

The primary purpose of the nurse anesthesia program is to prepare the Registered Professional Nurse to become an outstanding nurse anesthetist through critical thinking, creativity and excellence in practice. The Missouri State University School of Anesthesia guides the nurse anesthesia student to accomplish this goal via formal didactic teaching in the classroom, and clinical teaching in the operating room. The internally motivated student will gain increasing responsibility in anesthetic care through guidance as well as self-directed study. The curriculum offers the content needed to accomplish these goals.

The purpose and goal of the Nurse Anesthesia Program are congruent with the purpose of Missouri State University. To achieve its mission, the program is committed to fostering excellence in teaching. It provides an educational environment of inquiry and learning for the advanced practice registered nursing student. The learning environment fosters a commitment to care and service in the community while promoting personal integrity, professional responsibility, recognition of diversity, and ethical behavior of the highest caliber. The curriculum combines clinical practicum with a fundamental knowledge of research relating to anesthesia. It provides the scientific background and practical experience necessary to prepare qualified registered nurse anesthetists.

Faculty Mission:

School of Anesthesia (SOA) faculty educate students at or above national criteria of the profession of Certified Registered Nurse Anesthetists (CRNAs), consistent with the university mission. The faculty mission includes developing students to their full potential as individuals and as members of the community. To promote personal integrity, professional responsibility, and ethical behavior in themselves and students. SOA faculty engage in scholarship including scholarly work demonstrated by the ability to translate research findings into practice according to evidence based medicine. Scholarly work may be a publication, a presentation, design of an innovative clinical practice, pursuit of intramural or extramural funding. Consistent with the University's Public Affairs missions the faculty routinely interact with the community through clinical service.

Specific criteria, identified within the areas of teaching, scholarship, and service are described in the following sections providing a basis for development of precise goals and evaluation of performance.

Policies and Procedures for All School of Anesthesia Faculty

All Personnel policies are in accordance with Missouri State Human Resources for Faculty and Staff and can be seen in the Faculty and Employee Handbooks.

In addition, the Department of Anesthesia will have the following policies:

- Clinical Shift Policy for CRNAs
- Travel / CEU /AANA dues
- Dress Code
- Professional Ethics
- External Review
- Tenure and Promotion Indicators

Clinical Shift Policy for CRNAs

1. The expectation for the School of Anesthesia Faculty is a minimum of 40 hours a week of faculty engaged time.
2. All Remunerated activities must be pre-approved by the Department Head and Dean prior to implementation. (Faculty Handbook 10.1.2. and 10.1.3.)

Travel money /CEU money/ AANA dues

Each fiscal year the anesthesia budget will be evaluated, faculty will receive funds for use in obtaining CEU's. Requests are approved by the Department Head at faculty request. Travel arrangement can be made by the P-card coordinator, or reimbursed with appropriate receipts once approved. All reimbursements follow the MSU guidelines.

AANA dues will be paid in September, and will have budgetary priority over travel/CEU funds.

Dress Code:

All faculty and staff will maintain a business casual appearance due to the professional status of the program when students are present. Fridays are approved for BearWear and jeans to show University spirit.

Professional Ethics:

Faculty members are expected to adhere to the ethical conduct code adopted by the MSU Faculty Handbook as well as the professional ethics codes of the AANA. All CRNA's will maintain professional licensures and certifications as outlined by the State of Missouri and the National Board of Certification and Recertification of Nurse Anesthesiologists. (NBCRNA). Other non- CRNA faculty will be expected to maintain certifications and licensures as per their specialty.

External Review:

For tenure track actions, external reviews based on criteria provided in the departmental guidelines will be solicited by the Department Head to aid each tenure/promotion or promotion decision. External reviewers will be selected from comparable institutions; however, individuals whose expertise make them specifically suitable to serve as reviewers may also be selected with approval of the Dean (see the Provost website for specific qualifications).

Four external reviewers will be identified collaboratively by the faculty member, the Department Head and the Department Personnel Committee. The list of reviewers will be submitted to the Dean who will assure the selection process has followed the reviewer guidelines. The Department Head is responsible for obtaining a sufficient number of reviews. Contact should be made early in the process (Spring is suggested) The absence of review will not be allowed to prejudice the tenure or promotion candidacy of the faculty member. This policy is outlined in the Faculty Handbook, section 4.8.2.2.

