

APPENDIX D
ARKANSAS STATE UNIVERSITY COLLEGE OF NURSING AND HEALTH PROFESSIONS
CRITERIA FOR RANK, PROMOTION, AND TENURE CONSIDERATIONS
2022-2023 PRT Criteria
(Revised 8/24/2020)

Preface

The College of Nursing and Health Professions has established a **two-track PRT system** designed to guide decisions about appointment rank, promotion, and tenure for CNHP faculty members. The **two-track PRT system** addresses faculty members engaged in the traditional academic role as well as faculty members whose workload is heavily weighted with clinical education and supervision.

The College of Nursing and Health Professions is unique among the colleges on this campus in that all of the disciplines represented in this College are practice professions. As such, the faculty of the College are actively involved on a daily basis as both educators and practitioners. In addition to the academic credentials required by their discipline, they maintain licensure or certification in their field of practice.

A number of faculty members in the College of Nursing and Health Professions serve a significant portion of their faculty role as clinical educators. As such, their faculty workloads are heavily weighted with direct supervision of student practicum in a variety of professional healthcare settings within this geographic region. Within the ever-changing climate of modern healthcare, the technical, professional, and ethical demands of quality care require clinical faculty members to continually revise and update their expertise. These skills are then incorporated into their clinical teaching efforts to benefit the practicum experiences of students as well as the quality of care provided to patients. The College of Nursing and Health Professions fully recognizes the need to maintain a full complement of experienced and talented clinical educators. In an attempt to address this need, the **clinical track** was added to the academic track for PRT consideration. This **clinical track** was developed for two purposes: 1) to provide a tool or mechanism for directly evaluating the skills associated with the clinical role as it contributes to the mission of the College; and 2) to use those evaluations to make decisions about professional advancement through the appointment, promotion, and tenure processes.

School/Department/Program PRT Committee Composition

The college is comprised of three School/Department/Program PRT standing committees on promotion, retention and tenure that will be capable of evaluating retention, promotion and/or tenure applications in both the academic and clinical tracks. The structure of the three committees is as follows:

- School of Nursing (5 members) comprised of selected representatives from the tenured faculty pool of School of Nursing
- HP Committee A (3 members) comprised of selected representatives from the tenured faculty pool of the following areas-- CD, PT, OT, AT and Nutrition
- HP Committee B (3 members) comprised of selected representatives from the tenured faculty pool of the following areas---CLS, SW, MIRS, DPEM and Health Studies

Faculty of each school/department/program will elect the committee with members serving staggered three-year terms. The chair of the department may serve on the committee as a nonvoting member (if necessary). The chair of each college PRT Committee will serve on the University Promotion, Retention, and Tenure Committee (UPRTC). In accordance with the Arkansas State University Faculty Handbook 2015 (page 23), the department PRT Committee will review annually the progress towards tenure of pre-tenured faculty and will prepare written recommendations regarding retention that will be forwarded to the department chair. The chair will review the retention recommendations, add his or her own recommendations, and send them to the college PRT Committee or the dean as determined by college procedures.

College PRT Committee Composition

The College of Nursing and Health Professions believes that PRT process is a matter of faculty primacy. As such the CNHP will maintain a standing committee on promotion, retention, and tenure comprised of a minimum of six tenured faculty members with the expertise to evaluate promotion and/or tenure

applications in both the academic and clinical tracks. Two of the college PRT committee members will represent the departments within Health Professions (Athletic Training, Clinical Laboratory Sciences, Communication Disorders, Disaster Preparedness and Emergency Management, Health Studies, Medical Imaging and Radiation Sciences, Occupational Therapy, Physical Therapy, and Social Work), two will represent the School of Nursing, and one will be elected at-large. Chairs within the college shall not serve on the committee. Faculty of each department will nominate representatives to serve on the college PRT committee. The Department offices will conduct an election (by secret ballot) of CNHP PRT representatives from the list of nominees. CNHP PRT committee members will serve staggered three-year terms.

Changes to the Procedures Governing the Content, Style, and Format of the Application Packet

The application format has been modified to list only platform presentations (to be arranged as hierarchically prescribed in the instructions) in section VII, item c, all poster sessions will be listed in section VII, item d, using the same order of arrangement for platform presentations. All academic units (i.e., Programs, Departments, and Colleges) will specify in their respective Criteria for Promotion and Tenure documents the system for applying value to these activities. The application item "Other achievement of significant professional stature" will be renumbered as section VII, item e.

