



UNIVERSITY *of* WEST FLORIDA

Guidelines for Clinical Promotion

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UWF

Division of
Academic Affairs

GUIDELINES FOR CLINICAL PROMOTION
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Professional/Clinical Practice Positions

Job Summary

Faculty may receive a title of Professional Practice or Clinical Practice depending upon the nature of the discipline.

Professional/Clinical practice faculty are appointed in non-tenure track positions at the ranks of professor, associate professor, and assistant professor based on the qualifications of the candidate.

Professional/Clinical practice faculty ordinarily have a terminal degree, current certification and/or licensure, and experience in clinical or professional practice, as specified by the department of appointment, regional-specific qualifications, and disciplinary-specific qualifications.

In some cases, individuals with substantial professional level experience or expertise that equates to the typical degree and/or certification/licensure may be considered.

Clinical faculty are not eligible for tenure and typically do not receive course reassignments for scholarship.

Clinical faculty are typically assigned duties in two areas: teaching and professional service.

Minimum Qualification Requirements for Assigning Rank

Assistant Professors of Professional/Clinical Practice are ordinarily expected:

- To hold the doctorate or terminal master's degree in the discipline;
- To have current certification and/or licensure as specified by the department of appointment;
- To have experience in clinical or professional practice;
- To show promise of excellence in teaching and in clinical supervision and/or direction (as appropriate to the discipline); and
- To show promise of excellence in professional productivity and service, including but not limited to clinical service.

Associate Professors of Professional/Clinical Practice are ordinarily expected:

- To hold the doctorate or terminal master's degree in the discipline;
- To have current certification and/or licensure as specified by the department of appointment;
- To have an established record of sustained success in clinical or other professional practice;
- To have an established record of sustained success in teaching and/or in clinical supervision at the undergraduate and/or the graduate levels and/or in clinical direction (as appropriate to the discipline); and

- To have an established record of success in professional productivity and service (as appropriate to the discipline), and
- To have an established record of effective participation in departmental service and in service to state, regional, and/or national professional organizations and, where specified by the department, in professional service in the community.

Professors of Professional/Clinical Practice are ordinarily expected:

- To hold the doctorate or terminal master’s degree in the discipline;
- To have current certification and/or licensure as specified by the department of appointment;
- To have an established record of sustained success and excellence in clinical or other professional practice;
- To have an established record of sustained success and excellence in teaching and/or in clinical supervision at the undergraduate and/or the graduate levels and/or in clinical direction (as appropriate to the discipline); and
- To have achieved unmistakable recognition for professional contributions, and
- To have a substantial and sustained record of effective participation in service to the department, the institution, and to the profession at the regional, and/or national level and, where specified by the department, a sustained record of effective professional service in the community.

PROMOTION CRITERIA

Department Criteria for Promotion

Departments should strive to create Professional/Clinical faculty promotion evaluation criteria that are as straightforward and transparent as possible. Candidates for promotion are responsible for assembling portfolios in which the weight of evidence documents sustained performance at the appropriate levels required for favorable decisions. Departments **should** provide guidance to faculty on what constitutes acceptable and consistent performance. For example, departments **may** require a specific level of achievement for a specific amount of time as evidence of readiness for promotion. Departments **may** also establish a target number of activities or exemplars that must take place during the evaluation period.

Eligibility for Promotion

The Professional/Clinical faculty member and the Chair shall confer about the readiness of the faculty member as a candidate for promotion. Promotion within the Professional/Clinical ranks is elective (not mandatory). The process of submitting a dossier for consideration for promotion shall be initiated upon request of the faculty member or upon agreement between the faculty member and Chair. The Chair will forward the request to the Dean.

Eligibility for promotion involves both quality of performance and time in rank. Candidates for promotion will have to achieve any specific targets for production of teaching and professional

service that are identified in department bylaws, criteria, or policies. If candidates do not succeed in their bid for promotion, they must refrain from submission in the following academic year. Results of all prior unsuccessful reviews shall be required in subsequent promotion reviews.