Tenure and Promotion School of Anesthesia

A. Distribution and Review

1. A written copy of this plan will be made available to each new School of Anesthesia Department faculty member at the time of employment.

2. A written copy of this plan will be distributed to all members of the School of Anesthesia, the Dean of the McQueary College of Health and Human Services, and the Provost.
3. The Department's Reappointment, Tenure, and Promotion Plan will be reviewed every three years by the appropriate departmental committee, with faculty input. Changes suggested by the document review committee will be distributed to the entire faculty for comment. The department will submit the revisions to the Dean for approval and then the changes will be forwarded to the Provost Office for final review.

If there is a conflict between guidelines or criteria in this document and the *MSU Faculty Handbook*, the *Faculty Handbook* will supersede this document. Faculty who seek reappointment, tenure, or promotion should be familiar with section 3 of the most recent edition of the *Handbook* or corresponding sections of subsequent revisions: ACADEMIC PERSONNEL POLICIES

<https://www.missouristate.edu/provost/facultyhandbook/>

B. Documentation

1. All faculty members are responsible for submitting an annual report that is to include information requested by the department head. Information is to be kept up to date in Digital Measures. Each promotion criteria is to be addressed yearly with how it was met in the current year, or in past years, or the intentions/plan for the upcoming year.
2. Documentation for re-appointment, pre-tenure, tenure, assistant and associate professor and promotion reviews will be accomplished according to the criteria specified by the Office of the Provost.
3. The faculty member being reviewed is solely responsible for preparing appropriate forms, collecting prescribed documentation, and providing copies of the documentation as needed.

C. Performance Review

All Reviews will be completed as outlined in the Faculty Handbook section 4.FACULTY EVALUATION.

D. Personnel Committee

The SOA Personnel Committee will be approved by majority vote of the faculty and consist of a minimum of 3 members, 2 of which must be tenured. The committee is responsible for recommendations and feedback regarding reappointment, tenure and promotion for tenure and non-tenure track faculty to the department head according to the Faculty Senate's Promotion, Tenure, and Annual Appointment Guidelines

E. Eligibility for Early Tenure

The applicant is strongly encouraged to consult with the Department Head prior to applying for early promotion and tenure.

Early promotion and tenure to the rank of Associate Professor; individuals with exceptional records of accomplishments may apply for tenure in their fourth year. The Department defines exceptional record as not only meeting required criteria but encouraged criteria as well in the areas of teaching, scholarship and service. In the area of scholarship, the application for early promotion / tenure must include obtaining one additional peer-reviewed publication in addition to the criteria listed in the scholarship table.

Early promotion to the rank of full Professor, individuals with exceptional records of accomplishments may apply for early promotion. The Department defines an exceptional record as not only meeting required criteria but encouraged criteria as well in the areas of teaching, scholarship, and service. In the area of scholarship, the application for early promotion must include obtaining one additional peer-reviewed publication in addition to criteria listed in the scholarship table.

Requirements for Faculty Tenure and Promotion

School of Anesthesia Guidelines

Tenure Indicators

Assistant, Associate, and Full

Teaching Criteria

*As a general guideline, faculty members seeking tenure/promotion to associate professor should have all of the required criteria and a minimum of 2 of the 5 encouraged criteria.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 3 of the 5 encouraged criteria, and all of the required criteria

See Matrix at the end of document: Appendix 1

Required Criteria:

- a. Successful completion of teaching workload assigned by the Department Head. (Examples: Clearly written syllabus, student evaluations, evidence of maintaining academic integrity and high performance expectations)
- b. Incorporating Blackboard into courses. (Examples: Snippet of homepage, Content page etc)
- c. Evidence of faculty accessibility via more than one avenue (Examples: Office hours, zoom meeting times, one on one, etc)
- d. Participating in seminars and/or workshops to enhance teaching effectiveness or skills.(Example: Certificate of attendance, Certificate of completion, Picture of Award)
- e. Annual Peer review documenting achievement of student learning outcomes or innovational teaching techniques, or syllabus review or new classroom or distance technology use. A minimum of two are required per year. (Example: Written faculty review completed)
- f. Evidence of experiential teaching, to enhance student learning (Example: Simulation schedules, check- off Simulation lists, evidence of hands on teaching)
- g. Demonstration of a pattern of satisfactory evaluation of teaching after second year of appointment. Departmental benchmark score on teaching evaluations of 3.5 on a 0 to 5 Likert scale with 5 being the highest.
- h. Advising Scholarly work projects with graduate DNAP students

