MISSOURI STATE UNIVERSITY

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

DEPARTMENT: SMAT

COLLEGE: CHHS

SEMESTER/YEAR OF CURRENT REVIEW: Spring 2018

SEMESTER/YEAR OF NEXT REQUIRED REVIEW: Summer 2021

DEPARTMENT ADOPTION SIGNATURES:

[Signature]
Department Personnel Committee Chair
Date 8/20/2018

[Signature]
Department Head
Date 8/20/2018

APPROVAL SIGNATURES:

[Signature]
Dean
Date 8/30/18

[Signature]
Provost
Date 9/11/18

THIS PLAN IS IN EFFECT FROM 2018, THROUGH 2021.
MISSOURI STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF SPORTS MEDICINE AND
ATHLETIC TRAINING

FACULTY EVALUATION PLAN:

REAPPOINTMENT, TENURE, PROMOTION, AND
ANNUAL REVIEW

INITIAL PLAN APPROVED FALL 2015
Revised and SMAT-Faculty Approved Summer 2018
SMAT Mission

Guided by the public affairs mission of the University, the mission of the Department of Sports Medicine and Athletic Training (SMAT) is to develop highly educated individuals as well as proficient health care professionals in the field of athletic training and the broader area of sports medicine. Faculty, students, and staff of the program support this mission by engaging in culturally rich educational experiences that foster responsibility and ethical leadership; pursuing new knowledge via professional and scholarly activities; providing community engagement through service to the University, Springfield community, and athletic training profession; and engaging in lifelong learning.

SMAT Guiding Philosophy for Faculty Roles with Tenure, Reappointment, and Promotion

The SMAT Department values and supports the academic freedom of its faculty and students. As described in the Missouri State University Faculty Handbook (FH), tenure is a means of securing this academic freedom (FH 3.7.1). While only members of the tenure-track faculty (i.e., ranked faculty) are eligible for tenure (FH 3.7.2), tenured faculty members are responsible for upholding the academic freedom rights of the non-tenured faculty and students. Excluding promotion from assistant to associate professor, promotion is separate from tenure and both ranked and clinical faculty (FH 3.5.11) are eligible for promotion.

The SMAT faculty view the reappointment, tenure, and promotion processes as collaborative efforts. Being a collaborative effort, the SMAT Department expects an appropriate level of collegiality among its faculty. This does not mean senior faculty (i.e., tenured ranked associate/full professors and clinical associate/full professors) will ensure the success of junior faculty (i.e., assistant professor, clinical instructor, clinical assistant professor, and visiting faculty) regarding reappointment (clinical and probationary ranked faculty), tenure (ranked faculty), and/or promotion (clinical and ranked faculty). It does mean, however, the SMAT faculty will encourage and support each other as they work towards earning reappointment, tenure, and promotion. Senior faculty will be responsible for guiding and mentoring junior faculty through the processes of reappointment, tenure, and promotion. This guidance and mentoring includes, but is not limited to, the following:

1. Communicating departmental expectations of the faculty;
2. Helping to develop appropriate professional goals; and
3. Providing critical feedback and/or collaborating on teaching (i.e., the process of developing the educated person; see 4.2.1.1 of the FH), research (i.e., the dissemination and critical peer review of scholarly projects in the areas of discovery, application, synthesis, criticism, and creation; see section 4.2.2.1 of the FH), and
service (i.e., faculty providing service to manage university/college/department activities; faculty providing service to manage athletic training, sports medicine, and/or health care associations/societies/organizations; and faculty providing their time, energy, and/or expertise to the general public; see section 4.2.3.1 of the FH).

Junior ranked and clinical faculty will be responsible for meeting the respective expectations of reappointment, tenure, and/or promotion outlined in this policy and the Faculty Handbook. Junior faculty can satisfy these expectations by developing professional goals in line with the mission of the SMAT Department and being self-directed in their teaching, scholarship/research, and service activities. For evaluation purposes within the department, SMAT visiting faculty are not eligible for tenure and promotion; however, a visiting faculty member may request an internal departmental evaluation (i.e., SMAT Personnel Committee and/or Department Head) of his/her teaching, scholarship/research, and service activities. In such cases, the visiting faculty member should submit a dossier as described for junior faculty in this RTP plan.

Outside guiding junior faculty through reappointment, tenure, and/or promotion, senior faculty will satisfy additional roles regarding their promotion and/or reappointment. Faculty tenured at the associate professor rank will be responsible for completing annual reviews and working towards completing expectations for promotion to full professor. Faculty with the position of clinical associate professor will be responsible for meeting reappointment expectations and working towards completing expectations for promotion to clinical full professor. Faculty tenured at the rank of full professor will be responsible for completing annual reviews and guiding the advancement of the SMAT Department. In addition, they are encouraged to satisfy expectations for promotion to the rank of Distinguished Professor. Faculty with the position of clinical full professor will be responsible for meeting reappointment expectations and guiding the advancement of the SMAT Department.

Overview and Guiding Policies and Procedures

The SMAT Personnel Committee will initiate SMAT faculty evaluations for reappointment, tenure, and promotion and is recognized as an integral part of the faculty performance evaluation process at Missouri State University (MSU). The SMAT Reappointment, Tenure, and Promotion (RTP) Plan relies on the terminology and requirements regarding rank, appointment, tenure, and promotion of ranked faculty listed in Section 3 of the Faculty Handbook. The university’s policies for the entire evaluation process of all faculty can be found in Section 4 of the Faculty Handbook.

Missouri State University and the College of Health and Human Services (CHHS) assists the SMAT Personnel Committee via faculty development workshops and other policies and procedures regarding annual review, tenure, promotion, and reappointment. In addition, the Provost’s Office provides faculty members with forms and timelines regarding reappointment, tenure, and promotion. Faculty undergoing evaluation should ensure they are thoroughly familiar with these forms and timelines for each academic year as the SMAT Department will use these documents to guide its work.
No later than the first month of full-time employment, the SMAT Department Head shall supply all new SMAT faculty with a current copy of the SMAT RTP Plan. Following a thorough discussion of the SMAT RTP Plan, the SMAT Department Head and faculty member will provide in writing all clarifications needed for the faculty member to understand his/her expectations with the plan, and this signed document will be placed in the faculty member’s personnel file (FH 4.8.7). Faculty applying for reappointment, tenure, and/or promotion will be evaluated according to their performance in accumulated assignments since employment at MSU, and in some cases, their performance with prior service as negotiated at the time of hire (FH 3.8). Visiting faculty applying for appointment to a tenure-track faculty position may count completed teaching, scholarship/research, and service activities as well as time spent in the visiting faculty role at MSU to tenure and promotion (FH 3.5.3). Clinical faculty appointed to a tenure-track position, however, may not count their time spent in the clinical faculty role at Missouri State University to the probationary period for tenure and promotion (FH 3.5.11). Faculty will be evaluated according to the plan in place at the time of hire; however, if there is a more recent plan available, the faculty member has the option of using that plan instead. Tenured ranked faculty applying for promotion will be evaluated according to performance in their present rank (typically at MSU), and these faculty will be evaluated based on guidelines in place for no more than 5 years prior to application to promotion.