For Assistant Professors of Professional/Clinical Practice seeking promotion to the rank of Associate Professor of Professional/Clinical Practice, the minimum time in rank is five (5) years prior to making application for consideration for promotion. For Associate Professors of Professional/Clinical Practice seeking promotion to the rank of Professor of Professional/Clinical Practice, the minimum time in rank is five (5) years prior to application for consideration for promotion. The promotion application should begin after five years in the current position and rank. Time spent in previous faculty positions or rank (e.g., Visiting Professional/Clinical Professor) will not count toward promotion in current rank.

Early Review Considerations

Professional/Clinical faculty candidates for promotion are not eligible to submit an application for early review for promotion.

Enhanced Department Requirements

Departments can exercise more stringent performance requirements for Professional/Clinical faculty than the university standards, as long as they are consistent with the Collective Bargaining Agreement. Such enhancements must be clearly identified in department bylaws as enhancements beyond university standards so reviewers who do not share the department's disciplinary orientation can understand and support the department's standards.

Changes in department standards must be consistent with the applicable provisions in the Collective Bargaining Agreement.

Performance Criteria for Promotion

Professional/Clinical Practice faculty will be evaluated by the department promotion committees, department Chairs, the College Faculty Personnel Committee, the Dean of the College, the University Faculty Personnel Committee, and the Provost. They will consider each set of materials individually using the following guidelines based on the quality, scope, and impact of the candidate's teaching and service.

Achieving promotion must reflect a demonstrated and consistent high level of performance in the Professional/Clinical faculty member's scope of responsibilities that clearly demonstrates increasing activity within quality:

- Teaching;
- Professional practice expertise;
- Professional service;
- Appropriate University, college, and/or unit level service.

In addition to these broad guidelines, individual academic units may highlight additional expectations of their Professional/Clinical faculty. Professional/Clinical faculty must stay current in their discipline. Therefore, departments are expected to present different and more advanced expectations in their bylaws for promotion between assistant to associate and associate to full.

Teaching Criteria for Promotion

Teaching is typically the primary responsibility for Professional/Clinical Practice Faculty. It represents professional activity directed toward the dissemination of knowledge and involves teaching in the university setting. Teaching for Professional/Clinical Practice Faculty can include one or more of the following criteria, depending upon the teaching assignment:

- Teaching courses related to professional practice;
- Providing practical instruction and application of practical knowledge;
- Supervising and teaching in a professional/clinical or practice setting;
- Providing academic instruction in skills relevant to the practice of a specific discipline;
- Supporting the acquisition of professional/clinical skills for the profession;
- Coordinating and supervising professional/clinical practice, student field experiences, and internship;
- Advising/mentoring students in professional/clinical academic programs;
- Providing services or out-of-class educational opportunities for students.

Teaching Exemplars

Candidates for Professional/Clinical promotion must submit exemplars that support teaching activities defined by the teaching assignment. Exemplars should include examples of innovative practice, teaching effectiveness, and positive learning outcomes. Any exemplar of teaching effectiveness submitted by the candidate should be related to teaching, advising/mentoring, curriculum development, and/or instructional development. Exemplars may include:

- Student evaluations of instruction;
- Peer evaluation(s) of their teaching effectiveness by someone outside of the candidate's academic department;
- Selected examinations and quizzes;
- Students' passing rates on licensure/certification examinations with a curriculum map showing how course level outcomes map to licensure/certification learning measures;
- Teaching portfolio;
- Evidence of effective advising/mentoring and student supervision;

- Narrative statements;
- Teaching philosophy;
- New course and/or program development;
- Leadership in teaching;
- Leadership in curriculum development in department and/or discipline;
- Effective use of technology for teaching;
- Program accreditation review results;
- Assessment practices;
- Teaching professional development;
- Evidence of teaching effectiveness as defined in the department bylaws;
- Teaching awards received; and
- Student accomplishments as they relate to course outcomes and objectives.

Acceptable supplemental exemplars may also be outlined in department/school bylaws.