Encouraged Criteria:

- i. Incorporating appropriate instructional technology into courses.(Examples: Zoom, Mediasite, Voice Thread etc)
- j. Developing and teaching a new course or major update of a course for the School of Anesthesia. (Example: Old and New Syllabus).This Criteria is required for promotion to Full Professor
- k. Receiving recognition or an award for Teaching. (Example: Copy of Certificate, Notice of recognition)
- l. Advanced instructional certifications (Example: Blackboard Grandmaster, ACLS, PALS, Distance Educator Certificate)
- m. Incorporating the Public Affairs Mission of the University in the taught curriculum (Power point, Syllabus)

The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators.

Scholarship Criteria

Scholarship: The department defines scholarship broadly as activities which encompass original research or creative endeavors (Scholarship of Discovery), review and integration of prior research (Scholarship of integration) applying current knowledge and innovations to practice according to evidence based medicine (Scholarship of application) and activities that involve students in the process of inquiry and discovery. A scholarly work demonstrates the ability to translate research findings into practice relevant to Anesthesiology. The final work may be in the form of a manuscript submitted for publication, a poster presented at a local regional or national meeting, design of innovative clinical practice models, or other effective and creative means of furthering the knowledge and practice of Anesthesiology.

Publications

*As a general guideline, faculty members seeking tenure/promotion to associate professor should have a minimum of 5 of the eight Publication criteria one of which must be a publication in a peer reviewed professional journal .

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 3 additional publications since their last promotion.

Presentations, Grants, Clinical Practice Activities, Education

*As a general guideline faculty members seeking tenure/promotion to associate professor should have a minimum of 5 of the ten criteria three of which must include: the submission of an externally funded grant and a presentation at a professional meeting, and incorporating the Public Affairs Mission of the University in a Scholarly Work.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 7 of the ten Presentation, Grant, Clinical Practice and Education criteria.

See Matrix at the end of document: Appendix 2

Publications

Required criteria:

- a. Publishing, as author or co-author, scholarly work in a refereed journal. (Journals approved by the department, including E-journal, ICU, Nursing and Anesthesia Surgery and professional journals etc. according to University recommendations)

4 additional criteria from the below list for promotion to associate professor and 3 additional publications (a) are required for promotion to full professor with 4 criteria from the below list:

- b. Writing, editing or contributing a chapter or chapters to a discipline-related book, or writing a published review of information.
- c. Writing ancillary content to enhance course, program or certification effectiveness accepted by an outside agencies for testing, evaluation or clinical competency. (Example: Study guides, test bank questions, NBCRNA questions etc.)
- d. Demonstrating a scholarly manuscript under revision, but not yet accepted for publication in a Department Head approved professional journal.
- e. Publishing articles in journals or popular magazines related to interest area.
- f. Substantial contribution to the writing of an accreditation, re-accreditation or Annual report for Council on Accreditation of Nurse Anesthesia Schools for program approval. (Example: Self Study, New Program Request, New Program Accreditation)
- g. Writing columns or newsletter articles for professional organization publications.(Example: Local, State or National Newsletter)
- h. Editing or being a peer reviewer for a journal, book chapter, or professional refereed book.

Presentations, Grants, Clinical Practice Activities, Education

Required Criteria:

- i. Submitting, as the principal investigator for an externally funded grant or submitting application. (Example HRSA NAT)
- j. Presenting Scholarly Work at state, regional, national or international professional meeting (Example: Poster presentations, lectures)
- k. Incorporating the Public Affairs Mission of the University in a Scholarly Work (Ethical Leadership, Cultural competence, Community Engagement)

3 additional criteria from the below list for promotion to associate professor and 4 additional criteria for promotion to full professor:

- l. Presenting scholarly activities in seminars within the department, college, university or local community.
- m. Obtaining or applying for funding for intramural grants or projects as principal or co-principal investigator. (Example: Assessment Grant, Graduate Recruitment Grant, other College or MSU funded grant)
- n. Attending scholarly or scientific state, regional, or national programs, conferences or conventions.
- o. Receiving recognition or award for excellence in Scholarly activity. (Example: Judging IDF, Awards for meeting presentation, etc)
- p. Completing or advancing a degree or fellowship, or certificate.
- q. Presenting Information as part of a professional workshop (Example: Simulation, Clinical procedures)

The list of effort indicators is not intended to be exhaustive. Applicants may make a case for inclusion of additional indicators.