Section VI, item a, of the Application Format for Requesting Promotion and/or Tenure specifies the requirements for reporting student evaluations of the applicant's teaching performance. These required elements currently include course title and number, semester taught, and number of students in the class along with some statistic of central tendency assumed to be an index of teaching prowess exhibited by the applicant in that specific class.

Please review the most current version of the Application Format for Requesting Promotion and/or Tenure located on the Academic Affairs and Research website at the following link:
<http://www.astate.edu/a/academic-affairs-and-research/faculty-info/prt/index.dot>

Criteria for Appointment and Promotion Considerations

The **clinical track** is designed to evaluate and reward faculty in the College whose workload is heavily weighted with activities associated with clinical practice, clinical supervision of student practicum, and administration of clinical programs.

The primary requirement for eligibility in the **clinical track** mandates that the faculty member's workload be comprised of a minimum of 50% clinical education activities each year, as defined by each program within the College of Nursing and Health Professions.

Instructor: To qualify for appointment to the instructor rank regardless of track, the potential faculty member must hold a minimum of a baccalaureate degree in the discipline for which they are hired and satisfy all professional licensure/certification requirements of that discipline. The **Clinical Instructor** must also possess a minimum of two years of professional experience in the discipline. Faculty members appointed at the rank of instructor regardless of track will not be eligible for tenure consideration.

Faculty at the instructor rank who complete requirements for the terminal degree should provide their department chair with evidence of completion. In this case, it is not necessary to apply for promotion. Upon favorable recommendations by the chair and dean and approval by the Executive Vice Chancellor/Provost (EVCP) for Academic Affairs and Research, promotion to the rank of assistant professor will be granted, effective immediately. Terminal degree is determined as the entry-level professional credential(s) plus a post-entry level graduate degree.

Assistant Professor: For tenure track appointment to the assistant professor rank, the faculty member must hold the degree credentials required for licensure/certification for professional practice. If these credentials are not at the level of a post-entry level graduate degree, then the individual must possess a post-entry level graduate degree in a discipline relevant to the individual's area of responsibility. The

Clinical Assistant Professor must also possess a minimum of two years of professional experience in the discipline.

Associate Professor (Academic Track or Clinical Track): An individual is qualified for additional academic considerations, to include appointment and promotion to the associate professor rank if the faculty member (1) demonstrates outstanding achievement and (2) holds a specialist certification which requires substantial practice hours, and verification of advanced knowledge; or (3) 24 credit hours of work beyond the post-entry level graduate degree relevant to the individual's area of responsibility; or (4) full matriculation into a Ph.D. or Ed.D. program with nine graduate hours completed; or (5) is multi-competent as demonstrated by the holding of an extra professional competency/certification within their discipline. Also, faculty members seeking initial appointment at the rank of **Clinical Associate Professor** must possess a minimum of three years of professional practice in the discipline and/or clinical specialty.

Professor: To qualify for appointment and promotion to the professor rank in the **Academic track**, the individual must possess a Ph.D. or Ed.D. in a discipline relevant to the individual's area of responsibility. Appointment and promotion to the **Clinical Professor** rank, also requires the possession of a doctoral degree in a relevant discipline but the doctorate is not restricted to Ph.D. or Ed.D. Additionally, this faculty member will possess an established reputation within the clinical specialty and may have significant leadership experiences in any of a number of healthcare settings.

A prospective faculty member may negotiate the terms of initial employment with regard to tenure status and rank based on the professional productivity earned in previous employment settings. Any such terms must be approved by the **Chancellor** of the University and be based on the thorough review and positive recommendation of the Departmental PRT committee within the academic unit in which tenure and rank will be held. Documentation of negotiated terms must be included with the application for tenure and/or promotion.

Criteria for Promotion from Assistant Professor to Associate Professor

Minimal Time in Rank at Assistant Professor Level: Three years. In some unique and exceptional cases, individuals may demonstrate sufficient productivity to be considered for promotion to associate professor in three years. However, a full six-year period of time in rank is necessary in the majority of cases to accumulate the necessary productivity in teaching, research and service to be considered a viable candidate for promotion.