Each faculty member (i.e., ranked and clinical) applying for reappointment, tenure, and/or promotion is responsible for assembling evidentiary documentation, for making the case in support of his/her application, and for submitting materials according to established deadlines. Recommendations at each level of the evaluation process will be based upon data organized and provided by the applicant, which may include departmental data provided to the applicant by the SMAT Department. While faculty are not expected to fulfill all required and encouraged SMAT teaching, scholarship/research/professional productivity, and services activities each year of employment (see appendices for these activities), SMAT Personnel Committee and SMAT Department Head evaluations that result in decisions regarding reappointment, tenure, and/or promotion will examine the applicant’s work towards meeting all required and encouraged activities. In cases of reappointment, recommendations for reappointment will be based on the applicant’s completed required and encouraged teaching, scholarship/research/professional productivity, and service activities as well as the applicant’s potential ability to complete all required and some encouraged activities in each area of teaching, scholarship/research/professional productivity, and service by the dates specified per the applicant’s employment. In cases of tenure and promotion, the applicant must satisfy all required teaching, scholarship/research, and service activities as well as some encouraged activities in each area to be minimally eligible (i.e., not guaranteed) for tenure and promotion by the dates specified per the applicant’s employment. A probationary ranked faculty member who has not satisfied this condition of employment will not receive a recommendation for tenure from the SMAT Department Personnel Committee or Department Head, and any clinical or tenured ranked faculty member will not be considered for promotion until this condition is satisfied (FH 3.7.2).

The SMAT Personnel Committee will conduct a thorough review of the Reappointment, Promotion & Tenure Plan every three years (FH 3.2.3). The reviewed SMAT RTP Plan will be submitted to the SMAT Department Head, the Dean of the CHHS and the MSU Office of the Provost for approval. The plan will be in effect upon approval by the faculty of SMAT, the
Department Head, the College Dean, and the Provost. This approval will ensure the plan adequately addresses the needs for each academic unit and represents the expectations of each administrative level involved. The RTP plan and all subsequent revisions will govern reappointment, tenure, and promotion for everyone currently on faculty as well as persons hired in the future.

SMAT Personnel Committee Structure and Responsibilities

The SMAT Department has both ranked and clinical faculty; consequently, the SMAT Department will maintain a personnel committee for its ranked faculty and its clinical faculty. The membership of both committees shall adhere to the policies as described in the Faculty Handbook (sections 4.8.3-4.8.3.2). At the beginning of the each fall semester, the SMAT faculty will convene a short meeting during or surrounding a regularly scheduled weekly department meeting to identify the committee members and select a chair for both personnel committees for the academic year. Each committee will consist of 3-5 members. Because the SMAT Department has a small number of faculty, the chair of both committees will be the same tenured faculty member in the SMAT Department. If additional faculty outside the department are needed to achieve committee membership per MSU policy, the SMAT faculty will work with the SMAT Department Head to recruit other CHHS or MSU faculty for the respective committee(s). Confidentiality of information (whether verbal or written) shall be observed by all members of each personnel committee.

As noted in section 4.6.1 of the Faculty Handbook, the SMAT Personnel Committee is the first entity in the SMAT Department to evaluate the materials department faculty submit for annual review (excluding those situations noted below), reappointment, tenure, and/or promotion. The SMAT Personnel Committee will review submitted materials, make appropriate recommendations, and provide feedback regarding the faculty member’s application for reappointment, tenure and/or promotion. Feedback will specify whether the faculty member’s progress toward reappointment, tenure, and/or promotion, is satisfactory, questionable, or unsatisfactory (or other criteria established by MSU policy; FH 4.6.3).

Process for Department Personnel Committee with Annual Review of Probationary Faculty

For annual reviews, tenure-track probationary (ranked) faculty shall submit a dossier containing the following items:

1. SMAT Department Reappointment, Tenure, and Promotion Plan;
2. Personal summary statement for activities completed during the calendar year being evaluated;
3. Professional goals for the upcoming calendar year;
4. Current curriculum vitae;
5. Previous annual performance reviews; and
6. Applicant accomplishments for the evaluated calendar year (added to the accomplishments from previous calendar years) that reflect the SMAT Departmental RTP criteria (see appendices)
This dossier is delivered to the Chair of the SMAT Personnel Committee, who will communicate to the committee members its readiness for their review. SMAT Personnel Committee members will provide a typewritten review to the Chair of the SMAT Personnel Committee, which will outline their perceived strengths and concerns of the probationary faculty member’s teaching, scholarship/research, and service performance. The SMAT Personnel Committee will discuss their respective reviews and come to consensus on their recommendations (i.e., satisfactory, questionable, or unsatisfactory progress) and feedback regarding the probationary faculty member’s teaching, scholarship/research, service, and overall performance. The Chair of the SMAT Personnel Committee will produce a typewritten evaluation of the candidate’s evaluation using MSU-required forms and the process described in the Faculty Handbook (4.6.3).

During an annual review, if a majority of the SMAT Personnel Committee members agree they require additional information or clarification of materials submitted by the faculty member in his/her dossier, the Chair of the SMAT Personnel Committee will contact the faculty member to request the additional information and/or clarification of materials. The faculty member will provide only those materials or clarification requested by the Personnel Committee, and the materials/clarification must be received in an appropriate amount of time for the Personnel Committee to finish its work. The SMAT Personnel Committee’s final evaluation will consider only the final materials/clarification submitted in the dossier.

Subsequent to its review, the SMAT Personnel Committee will submit its evaluation to the SMAT Department Head, who will then share the evaluation with the respective faculty member. The faculty member must sign the evaluation form from the SMAT Personnel Committee. The faculty member’s signature only acknowledges receipt of the evaluation form. It does not convey the faculty member’s endorsement of the evaluation, and the faculty member may append a response to the evaluation (FH 4.6.2). (As described in section 4.6.2 of the FH, this procedure of signing and attaching a response to the evaluation form will occur at each step in the evaluation process.)