Service Criteria

All Faculty must maintain professional credentials. Those seeking Tenure must hold a position in at least two departmental, college, or university committees or initiatives

*As a general guideline, faculty members seeking tenure/promotion to associate professor should have all of the Required Service Criteria and a minimum of 8 of the Encouraged Service Criteria

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 10 of the Encouraged Service Criteria

See Matrix at the end of document: Appendix 3

Required Criteria:

- a. Maintain professional credentials (Example: current registration and licensure).
- b. Serving as chair or member of departmental, college, or university committees or councils.
- c. Maintaining active membership in discipline-related professional organizations. (Example: AANA)
- d. Attaining Master Advisor Status

Encouraged Criteria: A minimum of 8 additional criteria from the below list for promotion to Associate Professor and 10 additional criteria for promotion to Full Professor:

- e. Actively participating in student recruitment.
- f. Serving as an officer in a professional or community organization.
- g. Serving as a sponsor or co-sponsor for a recognized student organization.
- h. Serving community organizations without remuneration in the spirit of Public Affairs mission of the University. (Example: volunteering, elected board member or public committee office etc)
- i. Receiving recognition or award for service to the community.
- j. Presenting guest lectures for courses in other departments.(Example: Request to lecture email, combined report of evaluations) If this criteria is used in Teaching, may not be also used for Service
- k. Participation in professional organization (Example: AANA, MOANA etc)
- l. Participate in student nonacademic activities.(Example Bear Village, Job recruitment events)
- m. Mentor new faculty (Example: Thank you note, mentoring assignment letter from Dept Head).
- n. Teaching non remunerated over load for the School of Anesthesia
- o. Participating as an external reviewer for tenure or promotion, or an accreditation site visitor, or professional program reviewer.
- p. Writing Letters of Recommendation for students for admission or employment.
- q. Clinical or legal consulting (examples may include consulting with facilities for new clinical opportunities, consulting on anesthesia needs in the community).

The list of effort indicator above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators.

Requirements for Clinical Faculty Promotion

School of Anesthesia

Assistant, Associate, Full

Teaching Criteria

*As a general guideline, faculty members seeking promotion to associate clinical professor should have a minimum of 2 of the 5 Encouraged Teaching Criteria, and all of the Required Teaching Criteria.

**As a general guideline, faculty members seeking promotion to full clinical professor should have a minimum of 4 of the 5 Encouraged Teaching Criteria, and all of the Required Teaching Criteria

See Matrix at the end of document: Appendix 4

Required Criteria:

- a. Successful completion of teaching workload assigned by the Department Head. (Examples: Clearly written syllabus, student evaluations, evidence of maintaining academic integrity and high performance expectations)
- b. Incorporating Blackboard into courses. (Examples: Snippet of homepage, Content page etc)
- c. Evidence of faculty accessibility via more than one avenue (Examples: Office hours, zoom meeting times, one on one, etc)
- d. Participating in seminars and/or workshops to enhance teaching effectiveness or skills.(Example: Certificate of attendance, Certificate of completion, Picture of Award)
- e. Annual Peer review documenting achievement of student learning outcomes or innovational teaching techniques, or syllabus review or new classroom or distance technology use. Two reviews are required per year. (Example: Written faculty review completed)
- f. Evidence of experiential teaching, to enhance student learning (Example: Simulation schedules, check- off Simulation lists, evidence of hands on teaching)
- g. Demonstration of a pattern of satisfactory evaluation of teaching after second year of appointment. Departmental benchmark score on teaching evaluations of 3.5 on a 0 to 5 Likert scale with 5 being the highest.