Demonstrates Outstanding Achievement in Teaching: The applicant shall provide an established record as an effective teacher as measured by student evaluations, with an average mean composite score of at least 3.75 on a 5.0 scale on the overall instructor rating items. Further evidence to support good teaching may include, but is not limited to, peer evaluations and other forms of appropriate documentation. The **clinical** faculty member's teaching portfolio could include documents that reflect recognized expertise in the clinical field such as professional awards/honors and the acquisition of additional levels of professional certification.

Faculty must demonstrate OUTSTANDING achievement in one of the following areas and demonstrate SATISFACTORY achievement in the other: Practice/Scholarship/Research Activities or Service Activities

Practice/Scholarship/Research Activities: During the period of time in rank at the Assistant Professor level, for satisfactory achievement, the individual shall have completed a minimum of three (3) activities fulfilling the criteria of scholarship; and for outstanding achievement, the individual shall have completed a minimum of some combination of six (6) activities from those listed as examples by the College as appropriate "research and scholarly activities". The **Clinical Assistant Professor** shall complete the same number of activities to achieve satisfactory and outstanding status, though the majority of those activities will be listed under the category of "practice and scholarship activities." The **clinical track applicant** is also expected to provide evidence of participation in continuing education in the area of

specialty significantly beyond the minimum requirement for the maintenance of licensure and/or certification.

Service Activities: During the period of time in rank at the Assistant Professor level, regardless of which PRT track has been selected, the individual shall have participated actively on departmental and College committees; served as a mentor and role model for new faculty; participated in all activities essential to the department, the College and the University; and maintained membership in the professional association appropriate to the discipline. For satisfactory achievement in the **academic track**, the individual shall have completed a minimum of four (4) additional activities distributed among the service categories. For outstanding achievement in the **academic track**, the individual shall have completed a minimum of twelve (12) additional activities distributed among the service categories. For satisfactory achievement in the **clinical track**, the individual shall have completed a minimum of two (2) additional activities distributed among the service categories. For outstanding achievement in the **clinical track**, the individual shall have completed a minimum of four (4) additional activities distributed among the service categories.

Criteria for Promotion from Associate Professor to Professor

Minimal Time in Rank at Associate Professor Level: Five years

Demonstrates Outstanding Achievement in Teaching: The applicant shall provide an established record as an effective teacher as measured by student evaluations, with an average mean composite score of at least 3.75 on a 5.0 scale on the overall instructor rating items. Further evidence to support good teaching may include, but is not limited, to peer evaluations and other forms of appropriate documentation. In the **clinical track**, the faculty member's teaching portfolio could include documents that reflect recognition as an expert in the clinical field such as professional awards/honors and the acquisition of additional levels of professional certification.

Faculty must demonstrate SIGNIFICANT, CONSISTENT, AND LONG-TERM achievement in BOTH of the following areas: Practice/Scholarship/Research Activities AND Service Activities

Practice/Scholarship/Research Activities: During the period of time in rank at the Associate Professor level, the individual shall have a record of accomplishment that reflects significant, long-term, and consistent achievements in the discipline. The applicant shall have completed a minimum of some combination of seven (7) activities from those listed as examples by the College as appropriate as "research/scholarly activities" for applicants in the **academic track** or "practice/ scholarship activities" for applicants in the **clinical track**, four (4) of which must reflect a level of accomplishment worthy of the respect of the professional community. The applicant in the **clinical track** is also expected to provide evidence of participation in continuing education in the area of specialty significantly beyond the minimum requirement for the maintenance of licensure and/or certification.

Though the practice/scholarship activities completed by the applicant seeking promotion to **Clinical Professor** may span a rather extensive continuum of approved endeavors, it is anticipated that these practice/scholarship activities will focus on those aspects of service delivery that impact the efficacy of patient care, the pedagogy associated with clinical teaching, or the administration of clinical programs including clinical training programs.

Service Activities: During the period of time in rank at the Associate Professor level, regardless of the PRT track selected, the individual shall have participated actively on departmental and College committees; served as a mentor and role model for new faculty; participated in all activities essential to the department, the College and the University; and maintained membership in the professional association appropriate to the discipline. In addition to the expectations listed above, the individual shall have completed a minimum of three (3) professional service activities at the state, regional, and/or national level, four (4) service activities to the lay community, and seven (7) additional activities distributed among the service categories listed as examples of appropriate service by the College.

Criteria for Tenure

In referring to a “year”, it is the policy of the university that a full semester of service under pre-tenure status appointment, which begins on or before the first day of the spring semester in an academic year, counts as a full year.