Process for Department Head with Annual Reviews

Following review by the SMAT Personnel Committee, tenure-track probationary faculty working toward reappointment, tenure, and/or promotion are evaluated by the Department Head. The Department Head will also provide recommendations and feedback as well as specify whether the faculty member’s progress toward reappointment, tenure, and/or promotion is satisfactory, questionable, or unsatisfactory (or other criteria established by MSU; FH 4.6.3). In cases where the SMAT Personnel Committee and the Department Head disagree in their evaluations, they will make a good faith effort to discuss their disagreement in order to resolve the differences with their evaluations (FH 4.6.1). The results of this meeting will be summarized in writing and placed in the departmental personnel file, with copies provided to the faculty member and to the SMAT Personnel Committee. These evaluations and any resolved disagreements between the SMAT Personnel Committee and the SMAT Department Head will form a basis for subsequent reviews, including recommendations concerning reappointment, tenure, and promotion.

Tenured ranked faculty and clinical faculty are required to be reviewed annually by only the Department Head (FH 4.6.6.1); however, these faculty may elect to receive annual reviews
by the SMAT Personnel Committee (see the Special Considerations policy below). The dossier for this review will include the following: (1) the faculty member’s goals for the upcoming calendar year; (2) a current curriculum vitae; and (3) a completed matrix of accomplished teaching, scholarship/research, and service activities for the previous calendar year. These annual reviews by the SMAT Department Head are also used with performance-based salary adjustments in years when merit pay compensation is available (FH 4.6.6.1).

Process for Final Recommendations on Reappointment, Tenure, and/or Promotion

For final reviews of all SMAT faculty regarding reappointment, tenure, and/or promotion, the faculty member develops a dossier provided by the Provost office (FH 4.6.4.2). It is the faculty member’s responsibility to maintain and assemble all required evidentiary documentation and for submitting materials according to the established format and deadlines (FH 4.8.2.1)

At each stage of evaluation (i.e., the SMAT Personnel Committee, Department Head, Dean), the candidate will be given a copy of the respective group’s recommendation and the group’s written rationale for the recommendation. At each subsequent stage, a copy of the recommendation and a rationale will also be furnished to the SMAT Personnel Committee for its information and records. The candidate may choose to withdraw the application from consideration at any stage of the process.

The SMAT faculty will consider clinical and probationary ranked faculty for early tenure and/or promotion in rare cases and when the applicant has demonstrated exceptional accomplishments in the areas of teaching, scholarship/research/professional productivity, and service. The exceptional accomplishments are minimally required in the areas of teaching and scholarship/research (FH 4.8.5); however, the SMAT faculty have an extensive history in service to the university and athletic training profession. Consequently, the applicant must satisfy all required teaching, scholarship/research/professional productivity, and service activities to be considered for early tenure and/or promotion, as well as demonstrate exceptional accomplishments in all 3 areas of faculty performance, and all of these accomplishments must occur while the clinical or probationary faculty member is a full-time employee at MSU. In the area of teaching, the faculty member must demonstrate consistently high student and peer evaluations of teaching performance. In addition, the applicant must demonstrate success in other areas of teaching, such as externally recognized expertise with high impact teaching strategies, ongoing increased teaching loads (may be compensated for additional loads but must exceed minimum teaching load requirements), and/or awards for teaching. In the area of scholarship/research/professional productivity, the faculty member must demonstrate annual success with research publications in peer-reviewed professional or academic journals, as well as annual success with peer-reviewed presentations at the district, national, or international levels. In addition, the faculty member must mentor students through the research process that includes peer-reviewed presentations and publications of student-led research, receive external grants for conducting research projects, and/or earn awards for scholarship/research work. In the area of service, the faculty member must hold leadership positions for both university-level committees/councils/associations and district- or national-level athletic training committees/councils/associations. Applicants who receive service awards at the university-level
and/or the district- or national-level for athletic training professional committees/councils/associations may also be considered for exceptional accomplishments in the area of service for the SMAT Department.

**Special Considerations**

Probationary ranked faculty are the only faculty who are required to be evaluated annually by both the SMAT Personnel Committee and the SMAT Department Head. Tenured ranked faculty and clinical faculty may elect to be reviewed annually by the SMAT Personnel Committee per the processes and rules noted above. Tenured ranked faculty may pursue annual reviews from the SMAT Personnel Committee to seek peer feedback on their performance, and these faculty may request a pre-promotion review 1-2 years prior to their plan to apply for promotion (FH 4.6.5.1). Clinical faculty may also elect to receive annual reviews from the SMAT Personnel Committee to seek peer feedback on their performance. The tenured ranked faculty and the clinical faculty may choose to include or not include these annual reviews by the SMAT Personnel Committee in their personnel documentation.

An individual may be involved with one area (teaching, scholarship or service) to such an extent that it could decrease contributions in the other areas. In this event, tenure and/or promotion consideration may take into account the special circumstances of that individual. Likewise, credit for work performed prior to an individual's arrival at MSU will be reviewed on a case-by-case basis (FH 3.8). Such credit will be determined by prorating prior performance by the criteria appropriate to SMAT. Evidence to support work in progress also will be reviewed on a case-by-case basis.
MISSOURI STATE UNIVERSITY
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FACULTY EVALUATION PLAN:

APPENDICIES
Appendix A: Goals and Criteria for Ranked Faculty

- Teaching Criteria
- Research (Scholarship) Criteria
- Service Criteria
Teaching

Minimal Criteria for Those with Majority of Responsibility Being Academic

*Possible methods to evaluate teaching criteria: 1. Syllabus, 2. Student evaluations, 3. Peer evaluations, 4. Portfolio documents (teaching materials, continuing education certificate, etc.).

Faculty Handbook Goals and Criteria
4.2.1.2.1 Knowledge

- Departmental Criteria - Documentation of utilizing up-to-date content and materials (content to the specific profession)
  - **Tenure - Required**: Courses reflect current best practices and up-to-date content and materials (as appropriate for profession and content area)
  - **Assistant to Associate - Required**: Courses reflect current best practices and up-to-date content and materials (as appropriate for profession and content area)
  - **Associate to Full - Required**: Courses reflect current best practices and up-to-date content and materials (as appropriate for profession and content area)
  - **Evaluation* - 1, 2, 3, 4**

- Departmental Criteria - Evidence of continued professional development to enhance teaching
  - **Tenure - Required**: Participates in ongoing professional development activities to enhance teaching
  - **Assistant to Associate - Required**: Participates in ongoing professional development activities to enhance teaching
  - **Associate to Full - Required**: Participates in ongoing professional development activities to enhance teaching
  - **Evaluation* - 4**