Encouraged Criteria:

- h. Incorporating appropriate instructional technology into courses.(Examples: Zoom, Mediasite, Voice Thread etc)
- i. Developing and teaching a new course or major update of a course for the School of Anesthesia. (Example: Old and New Syllabus).This Criteria is required for promotion to Full Professor
- j. Receiving recognition or an award for Teaching. (Example: Copy of Certificate, Notice of recognition)
- k. Advanced instructional certifications (Example: Blackboard Grandmaster, ACLS, PALS, Distance Educator Certificate)
- l. Incorporating the Public Affairs Mission of the University in the taught curriculum (Power point, Syllabus)

The list of effort indicators above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators

Professional Productivity Criteria

*As a general guideline, faculty members seeking tenure/promotion to associate clinical professor should submit application as principal or co-principal for an externally funded grant, participate in the Capstone process of DNAP students and have a minimum of 5 of the Encouraged Professional Development Criteria.

**As a general guideline, faculty members seeking promotion to full clinical professor should have the required Criteria and a minimum of 7 of the Encouraged Professional Productivity Criteria

See Matrix at the end of document: Appendix 5

Required Criteria:

- a. Participating/Advising in clinical advisement of capstone process with graduate DNAP students
- b. Submitting application as the principal or co-principal for an externally funded grant.

Encouraged Criteria: A minimum of 5 additional criteria from the below list for promotion to Associate Clinical Professor and 7 additional criteria for promotion to Full Clinical Professor:

- c. Attending scholarly or scientific state, regional, or national programs, conferences or conventions.
- d. Receiving recognition or award for excellence in professional activity. (Example: Judging IDF, Awards for meeting presentation, etc)
- e. Contributing clinical information for professional publications or presentation.
- f. Presenting clinical information in a peer workshop (May not be used in Service if used here)
- g. Public Community Presentations
- h. Education to support attainment of Terminal Degree, active work towards attainment of Terminal Degree
- i. Education to support attainment of professional certifications
- j. Co-Author a scholarly work
- k. Obtaining funding for intramural grants or projects as principal or co-principal investigator. (Example Assessment Grant, Graduate Recruitment Grant)

The list of effort indicators is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators.

Service Criteria

All Faculty must maintain professional credentials. Those seeking promotion must hold a position in at least two departmental, college, or university committees or initiatives

*As a general guideline, faculty members seeking promotion to associate clinical professor should have a minimum of 8 of the Encouraged Service Criteria and all of the Required Service Criteria

**As a general guideline, faculty members seeking promotion to full clinical professor should have a minimum of 10 of the Encouraged Service Criteria and all of the Required Service Criteria

See Matrix at the end of document: Appendix 6

Required Criteria:

- a. Maintain professional credentials (Example: current registration and licensure).
- b. Serving as chair or member of departmental, college, or university committees or councils.
- c. Maintaining active membership in discipline-related professional organizations. (Example: AANA)
- d. Attaining Master Advisor Status

Encouraged Criteria: A minimum of 8 additional criteria from the below list for promotion to Associate Professor and 10 additional criteria for promotion to Full Professor:

- e. Actively participating in student recruitment.
- f. Serving as an officer in a professional or community organization.
- g. Presenting information in a professional workshop.
- h. Serving as a sponsor or co-sponsor for a recognized student organization.
- i. Serving community organizations without remuneration in the spirit of Public Affairs mission of the University. (Example: volunteering, elected board member or public committee office etc)
- j. Receiving recognition or award for service to the community.
- k. Presenting guest lectures for courses in other departments.(Example: Request to lecture email, combined report of evaluations) If this criteria is used in Teaching, may not be also used for Service
- l. Participation in professional organization (Example: AANA, MOANA etc)
- m. Participate in student nonacademic activities.(Example Bear Village, Job recruitment events)
- n. Mentor new faculty (Example: Thank you note, mentoring assignment letter from Dept Head).
- o. Teaching non remunerated over load for the School of Anesthesia
- p. Participating as an external reviewer for tenure or promotion, or an accreditation site visitor, or professional program reviewer.
- q. Writing Letters of Recommendation for students for admission or employment

The list of effort indicator above is not intended to be exhaustive. Applicants may make a case for inclusion of additional effort indicators.