Based upon the recommendation of the UPRT Committee in the Fall of 2003, all faculty members at the rank of assistant professor or higher (employed on pre-tenure status) must be reviewed for tenure not later than the completion of their sixth year of service at A-STATE and tenure must be granted for the seventh year of service. If the mandatory review results in a failure to gain tenure by completion of the sixth year of service, the seventh appointment will be a terminal appointment.

Since it is unusual for a faculty member to amass a record of performance that reflects exemplary productivity in less time than the standard probationary period, accelerated tenure is rare. However, any faculty member has the right to submit an application seeking tenure during any application period in which they can clearly demonstrate meeting the performance criteria that would be expected during the mandatory review. If a faculty member fails to earn tenure in this accelerated review cycle, he/she may apply for tenure again only in the sixth year of the pre-tenure cycle.

In addition to the traditional annual performance evaluations completed by all departments and programs within the College of Nursing and Health Professions, Comprehensive Pre-Tenure Reviews will be completed in the second, third, and fifth years of employment at A-STATE for all pre-tenure faculty regardless of rank. This review will require that all pre-tenure faculty members in their second, third, and fifth years of employment at A-State submit documentation of performance in the areas of teaching, practice/scholarly/research activities, and service using the tenure application format provided on the Academic Affairs web site. The Department PRT Committee, the Department Chair, and the College PRT Committee will formally review this documentation and provide appropriate feedback to each pre-tenure faculty member regarding his/her progress toward tenure. The Dean of the College of Nursing and Health Professions will formally review only documents submitted by faculty in the third year of employment but may choose to review any or all of the documents submitted by faculty in the second or fifth years of employment.

The primary job descriptions of faculty members within the College of Nursing and Health Professions are quite dynamic. Due to innovations in healthcare practices, changes in accreditation standards, and the evolution of the curriculum in response to those forces, faculty members may find it necessary to shift the focus of their professional contribution to the College from a clinical practice emphasis to an academic emphasis or vice versa. This change in primary job description duties will necessitate a transition from one PRT track to the other. The use of this document as the evaluation standard by the PRT Committees within the College and University may facilitate these necessary changes in PRT track. However, once a faculty member has completed the comprehensive third year review, that faculty member will not change PRT tracks until tenure has been granted. Subsequent to the faculty member's attainment of tenure, the faculty member may change PRT tracks based on primary job description.

Teaching (Didactic or Clinical): The applicant shall provide an established record as an effective teacher or clinical educator as measured by student evaluations, with an average mean composite score of at least 3.75 on a 5.0 scale on the overall instructor rating items. The faculty member's teaching portfolio could include documents that reflect recognition as an expert in the clinical field such as professional awards/honors and the acquisition of additional levels of professional certification. Further evidence to support good teaching may include, but is not limited to, peer evaluations and other forms of appropriate documentation.

Practice/Scholarship/Research Activities: During the six-year pre-tenure period, the individual shall have completed a minimum of two peer reviewed publications as primary or sole author and some combination of four (4) additional activities from those listed as examples by the College as appropriate research and scholarly activities for the **academic** track or from the scholarship and practice activities for the **clinical** track. Peer reviewed is defined as scholarly works that have been blind reviewed by content

experts. Given the length of time required to complete a peer reviewed publication, it is recommended that individuals have one publication submitted prior to the third-year review.

Service: During the six-year pre-tenure period, the individual shall have completed a minimum of twelve (12) activities. These twelve activities will consist of 50% within the departmental category and the other 50% distributed among at least three (3) of the six (6) remaining categories listed as examples by the College as appropriate service activities.

Faculty Role Activities Deemed Appropriate by the College of Nursing and Health Professions For Tenure and Promotion Considerations

Teaching

Instructing.

- Instructing and evaluating students in courses, laboratories, clinics (single or multiple sites)
- Instructing participants in workshops, retreats, or seminars
- Managing a course (providing qualitative and quantitative student evaluation at single/multiple sites, maintaining student records, planning learning experiences)
- Ensuring instruction achieves or exceeds professional standards

Advising.

- Assessing, advising, supervising, guiding, and mentoring students
- Supervising student in laboratories
- Supervising graduate/laboratory assistants
- Supervising students in independent study
- Advising/guiding students in their research project, thesis, and/or dissertation
- Developing an appropriate action plans for student deficiencies
- Developing learning activities
- Developing, managing, assessing and redesigning courses
- Developing and revising curricula
- Developing novel or innovative teaching methodologies
- Facilitating student exchange or study abroad programs

Developing as a teacher.