- Departmental Criteria - Documentation of contributing to the general education or public affairs mission of the University
  - **Tenure - Required**: Provides supporting documentation of meeting general education or public affairs mission of university.
  - **Assistant to Associate - Required**: Provides supporting documentation of meeting general education or public affairs mission of university.
  - **Associate to Full - Required**: Provides supporting documentation of meeting general education or public affairs mission of university.
  - **Evaluation* - 4**

- Departmental Criteria - Evidence of effective advising of AT majors (after 1st year of employment) that ensures advisees make appropriate progress toward a degree
  - **Tenure - Required**: Serves as an academic advisor for the department and program. **Required**: Maintains master advisor status after year one (1).
  - **Assistant to Associate - Required**: Serves as an academic advisor for the department and program. **Required**: Maintains master advisor status after year one (1).
  - **Associate to Full: Required**: Serves as an academic advisor for the department and program. **Required**: Maintains master advisor status after year one (1).
  - **Evaluation* - 4**
Teaching

Minimal Criteria for Those with Majority of Responsibility Being Academic

Faculty Handbook Goals and Criteria
4.2.1.2.2 Teaching Strategies

- Departmental Criteria - Develops, communicates, revises, and consistently applies clearly defined standards of performance, best practices, and course policies in teaching and learning activities.
  - **Tenure - Required**: course syllabi reflects sufficient depth and breadth of content, required accreditation standards, and department and university policies. **Required**: Revises syllabi to reflect current best practices annually.
  - **Assistant to Associate - Required**: course syllabi reflects sufficient depth and breadth of content, required accreditation standards, and department and university policies. **Required**: Revises syllabi to reflect current best practices annually.
  - **Associate to Full - Required**: course syllabi reflects sufficient depth and breadth of content, required accreditation standards, and department and university policies. **Required**: Revises syllabi to reflect current best practices annually.
  - **Evaluation** – 1, 2, 3

- Departmental Criteria - Evidence of sustained accessibility via multiple avenues for student consultation
  - **Tenure - Required**: maintain at least 5 office hours per week to meet with students. **Required**: Maintain electronic accessibility for student consultations.
  - **Assistant to Associate - Required**: maintain at least 5 office hours per week to meet with students. **Required**: Maintain electronic accessibility for student consultations
  - **Associate to Full - Required**: maintain at least 5 office hours per week to meet with students. **Required**: Maintain electronic accessibility for student consultations.
  - **Evaluation** – 1, 2

- Departmental Criteria - Evaluates student performance based on the course objectives
  - **Tenure - Required**: Evidence that student performance evaluations are based on course objectives
  - **Assistant to Associate - Required**: Evidence that student performance evaluations are based on course objectives
  - **Associate to Full - Required**: Evidence that student performance evaluations are based on course objectives
  - **Evaluation*** - 1, 2, 3
Teaching

Minimal Criteria for Those with Majority of Responsibility Being Academic

- Departmental Criteria - Uses a variety of instructional strategies
  - Tenure - Required: Utilizes teaching methods to meet diverse and different learning styles. **Encouraged:** Incorporates a variety of high impact practices (i.e., community engagement, problem-based, experiential, and collaborative).
  - Assistant to Associate - Required: Utilizes teaching methods to meet diverse and different learning styles. **Encouraged:** Incorporates a variety of high impact practices (i.e., community engagement, problem-based, experiential, and collaborative).
  - Associate to Full - Required: Utilizes teaching methods to meet diverse and different learning styles. **Encouraged:** Incorporates a variety of high impact practices (i.e., community engagement, problem-based, experiential, and collaborative).
  - Evaluation* - 1, 2, 3, 4

Faculty Handbook Goals and Criteria
4.2.1.2.3 Accessibility

- **Departmental Criteria** - Extend the availability of education beyond the traditional classroom setting through activities that include - distance learning, online courses, public lectures or workshops, community or public school, developing educational materials that address accessibility issues
  - Tenure - **Encouraged:** Provide distance education, online courses, public lectures or workshops, community or public school educational opportunities. **Encouraged:** Participation in student clinical skills evaluations outside of teaching load. **Encouraged:** Guest lecturing in other courses/department. **Encouraged:** assisting the lead course instructor with the teaching of course content outside of teaching load.
  - Assistant to Associate - **Encouraged:** Provide distance education, online courses, public lectures or workshops, community or public school educational opportunities. **Encouraged:** Participation in student clinical skills evaluations outside of teaching load. **Encouraged:** Guest lecturing in other courses/department. **Encouraged:** assisting the lead course instructor with the teaching of course content outside of teaching load.
  - Associate to Full - **Encouraged:** Provide distance education, online courses, public lectures or workshops, community or public school educational opportunities. **Encouraged:** Participation in student clinical skills evaluations outside of teaching load. **Encouraged:** Guest lecturing in other courses/department. **Encouraged:** assisting the lead course instructor with the teaching of course content outside of teaching load.
  - Evaluation* - 4
Teaching

Minimal Criteria for Those with Majority of Responsibility Being Academic

- **Departmental Criteria** - Participates in professional and post-professional student research projects
  - **Tenure** - **Encouraged**: Chair and serve as a committee member on MSAT project or graduate student thesis/non-thesis project committees. **Encouraged**: Serve as advisor for professional AT research projects.
  - **Assistant to Associate** - **Required**: Chair and serve as a committee member on MSAT project or graduate student thesis/non-thesis project committees. **Encouraged**: Serve as advisor for professional AT research projects.
  - **Associate to Full** - **Required**: Chair and serve as a committee member on MSAT project or graduate student thesis/non-thesis project committees. **Encouraged**: Serve as advisor for professional AT research projects.

- **Evaluation** - 4

Faculty Handbook Goals and Criteria

4.2.1.2.4 Diversity

- **Departmental Criteria** - Utilizes a variety of methods to bring diversity to student's educational experiences (might include: invited guest speakers who offer diverse viewpoints, taking students to locations where they will be exposed to an unfamiliar environment, or requiring students to seek out diversity as part of their course requirements).
  - **Tenure** – **Required** - Utilizes teaching methods that bring diversity (professional, economic, etc.) to student's educational experiences.
  - **Assistant to Associate** - **Required**: Utilizes teaching methods that bring diversity (professional, economic, etc.) to student's educational experiences.
  - **Associate to Full** - **Required**: Utilizes teaching methods that bring diversity (professional, economic, etc.) to student's educational experiences.
  - **Evaluation*** - 1, 2, 4
Teaching

Minimal Criteria for Those with Majority of Responsibility Being Academic

Faculty Handbook Goals and Criteria
4.2.1.2.5 Evaluation and response to feedback