Appendix 1 – Teaching Matrix

Criteria for Teaching

*As a general guideline, faculty members seeking tenure/promotion to associate professor should have a minimum of 2 of the 5 encouraged criteria.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 3 of the 5 encouraged Criteria.

Criteria for the Assessment of Teaching Activities	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
A - Successful completion of teaching workload assigned by the Department Head	R	R	R	2,4
B - Incorporating Blackboard into courses.	R	R	R	1,4
C - Evidence of faculty accessibility via more than one avenue	R	R	R	1,4
D – Participating in seminars and/or workshops to enhance teaching effectiveness or skills	R	R	R	4
E - Peer review documenting achievement of student learning outcomes or innovational teaching techniques, syllabus review, new classroom or distance technology use.	R 2 per year	R (2)	R (2)	3
F - Evidence of experiential teaching	R	R	R	1,4
G - Demonstration of a pattern of satisfactory evaluation of teaching after second year of appointment. Departmental benchmark score on teaching evaluations of 3.5 on a 0 to 5 Likert scale with 5 being the highest.	R	R	R	2
H - Advising Scholarly Work with graduate DNAP students	R	R	R	2,4
I - Incorporating appropriate instructional technology into courses	E	E	E	1,4

Criteria for the Assessment of Teaching Activities	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
J - Developing and teaching a new course or major update of a course for the School of Anesthesia	E	E	R	1
K - Receiving recognition or an award for Teaching	E	E	E	4
L - Obtaining advanced instructional certifications	E	E	E	4
M - Incorporating the Public Affairs Mission of the University in teaching	E	E	E	1,4

Key: R=Required E=Encouraged

Possible methods to evaluate teaching criteria: 1. Syllabus 2. Student Evaluations 3. Peer evaluations 4. Portfolio documents (teaching materials, continuing education certificates, supporting documentation such as advisee list, class assignment list, copy of skill check offs, etc.)

This list is representative, rather than exhaustive.

Appendix 2 – Scholarship Matrix

Criteria for Scholarship

Publications

*As a general guideline, faculty members seeking tenure/promotion to associate professor should have a minimum of 5 of the eight criteria Publication criteria one of which must be a publication in a peer reviewed professional journal.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 3 publications since their last promotion

Criteria for the Assessment of Scholarly Activity	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
A – 1. Publishing, as author or co-author, scholarly work in a refereed journal	R (1)	R (1)	R (3)	1
B – 2. Writing, editing or contributing a chapter or chapters to a discipline-related book	E	E	E	1
C – 3. Writing ancillary content to enhance course, program or certification effectiveness	E	E	E	1
D – 4. Demonstrating a scholarly manuscript under revision, but not yet accepted for publication	E	E	E	1
E – 5. Publishing articles in journals or popular magazines related to interest area.	E	E	E	1
F – 6. Substantial contribution to the writing of an accreditation, re-accreditation or Annual report for Council on Accreditation of Nurse Anesthesia Schools for program approval. (Example: Self Study, New Program Request, New Program Accreditation)	E	E	E	1
G – 7. Writing columns or newsletter articles for professional organization publications.	E	E	E	1
H – 8. Editing or being a peer reviewer for a journal, book chapter, or professional refereed book.	E	E	E	1

Presentations, Grants, Clinical Practice Activities, Education

*As a general guideline faculty members seeking tenure/Promotion to associate professor should have a minimum of 5 of the ten criteria Three of which must include: the submission of an externally funded grant, a presentation at a professional meeting, and participation in Capstone advisement for DNAP students.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 7 of the ten criteria.

Criteria for the Assessment of Scholarly Activity	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
I – 1. Submitting as the principal investigator for an externally funded grant or submitting application	R	R	R	1
J – 3. Presenting Scholarly Work at state, regional, national or international meeting	R	R	R	1
K – 4. Incorporating the Public Affairs Mission of the University in a Scholarly Work	R	R	R	1
L – 5. Presenting scholarly activities in seminars within the department, 5.Continued... college, university or local community	E	E	E	1
M – 6. Obtaining or applying for funding for intramural grants or projects as principal or co-principal investigator	E	E	E	1
N – 7. Attending scholarly or scientific state, regional, or national programs, conferences or conventions	E	E	E	1
O – 8. Receiving recognition or award for excellence in Scholarly activity	E	E	E	1
P – 9. Completing or advancing a degree or fellowship	E	E	E	1

Criteria for the Assessment of Scholarly Activity	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
Q – 10. Presenting Information as part of a professional workshop	E	E	R	1

Key: E=Encouraged R=Required

Evaluation Key: Possible methods of evaluating Scholarly work: 1. Portfolio documents (grant applications, copies of publications, presentation brochures, acknowledgment letters, etc.)