CBA 11.2(b)(2)d

Professional Service Criteria

Professional/Clinical Practice Faculty are required to engage in professional service as defined by department bylaws on workload and on promotion. Though teaching is the main expectation of the Professional/Clinical Practice Faculty member, professional service and current expertise is what makes them unique from other types of faculty. Professional/Clinical Practice Faculty who choose to work toward promotion have the opportunity, over time, to maintain and enhance expertise through multiple areas of service and/or research. Service activities can occur in many different contexts that allow the Professional/Clinical faculty to demonstrate professional experience.

Service for Professional/Clinical Practice Faculty should be related to one or more of the following:

- Discipline-related service
- Professional organizations
- Licensure or certification in discipline
- Discipline-related advocacy
- Applied research in discipline
- Internal and/or external grants
- Community service
- Public service
- University service
- College service
- Department service

Professional Service Exemplars

Candidates for Professional/Clinical promotion must submit exemplars that support professional service activities defined by the service assignment. Exemplars may include activities performed that support the discipline or area of expertise, and the University, college, and/or unit. Exemplars may include:

- Service or work in field to maintain credential;
- Service that reflects contractual assignment;
- Obtaining new / maintaining current professional or clinical licenses and/or certifications;
- Active roles / leadership in professional organizations;
- Service that is consistent with activities defined in the department bylaws;
- Scholarship that supports advancements in the area of expertise;
- Grants and technical reports that support advancements in the area of expertise;
- Publications that support advancements in the area of expertise;
- Presentations that support advancements in the area of expertise;
- Activities that support advancements in the area of expertise;
- Professional development leadership in the area of expertise;
- Activities that support advancement in the community relative to the area of expertise;
- Leadership in the University, college, or unit;
- Administration in the University, college, or unit.

Acceptable supplemental exemplars may also be outlined in department/school bylaws.

CBA 11.2(b)(2)d

Role of the Chair's Annual Evaluation in Promotion Decisions

Department Chairs should advise all Professional/Clinical faculty members of all promotion requirements. To this end, they should provide Professional/Clinical faculty members with copies of the appropriate department, college, and University promotion policies and discuss the contents of these documents. It is the responsibility of the promotion candidate to know and follow the guidelines set forth in these documents. Furthermore, the candidate must present a clear and accurate professional record and allow the reviews to proceed according to the established procedures.

The Chair shall be responsible for keeping the Professional/Clinical faculty member informed about the Chair's assessment of the faculty member's accomplishments and progress toward promotion. The Department and/or Chair may form a committee that includes both internal and external mentors for the purpose of providing feedback on the candidate's progress toward promotion. Candidates and administrators should refer to relevant articles in the Collective Bargaining Agreement for guidance.

Role of Department Members in Promotion Decisions

The Chair will request all full-time faculty (excluding visiting faculty) in the department or unit to submit an evaluation on Professional/Clinical promotion for the promotion candidate. (See *Appendix A*) The evaluation form should be completed and signed by each faculty member and submitted to the Chair. Should a faculty member decline to submit an evaluation of a colleague, the faculty member should return the evaluation with a notation that the faculty member declined to complete an evaluation. The decision to decline the evaluation will be placed in the Professional/Clinical faculty member's promotion file without attribution to the source of the decision. Promotion recommendations do not require a formal vote; however, eligible faculty members should provide input on this important decision. In cases where there are fewer than three full-time faculty members to assist in making the Professional/Clinical promotion evaluation decisions, the respective college council shall develop a procedure to provide an additional evaluation method. Chairs shall notify the college council at the start of the academic year when an alternative needs to be implemented.

Confidentiality

All evaluators, including faculty, Chairs, Deans, and committee members as well as staff members who assist in the process shall keep all recommendations and committee deliberations in strict confidence.

Securing Colleague Supporting Materials

Professional/Clinical promotion candidates will be required to submit external letters of support as defined by department bylaws. The number of letters will be determined by the department bylaws.