- Departmental Criteria - Demonstrates a pattern of satisfactory peer and student evaluation of teaching after second year of appointment.
  - **Tenure - Required:** Evidence of annual peer review of teaching conducted and incorporation of feedback from reviews (as appropriate).
    - **Required:** Student evaluations of faculty member and course with documentation that shows incorporation of feedback from reviews (as appropriate). **Encouraged:** External validation of teaching (e.g., nomination or receipt of teaching award, positive) external review of teaching, etc.
  - **Assistant to Associate - Required:** Evidence of annual peer review of teaching conducted and incorporation of feedback from reviews (as appropriate). **Required:** Student evaluations of faculty member and course with documentation that shows incorporation of feedback from reviews (as appropriate). **Encouraged:** External validation of teaching (e.g., nomination or receipt of teaching award, positive) external review of teaching, etc.
  - **Associate to Full - Required:** Evidence of annual peer review of teaching conducted and incorporation of feedback from reviews (as appropriate). **Required:** Student evaluations of faculty member and course with documentation that shows incorporation of feedback from reviews (as appropriate). **Required:** External validation of teaching (e.g., nomination or receipt of teaching award, positive) external review of teaching, etc.
  - **Evaluation* - 2, 3, 4**
Research

Minimal Criteria for Those with Majority of Responsibility Being Academic

Faculty Handbook Goals and Criteria
4.2.2.2.1 Expand Knowledge and/or Demonstrate Growth in Area of Expertise

- Departmental Criteria - Generates a body of peer-reviewed research as defined by the Faculty Handbook
  - **Tenure** - Required: Total of 7 products (from the Expand Knowledge and/or Demonstrate Growth in Area of Expertise section)
  - **Assistant to Associate** - Required: Total of 7 products (from the Expand Knowledge and/or Demonstrate Growth in Area of Expertise section)
  - **Associate to Full** - Required: Total of 9 products (from the Expand Knowledge and/or Demonstrate Growth in Area of Expertise and/or Transmission sections)

- Departmental Criteria - Peer-reviewed journal articles
  - **Tenure** - Required: minimum of 2; individual must be primary or sole author for 1 article
  - **Assistant to Associate** - Required: minimum of 2; individual must be primary or sole author for 1 article
  - **Associate to Full** - Required: minimum of 2; individual must be primary or sole author for 1 article

- Departmental Criteria - Peer-reviewed speaking presentations
  - **Tenure** - Required: minimum of 2; individual must be primary or sole presenter for a presentation at 1 regional or national conference
  - **Assistant to Associate** - Required: minimum of 2; individual must be primary or sole presenter for a presentation at 1 regional or national conference
  - **Associate to Full** - Required: minimum of 2 additional products since previous promotion; individual must be primary or sole presenter for a presentation at 1 regional or national conference

- Departmental Criteria - Peer-reviewed poster presentations at a professional conference
  - **Tenure** - Encouraged
  - **Assistant to Associate** - Encouraged
  - **Associate to Full** - Encourage

- Departmental Criteria - Peer-reviewed books
  - **Tenure** - Encouraged
  - **Assistant to Associate** - Encouraged
  - **Associate to Full** – Encourage

- Departmental Criteria – Peer-reviewed book chapters
  - **Tenure** - Encouraged
  - **Assistant to Associate** - Encouraged
  - **Associate to Full** – Encourage
Facility Handbook Goals and Criteria
4.2.2.2.2 Application of Research to Benefit University Constituents

- Departmental Criteria - Submission of proposals for grants, contracts, or other funded projects
  - **Tenure - Required:** minimum is a total submission of 2 internal or external proposals; individual must be the primary or sole author for 1 proposal
  - **Assistant to Associate - Required:** minimum is a total submission of 2 internal or external proposals; individual must be the primary or sole author for 1 proposal
  - **Associate to Full - Required:** minimum is a total submission of 2 additional internal or external proposals since previous promotion; individual must be the primary or sole author for 1 proposal

- Departmental Criteria - Funding of proposals for grants, contracts, or other funded projects
  - **Tenure - Required:** minimum is funding of 1 internal or external proposal; individual may be a co-author or primary/sole author for the proposal
  - **Assistant to Associate - Required:** minimum is funding of 1 internal or external proposal; individual may be a co-author or primary/sole author for the proposal
  - **Associate to Full - Required:** minimum is funding of 1 additional internal or external proposal since previous promotion; individual may be a co-author or primary/sole author for the proposal

Faculty Handbook Goals and Criteria
4.2.2.2.3 Transmission

- Departmental Criteria - Nonpeer-reviewed but published articles, manuscripts, or reports; product developed is supported by professional expertise
  - **Tenure – Encouraged**
  - **Assistant to Associate – Encouraged**
  - **Associate to Full – Encouraged**

- Departmental Criteria - Non-peer reviewed presentation at an organized meeting
  - **Tenure - Encouraged**
  - **Assistant to Associate - Encouraged**
  - **Associate to Full – Encouraged**
Research

Minimal Criteria for Those with Majority of Responsibility Being Academic

Faculty Handbook Goals and Criteria
4.2.2.2.4 Involvement of Students

- Departmental Criteria - Undergraduate or graduate students involved with faculty research activities
  - Tenure - Required
  - Assistant to Associate - Required
  - Associate to Full - Required
Faculty Handbook Goals and Criteria
4.2.3.2.1 University Citizenship

- Departmental Criteria - University/College Service
  - **Tenure - Required:** Faculty member is actively engaged in university and/or college committees/activities in order to assist the department with meeting service requirements.
  - **Assistant to Associate - Required:** Faculty member is actively engaged in university and/or college committees/activities in order to assist the department with meeting service requirements.
  - **Associate to Full - Required:** Faculty member takes a leadership role in university and/or college committees/activities in order to assist the department with meeting service requirements.

- Departmental Criteria - Departmental Service
  - **Tenure - Required:** Faculty member is actively engaged in activities directed toward the development, promotion, and advancement of the SMAT department (committees, marketing events, recruitment, etc.)
  - **Assistant to Associate - Required:** Faculty member is actively engaged in activities directed toward the development, promotion, and advancement of the SMAT department (committees, marketing events, recruitment, etc.)
  - **Associate to Full - Required:** Faculty member takes a leadership role in activities directed toward the development, promotion, and advancement of the SMAT department (committees, marketing events, recruitment, etc.)