* This list is representative, rather than exhaustive

Appendix 3 – Service Matrix

Criteria for Service

All Faculty must maintain professional credentials. Those seeking Tenure must hold a leadership position in at least two departmental, college, or university committees or initiatives.

*As a general guideline, faculty members seeking tenure/promotion to associate professor should have a minimum of 8 of the Encouraged Service Criteria.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 10 of the Encourage Service Criteria.

Criteria for the Assessment of Service Activity	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
A - Maintain professional credentials	R	R	R	1
B - Serving as chair or member of departmental, college, or university committees or councils	R	R	R	1
C - Maintaining active membership in discipline-related professional organizations	R	R	R	1
B - Attaining Master Advisor status	R	R	R	4
D - Actively participating in student recruitment	E	E	E	1
E - Serving as an officer in a professional or community organization	E	E	E	1
F - Presenting information in a workshop	E	E	E	1
G - Serving as a sponsor or co-sponsor for a recognized student organization	E	E	E	1
H - Serving community organizations without remuneration in H Continued ... the spirit of Public Affairs mission of the university	E	E	E	1
I - Receiving recognition or award for service	E	E	E	1
J - Presenting guest lectures for courses in other departments	E	E	E	1
K - Participation in professional organization	E	E	E	1
L - Participate in student	E	E	E	1

Criteria for the Assessment of Service Activity	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
nonacademic activities				
M - Mentor new faculty	E	E	E	1
N - Teaching non remunerated over load	E	E	E	1
O - Participating as an external reviewer for tenure or promotion, or an accreditation site visitor or professional program reviewer	E	E	E	1
P - Writing letters of Recommendation for students for admission or employment	E	E	E	1
Q - Clinical or legal consulting	E	E	E	1

Evaluation Key: Possible methods of evaluating Scholarly work: 1. Portfolio documents (letters of appointment, membership documents, committee minutes, documentation of participation, certificate of attendance), 4. Portfolio documents (teaching materials, continuing education certificates, supporting documentation such as advisee list, class assignment list, copy of skill check offs, etc.)

*This list is representative, rather than exhaustive

Appendix 4 – Clinical Faculty Teaching Matrix

Criteria for Teaching Clinical Faculty

*As a general guideline, faculty members seeking promotion to associate clinical professor should have a minimum of 2 of the 5 encouraged criteria.

**As a general guideline, faculty members seeking promotion to full clinical professor should have a minimum of 4 of the 5 encouraged Criteria

Criteria for the Assessment of Teaching Activities	Reappointment	Clinical Associate Professor	Clinical Full Professor	Evaluation
A - Successful completion of teaching workload assigned by the Department Head	R	R	R	2,4
B - Incorporating Blackboard into courses.	R	R	R	1,4
C - Evidence of faculty accessibility via more than one avenue	R	R	R	1,4
D - Participating in seminars and/or workshops to enhance teaching effectiveness or skills	R	R	R	4
E - Peer review documenting achievement of student learning outcomes or innovational teaching techniques, syllabus review, new classroom or distance technology use.	R 2 per year	R (2)	R (2)	3
F - Evidence of experiential teaching	R	R	R	1,4
G - Demonstration of a pattern of satisfactory evaluation of teaching after second year of appointment. Departmental benchmark score G Continued ...on teaching evaluations of 3.5 on a 0 to 5 Likert scale with 5 being the highest	R	R	R	2
H - Incorporating appropriate instructional technology into courses	E	E	E	1,4
I - Developing and teaching a new course or major update of a course for the	E	E	R	1

Criteria for the Assessment of Teaching Activities	Reappointment	Clinical Associate Professor	Clinical Full Professor	Evaluation
School of Anesthesia				
J - Receiving recognition or an award for Teaching	E	E	E	4
K - Obtaining advanced instructional certifications	E	E	E	1,4
M - Incorporating the Public Affairs Mission of the University in teaching	E	E	E	1,4

Key: R=Required E=Encouraged

Possible methods to evaluate teaching criteria: 1. Syllabus 2. Student Evaluations 3. Peer evaluations 4. Portfolio documents (teaching materials, continuing education certificates, supporting documentation such as advisee list, class assignment list, copy of skill check offs, etc.)