- Utilizing the peer evaluation process to enhance teaching
- Conducting instructional and classroom research
- Attending professional development activities

Additional Teaching Activities for Faculty in the Clinical Track

- Developing/designing and assessing learning activities that address clinical skills acquisition
- Teaching and assessing students' prevention, screening, diagnosis, treatment &/or counseling within the faculty member's area of expertise
- Serving as liaison between the College and the clinical affiliates in order to develop innovative clinical opportunities for students
- Providing continuing education activities in the faculty member's area of expertise

Research and Scholarly Activity

Conducting and producing scholarly activity.

- Writing books, monographs, textbooks
- Writing and editing book chapters
- Editing books, journals, or other learned publications
- Writing for refereed/non-refereed journals and conference proceedings
- Presenting papers and/or poster displays at professional meetings
- Writing translations, abstracts, and reviews of professional literature

Conducting research.

- Producing instructional media relevant to the mission of the College
- Engaging in competitions and exhibitions
- Leading and managing funded research and scholarly activity:
- Submitting Institutional Review Board proposal for study and approval received
- Leading multidisciplinary centers, task forces
- Writing proposals to funding agencies (public/private)
- Managing grants and contracts
- Selecting and supervising staff
- Preparing required reports including outcomes assessment
- Providing research based professional consultation (compensated or uncompensated)

Conducting evaluation.

- Conducting directed or contracted research
- Conducting program, policy, and personnel evaluation research for other institutions and agencies

Disseminating knowledge.

- Consulting and providing technical assistance to external agencies
- Conducting public policy analysis for local, state, national, and international governmental agencies
- Sharing professional information using a variety of media
- Writing and submitting summaries of research, policy analyses, position papers
- Acting as an expert witness
- Developing new products, practices, clinical procedures:
- Designing and creating innovations, inventions
- Developing original &/ or novel clinical procedures and practices

Additional Practice/Scholarship Activities for Faculty in the Clinical Track:

- Demonstrating clinical expertise through profession certification, licensure, and advanced credentialing
- Developing and disseminating pamphlets, protocols, and service manuals
- Facilitating student learning by directing/mentoring and assessing applied research projects
- Being recognized by peers for outstanding clinical performance
- Case reports published or presented to learned forums.
- Development, implementation, dissemination and evaluation of innovative clinical practice techniques.
- Development, implementation and evaluation of collaborative research projects with other disciplines and other institutions.
- Become a recognized mentor to other professionals in field of expertise.
- Conducting/Managing and evaluating clinical research activities

Service**Contributing to the university.**

- Administering managing and evaluating a campus unit
- Serving as chair or member of campus committees
- Serving as faculty advisor for a student organization
- Mentoring other faculty and staff in areas of teaching, advising, policy implementation, etc.
- Representing the institution for its advancement
- Participating in campus governance

Contributing to disciplinary and professional associations and societies.

- Holding a leadership position in organizations
- Serving on accreditation bodies
- Serving on state/national credentialing boards
- Organizing meetings, workshop sponsored by professional organizations
- Serving on governing boards and task forces
- Participating in local, state, regional, national and/or international professional organizations

Providing experiential based consulting (compensated or uncompensated)
Writing for professional licensure &/ or certification examinations

Participating in partnerships with other agencies.

Collaborating with schools, industry, and civic agencies to develop policies/programming
Developing exhibits in other educational and cultural institutions
Organizing, participating, administering and/or evaluating health/wellness activities
Participating in economic and community development activities

Performing clinical services:

Screening, diagnosing, testing, and/or treating/counseling clients
Conducting conferences
Supervising staff

Disseminating knowledge.

Informing general audiences through seminars, conferences, lectures, and health fairs
Providing information and testifying before legislature and congressional committees
Evaluating outcomes of seminars, conferences, lectures, &/ or health fairs

Contributing to other communities.

Participating in civic, political, religious, and community organizations
Holding public office
Providing volunteer health care services to citizens

Additional Service Activities for Faculty in the Clinical Track

Recruiting organizations as clinical affiliates and professionals as preceptors
Assisting the Department/Program in the procurement of screening, diagnostic, and intervention materials and supplies needed in clinical labs and simulation activities
Consulting with clinical affiliates and other healthcare providers