Faculty Handbook Goals and Criteria
4.2.3.2.2 Professional Service

- Departmental Criteria - Maintains professional membership
  - Tenure - Required
  - Assistant to Associate - Required
  - Associate to Full - Required

- Departmental Criteria - Maintains professional licensure
  - Tenure - Required
  - Assistant to Associate - Required
  - Associate to Full - Required
Service

Minimal Criteria for Those with Majority of Responsibility Being Academic

- Departmental Criteria - Provides service to professional organizations
  - **Tenure - Required:** Faculty member is actively engaged in professional organizations, professional committees, etc.
  - **Assistant to Associate - Required:** Faculty member is actively engaged in professional organizations, professional committees, etc.
  - **Associate to Full - Required:** Faculty member takes on a leadership role in professional organizations, professional committees, etc.

- Departmental Criteria - Provides professional service to University, community, or other entities
  - **Tenure - Encouraged:** Faculty member providing athletic training services or coordination of sports health care
  - **Assistant to Associate - Encouraged:** Faculty member providing athletic training services or coordination of sports health care
  - **Associate to Full - Encouraged:** Faculty member providing athletic training services or coordination of sports health care

Faculty Handbook Goals and Criteria
4.2.3.2.3 Public Service

- Departmental Criteria - Providing services to community entities
  - **Required:** Faculty member provides community service to entities consistent with the University's Public Affairs Mission
  - **Assistant to Associate - Required:** Faculty member provides community service to entities consistent with the University's Public Affairs Mission
  - **Associate to Full - Required:** Faculty member provides community service to entities consistent with the University's Public Affairs Mission

Faculty Handbook Goals and Criteria
4.2.3.2.4 Professional Consultation

- Departmental Criteria - Provides consultation services to the university, community, or profession
  - **Tenure - Encouraged:** Examples might include manuscript reviewer, grant reviewer, journal editor, etc.
  - **Assistant to Associate - Encouraged:** Examples might include manuscript reviewer, grant reviewer, journal editor, etc.
  - **Associate to Full - Required:** Examples might include manuscript reviewer, grant reviewer, journal editor, etc.
Appendix B: Overall Criteria for Clinical Faculty Reappointment and Promotion
Reappointment

Clinical faculty will be evaluated on the same schedule as tenure earning faculty. For the first two years annual evaluation will be by the Department Head and the promotion and tenure committee. Clinical faculty will undergo comprehensive review prior to the end of the individual’s appointment period. The review will consist of self-evaluation, evaluation by the department promotion and tenure committee, evaluation by the Department Head, the College Dean and the Provost.

Clinical Instructor

Faculty must maintain or exceed requirements for the rank of clinical instructor and receive positive annual evaluations.

Clinical Assistant Professor

Faculty must maintain or exceed requirements for the rank of clinical assistant professor and receive positive annual evaluations.

Clinical Associate Professor

Faculty must maintain or exceed requirements for the rank of clinical associate professor and receive positive annual evaluations.

Clinical Full Professor

Faculty must maintain or exceed requirements for the rank of clinical full professor and receive positive annual evaluations.

Clinical Instructor to Clinical Assistant Professor

Applicant must meet all reappointment criteria and demonstrate continued professional development and application of knowledge and skill.

Applicant is minimally eligible to apply for promotion to Clinical Assistant Professor after 3 years of service to Missouri State University as a Clinical Instructor.

Clinical Assistant Professor to Clinical Associate Professor

Applicant must satisfy requirements of the lower ranks and must show evidence of a high degree of skill and continued productivity, evidence of excellence in teaching, evidence of clinical research or innovations, or other scholarly activities, as well as national involvement.

Applicant is minimally eligible to apply for promotion to Clinical Associate Professor after 6 years of service to Missouri State University, including three years in the rank of Clinical Assistant Professor at Missouri State University.
Clinical Associate Professor to Clinical Professor

Applicant must satisfy the requirements of the lower ranks, must show continued excellence in clinical education, must show strong evidence of national recognition and leadership as an authority and/or leader in his/her field of endeavor, and demonstrate continuing professional productivity.

Applicant is minimally eligible to apply for Clinical Professor after five years of service at the rank of Clinical Associate Professor.

Promotion for Individuals with Administrative Responsibilities

Clinical faculty members who have administrative responsibilities will be evaluated on their administrative responsibilities as well as clinical education, service, and professional productivity. The criteria will be weighted according to the actual assignment as determined by the Department Head. Evaluation of administrative duties will be undertaken by the Department Head and Dean by review of patient/clinic surveys, clinical faculty evaluation of administrator, annual evaluation by the Department Head, and review of duties and requirements associated with HIPAA, accreditation, or professional guidelines.
Appendix C: Specific Criteria for Clinical Faculty Promotion

- Clinical Education Criteria
- Service Criteria
- Professional Productivity/Research Criteria
Teaching

Minimal Criteria for Those in a Clinical Faculty Role

Faculty Handbook Guiding Principles
4.2.3.1 Developing educated persons who are competent clinical professionals

- Departmental Criteria - Documentation of student progression, knowledge, and skills.
  - Renewal of Contract
    - **Required:** Course syllabi reflect sufficient depth & breadth of content; adheres to faculty handbook, and required accreditation standards.
    - **Required:** Peer review of teaching /clinical instruction documents a positive learning environment that develops critical thinking and improves student’s written and oral communication.
  - Clinical Instructor
    - **Required:** Course syllabi reflect sufficient depth & breadth of content; adheres to faculty handbook, and required accreditation standards.
    - **Required:** Peer review of teaching /clinical instruction documents a positive learning environment that develops critical thinking and improves student’s written and oral communication.
  - Clinical Assistant Professor
    - **Required:** Course syllabi reflect sufficient depth & breadth of content; adheres to faculty handbook, and required accreditation standards.
    - **Required:** Peer review of teaching /clinical instruction documents a positive learning environment that develops critical thinking and improves student’s written and oral communication.
  - Clinical Associate Professor
    - **Required:** Course syllabi reflect sufficient depth & breadth of content; adheres to faculty handbook, and required accreditation standards.
    - **Required:** Peer review of teaching /clinical instruction documents a positive learning environment that develops critical thinking and improves student’s written and oral communication.
  - Clinical Full Professor
    - **Required:** Course syllabi reflect sufficient depth & breadth of content; adheres to faculty handbook, and required accreditation standards.
    - **Required:** Peer review of teaching /clinical instruction documents a positive learning environment that develops critical thinking and improves student’s written and oral communication.
Teaching

Minimal Criteria for Those in a Clinical Faculty Role

- Department Criteria - Highlight relationship between general education curriculum and disciplinary curricula.
  - Renewal of Contract
    - **Required:** Documentation of discipline-specific student acquisition of knowledge and skills; evidence of student use of critical thinking, problem solving, and appropriate communication skills.
  - Clinical Instructor
    - **Required:** Documentation of discipline-specific student acquisition of knowledge and skills; evidence of student use of critical thinking, problem solving, and appropriate communication skills.
  - Clinical Assistant Professor
    - **Required:** Documentation of discipline-specific student acquisition of knowledge and skills; evidence of student use of critical thinking, problem solving, and appropriate communication skills.
  - Clinical Associate Professor
    - **Required:** Documentation of discipline-specific student acquisition of knowledge and skills; evidence of student use of critical thinking, problem solving, and appropriate communication skills.
  - Clinical Full Professor
    - **Required:** Documentation of discipline-specific student acquisition of knowledge and skills; evidence of student use of critical thinking, problem solving, and appropriate communication skills.