*This list is representative, rather than exhaustive

Appendix 5 – Clinical Faculty Professional Productivity Matrix

Criteria for Professional Development

*As a general guideline, faculty members seeking tenure/promotion to associate professor should submit application as principal or co-principal for an externally funded grant, participate in the Capstone process of DNAP students and have a minimum of 5 of the Encouraged Professional Development Criteria.

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 7 of the Encouraged Professional Development Criteria.

Criteria for the Assessment of Professional Development Criteria	Reappointment	Tenure and Associate Professor	Full Professor	Evaluation
A - Participating/Advising in clinical advisement of capstone process with graduate DNAP students	R	R	R	1
B - Submitting application as the principal or co-principal for an externally funded grant	R	R	R	1
C - Attending scholarly or scientific state, regional, or national programs, conferences or conventions	E	E	E	1
D - Receiving recognition or award for excellence in professional activity	E	E	E	1
E - Contributing clinical information for professional publication or presentation	E	E	E	1
F - Presenting clinical information in a peer workshop	E	E	E	1
G - Public Community Presentations	E	E	E	1
H - Education to support attainment of Terminal Degree	E	E	E	1
I - Education to support attainment of professional certifications	E	E	E	1
J - Co-Author a scholarly work	E	E	E	1
K - Obtain funding for intramural grants or projects as principal or co-principal investigator	E	E	E	1

Evaluation Key: Possible methods of evaluating Scholarly work: 1. Portfolio documents (Grant applications, presentation brochures, acknowledgement letters, educational certificates, attendance certificates)

*This list is representative, rather than exhaustive

Appendix 6 – Clinical Faculty Service Matrix

Criteria for Service

All Faculty must maintain professional credentials. Those seeking promotion must hold a position in at least two departmental, college, or university committees or initiatives.

*As a general guideline, faculty members seeking promotion to associate clinical professor should have a minimum of 8 of the Encouraged Service Criteria

**As a general guideline, faculty members seeking promotion to full professor should have a minimum of 10 of the Encourage Service Criteria

Criteria for the Assessment of Service Activity	Reappointment	Clinical Associate Professor	Clinical Full Professor	Evaluation
A – 1. Maintain professional credentials	R	R	R	1
B – 2. Serving as chair or member of departmental, college, or university committees or councils	R	R	R	1
C – 3. Maintaining active membership in discipline-related professional organizations	R	R	R	1
D – 4. Attaining Master Advisor Status	R	R	R	1
E – 4. Actively participating in student recruitment	E	E	E	1
F – 5. Serving as an officer in a professional	E	E	E	1

Criteria for the Assessment of Service Activity	Reappointment	Clinical Associate Professor	Clinical Full Professor	Evaluation
or community organization				
G – 6. Presenting information in a workshop	E	E	E	1
H – 7. Serving as a sponsor or co-sponsor for a recognized student organization	E	E	E	1
I – 8. Serving community organizations without remuneration in the spirit of Public Affairs mission of the university	E	E	E	1
J – 9. Receiving recognition or award for service	E	E	E	1
K – 10. Presenting guest lectures for courses in other departments	E	E	E	1
L – 11. Participation in professional organization	E	E	E	1
M – 12. Participate in student nonacademic activities	E	E	E	1
N – 13. Mentor new faculty	E	E	E	1
O - Teaching non-remunerated over load	E	E	E	1
P – 14. Participating as an external reviewer for tenure or promotion, or an accreditation site visitor or professional program reviewer	E	E	E	1
Q – 15. Writing letters of Recommendation for students for admission or employment	E	E	E	1

Evaluation Key: Possible methods of evaluating Scholarly work: 1. Portfolio documents (letters of appointment, membership documents, committee minutes, documentation of participation, or certificate of attendance).

This list is representative, rather than exhaustive