- Department Criteria - Appropriate professional credentials
  - Renewal of Contract
    - **Required:** Maintenance of appropriate professional credentials and evidence of continuing professional development.
  - Clinical Instructor
    - **Required:** Maintenance of appropriate professional credentials and evidence of continuing professional development.
  - Clinical Assistant Professor
    - **Required:** Maintenance of appropriate professional credentials and evidence of continuing professional development.
  - Clinical Associate Professor
    - **Required:** Maintenance of appropriate professional credentials and evidence of continuing professional development.
  - Clinical Full Professor
    - **Required:** Maintenance of appropriate professional credentials and evidence of continuing professional development.

- Department Criteria - Evidence of ongoing professional development to meet this goal.
  - Renewal of Contract
    - **Required:** Evidence of ongoing professional development to meet this goal.
  - Clinical Instructor
    - **Required:** Evidence of ongoing professional development to meet this goal
  - Clinical Assistant Professor
    - **Required:** Evidence of ongoing professional development to meet this goal
Teaching

Minimal Criteria for Those in a Clinical Faculty Role

- Clinical Associate Professor
  - **Required:** Evidence of ongoing professional development to meet this goal
- Clinical Full Professor
  - Required: Evidence of ongoing professional development to meet this goal

Faculty Handbook Guiding Principles

4.3.2.2 Exceptional modes or Qualities of Clinical Education

- Department Criteria - Outstanding performance as a clinical educator
  - Renewal of Contract
    - Dependent on rank. Evidence of soliciting student and/or peer feedback. Additional evidence may include external recognition for student preparation, student recognition, clinical outcomes, etc.
  - Clinical Instructor
    - **Required:** Evidence of soliciting student and/or peer feedback. Additional evidence may include external recognition for student preparation, student recognition, clinical outcomes, etc.
  - Clinical Assistant Professor
    - Evidence of soliciting student and/or peer feedback. Additional evidence may include external recognition for student preparation, student recognition, clinical outcomes, etc.
  - Clinical Associate Professor
    - Evidence of soliciting student and/or peer feedback. Additional evidence may include external recognition for student preparation, student recognition, clinical outcomes, etc.
  - Clinical Full Professor
    - Evidence of soliciting student and/or peer feedback. Additional evidence may include external recognition for student preparation, student recognition, clinical outcomes, etc.

- Departmental Criteria – Experiential learning
  - Renewal of Contract
    - **Encouraged:** Evidence of service learning components, internships, and other outreach activities
  - Clinical Instructor
    - **Encouraged:** Evidence of service learning components, internships, and other outreach activities
  - Clinical Assistant Professor
    - **Encouraged:** Evidence of service learning components, internships, and other outreach activities
  - Clinical Associate Professor
    - Encouraged: Evidence of service learning components, internships, and other outreach activities
Teaching

Minimal Criteria for Those in a Clinical Faculty Role

- Clinical Full Professor
  - Encouraged: Evidence of service learning components, internships, and other outreach activities

- Departmental Criteria – Accessibility
  - Renewal of Contract
    - Dependent on rank: Additional clinical opportunities such as online learning, professional education opportunities, public lectures, working with community, etc.
  - Clinical Instructor
    - Encouraged: additional clinical opportunities such as online learning, professional education opportunities, public lectures, working with community, etc.
  - Clinical Assistant Professor
    - Required: additional clinical opportunities such as online learning, professional education opportunities, public lectures, working with community, etc.
  - Clinical Associate Professor
    - Required: additional clinical opportunities such as online learning, professional education opportunities, public lectures, working with community, etc.
  - Clinical Full Professor
    - Required: additional clinical opportunities such as online learning, professional education opportunities, public lectures, working with community, etc.

- Departmental Criteria – Diversity
  - Renewal of Contract
    - Required: Evidence of broadening student perspective and develop cultural sensitivity through activities such as guest speakers, clinical experiences, etc.
  - Clinical Instructor
    - Required: Evidence of broadening student perspective and develop cultural sensitivity through activities such as guest speakers, clinical experiences, etc.
  - Clinical Assistant Professor
    - Required: Evidence of broadening student perspective and develop cultural sensitivity through activities such as guest speakers, clinical experiences, etc.
  - Clinical Associate Professor
    - Required: Evidence of broadening student perspective and develop cultural sensitivity through activities such as guest speakers, clinical experiences, etc.
  - Clinical Full Professor
    - Required: Evidence of broadening student perspective and develop cultural sensitivity through activities such as guest speakers, clinical experiences, etc.
Service

Minimal Criteria for Those if a Clinical Faculty Role

Faculty Handbook Guiding Principles
4.2.3.2.1 University Citizenship

- Departmental Criteria – University and College Service
  - Renewal of Contract
    - Dependent on rank. Engaged in University and College committees and/or activities
  - Clinical Instructor
    - **Encouraged:** Engaged in University and College committees and/or activities
  - Clinical Assistant Professor
    - **Required:** Engaged in University and College committees and/or activities
  - Clinical Associate Professor
    - **Required:** Engaged in University and College committees and/or activities. Evidence of growth in areas such as leadership, amount of involvement, etc.
  - Clinical Full Professor
    - **Required:** Engaged in University and College committees and/or activities: Evidence of growth in areas such as leadership, amount of involvement, etc.

- Departmental Criteria – Departmental Service (activities directed toward development, promotion, and advancement of SMAT department such as committees, marketing, recruitment, etc)
  - Renewal of Contract
    - Dependent on Rank: activities directed toward development, promotion, and advancement of SMAT department such as committees, marketing, recruitment, etc.
  - Clinical Instructor
    - **Required:** activities directed toward development, promotion, and advancement of SMAT department such as committees, marketing, recruitment, etc.
  - Clinical Assistant Professor
    - **Required:** activities directed toward development, promotion, and advancement of SMAT department such as committees, marketing, recruitment, etc.
  - Clinical Associate Professor
    - **Required:** activities directed toward development, promotion, and advancement of SMAT department such as committees, marketing, recruitment, etc. Evidence of growth in areas such as leadership, amount of involvement, etc.
  - Clinical Full Professor
    - **Required:** activities directed toward development, promotion, and advancement of SMAT department such as committees, marketing, recruitment, etc. Evidence of growth in areas such as leadership, amount of involvement, etc.
Service

Minimal Criteria for Those in a Clinical Faculty Role

Faculty Handbook Guiding Principles
4.2.3.2.2 Professional Service

- Departmental Criteria – Provides service to professional organizations
  - Renewal of Contract
    - Dependent on rank: contributions to professional organizations within faculty members' field such as officer, reviewer, editor, committee member, student organization advising, student experiences outside of teaching expectations, etc.
  - Clinical Instructor
    - Encouraged: contributions to professional organizations within faculty members' field such as officer, reviewer, editor, committee member, student organization advising, student experiences outside of teaching expectations, etc.
  - Clinical Assistant Professor
    - Required: contributions to professional organizations within faculty members' field such as officer, reviewer, editor, committee member, student organization advising, student experiences outside of teaching expectations, etc.
  - Clinical Associate Professor
    - Required: contributions to professional organizations within faculty members' field such as officer, reviewer, editor, committee member, student organization advising, student experiences outside of teaching expectations, etc. Evidence of growth in areas such as leadership, amount of involvement, etc.
  - Clinical Full Professor
    - Required: contributions to professional organizations within faculty members' field such as officer, reviewer, editor, committee member, student organization advising, student experiences outside of teaching expectations, etc. Evidence of growth in areas such as leadership, amount of involvement, etc.

Faculty Handbook Guiding Principles
4.2.3.2.3 Public Service

- Departmental Criteria – Public Service
  - Renewal of Contract
    - Dependent on rank. Service to community, state, national, or international public constituents such as officer, reviewer, editor, committee, media, etc.
  - Clinical Instructor
    - Encouraged: Service to community, state, national, or international public constituents such as officer, reviewer, editor, committee, media, etc.
  - Clinical Assistant Professor
    - Encouraged: Service to community, state, national, or international public constituents such as officer, reviewer, editor, committee, media, etc.
Service

Minimal Criteria for Those if a Clinical Faculty Role

- Clinical Associate Professor
  - **Required:** Service to community, state, national, or international public constituents such as officer, reviewer, editor, committee, media, etc.
- Clinical Full Professor
  - **Required:** Service to community, state, national, or international public constituents such as officer, reviewer, editor, committee, media, etc.

Faculty Handbook Guiding Principles

4.2.3.2.4 Professional Consultation

- Departmental Criteria – Evidence of professional expertise
  - Renewal of Contract
    - Faculty Handbook Guiding Principles 4.2.3.2.3 Public Service
  - Clinical Instructor
    - **Encouraged:** Service to business, industry, schools, community organizations, University colleagues in other programs, etc.
  - Clinical Assistant Professor
    - **Encouraged:** Service to business, industry, schools, community organizations, University colleagues in other programs, etc.
  - Clinical Associate Professor
    - **Encouraged:** Service to business, industry, schools, community organizations, University colleagues in other programs, etc.
  - Clinical Full Professor
    - **Encouraged:** Service to business, industry, schools, community organizations, University colleagues in other programs, etc.
Professional Productivity/Research

Minimal Criteria for Those in a Clinical Faculty Role

Faculty Handbook Guiding Principles
4.3.4.2.1 Contributes Knowledge to Discipline

- Departmental Criteria – Translates new knowledge in discipline into improvements in clinical practice and outcomes or translates clinical practice into new knowledge.
  - Renewal of Contract
    - **Required:** Evidence of communication of outcomes or new knowledge to peers through conference presentations or workshops.
  - Clinical Instructor
    - **Required:** Evidence of communication of outcomes or new knowledge to peers through conference presentations or workshops.
  - Clinical Assistant Professor
    - **Required:** Evidence of communication of outcomes or new knowledge to peers through conference presentations or workshops.
  - Clinical Associate Professor
    - **Required:** Evidence of communication of outcomes or new knowledge to peers through conference presentations or workshops.
    - **Required:** Participation on thesis committees and/or co-direct student projects.
  - Clinical Full Professor
    - **Required:** Meet requirements of lower ranks.
    - **Required:** Peer-reviewed publications or sponsored research or contracts.
    - **Required:** Research in clinical settings (may be collaborative).
    - **Required:** National presentation of clinical research or programming innovations.

Faculty Handbook Guiding Principles
4.3.4.2.2 Application of clinical expertise to provide expert service to the local and professional community

- Departmental Criteria – Evidence of positive outcomes within the practice setting.
  - Renewal of Contract
    - Dependent on rank
  - Clinical Instructor
    - **Encouraged:** Evidence of positive outcomes within the practice setting.
  - Clinical Assistant Professor
    - **Encouraged:** Evidence of positive outcomes within the practice setting.
  - Clinical Associate Professor
    - **Required:** Evidence of at least 1 example of positive outcomes within the practice setting (e.g., field assessments, awards by professional peers, surveys).
  - Clinical Full Professor
    - **Required:** Evidence of at least 2 examples of positive outcomes within the practice setting (e.g., field assessments, awards by professional peers, surveys).
Professional Productivity/Research

Minimal Criteria for Those if a Clinical Faculty Role

Faculty Handbook Guiding Principles
4.3.4.2.3 Transmission

- Departmental Criteria – Documentation of special accomplishments in sharing clinical expertise or research with a broad audience. (ex: submitting grant, sharing knowledge outside of faculty member’s discipline, etc.).
  - Renewal of Contract
    - Dependent on rank
  - Clinical Instructor
  - Encouraged: submission of internal or external grant (may be collaborative
  - Clinical Assistant Professor
  - Encouraged: submission of internal or external grant (may be collaborative
  - Clinical Associate Professor
  - Encouraged: submission of internal or external grant (may be collaborative
  - Clinical Full Professor
  - Required: submission of internal or external grant (may be collaborative

Faculty Handbook Guiding Principles
4.3.4.2.4 Involvement of Students

- Departmental Criteria – Professional practice and scholarly activities that involve students.
  - Renewal of Contract
    - Dependent on ranks
  - Clinical Instructor
  - Encouraged: Evidence of student’s involvement in the clinical research process.
  - Clinical Assistant Professor
  - Encouraged: Evidence of student’s involvement in the clinical research process.
  - Clinical Associate Professor
  - Required: Evidence of student’s involvement in the clinical research process.
  - Clinical Full Professor
  - Required: Evidence of student’s involvement in the clinical research process.