Preparing the Dossier

Professional/Clinical faculty members are encouraged to consult with the Chair as a mentor to facilitate the smoothest preparation process possible; however, ultimately the promotion candidate shall be responsible for including all pertinent information in the dossier in the recommended order and meeting appropriate deadlines. The Chair shall assist the candidate with preparation of the dossier and shall make available to the candidate all necessary materials, information, and forms.

Levels of Review

Before the President makes a final decision on the status of the application, the candidate's dossier will undergo sequential review by the following entities:

- the department and Chair;
- the College Faculty Personnel Committee (CFPC);

- the Dean;
- the University Faculty Personnel Committee (UFPC);
- the Provost.

All reviewers shall exercise independent judgment. Each decision, starting with the decision rendered by the Chair, must be accompanied by a rationale for the decision rendered. When a decision is unfavorable, the rationale should provide sufficient detail to enable the candidate to address the concerns in a rebuttal.

A review by the UFPC will be required if there are any negative reviews from any prior reviewing bodies. Additionally, the Provost may request a UFPC review if he or she believes that further deliberation and input will facilitate the most defensible decision. Any candidate may also request a review by the UFPC.

A review by the UFPC will not be required under the following conditions:

1. The departmental faculty render majority support in favor of the candidate; and
2. The Chair agrees with the majority in favor of the candidate; and
3. The CFPC agrees in favor of the candidate, with no negative opinions; and
4. The Dean agrees in favor of the candidate.

In summary, a Professional/Clinical promotion candidate whose dossier produces no negative feedback through the Dean's level of review should not expect to be reviewed by the UFPC unless extenuating circumstances prompt the Provost to ask for additional assistance from the UFPC.

The conclusions of the CFPC and UFPC committee must reveal the vote tally; however, the decision must not disclose how individual committee members voted in the decision.

Departments shall ensure that relevant department procedures and/or bylaws are in accord with the principles outlined in this document.

Review Decision

All reviewers shall exercise independent judgment. Each decision, starting with the decision rendered by the Chair, must be accompanied by a rationale for the decision rendered. When a decision is unfavorable, the rationale should provide sufficient detail to enable the candidate to address the concerns in a rebuttal. The conclusions of the CFPC and UFPC committee must reveal the vote tally; however, the decision must not disclose how individual committee members voted in the decision.

Department Procedures and/or Bylaws

Departments shall ensure that relevant department procedures and/or bylaws are in accord with the principles outlined in this document.

Promotion Review Calendar

The following represents the schedule by which the various levels of decisions will be rendered for promotion.

2023

- JUN 30 (Fri)** The Dean shall provide to each Chair a list of faculty members eligible to apply for promotion in the Chair's department.
- SEP 5 (Tue)** Candidate provides curriculum vitae (CV) update and other materials as set out on page 14, Order of Dossier Materials.
- SEP 29 (Fri)** Chair receives peer evaluations and external letters, adding them to the dossier, and confers with candidate.
- OCT 30 (Mon)** Chair adds his/her evaluation to the dossier and must assure that a copy of his/her evaluation is accessible by the candidate no later than this date.
- NOV 6 (Mon)** Candidate adds rebuttal letter (if he/she chooses) to the dossier. Chair forwards dossier to the Dean.
- NOV 7 (Tue)** Dean forwards the dossier to the College Faculty Personnel Committee (CFPC).
- DEC 4 (Mon)** CFPC adds its recommendation and returns the dossier to Dean. CFPC must assure that a copy of the recommendation is accessible by the candidate no later than this date.
- DEC 11 (Mon)** Candidate provides a rebuttal letter (if he/she chooses). The Dean includes the rebuttal in the dossier.

2024

- JAN 9 (Tue)** Dean adds his/her recommendation to the dossier and must assure that a copy of the recommendation is accessible by the candidate no later than this date. Dean also informs the members of CFPC regarding his/her recommendation and sends a copy of recommendation to the candidate's Chair.
- JAN 16 (Tue)** Candidate provides a rebuttal letter (if he/she chooses). The Dean includes the rebuttal in the dossier.

- JAN 17** (Wed) Dean forwards complete dossier to Provost who forwards dossier to University Faculty Personnel Committee (UFPC), when necessary.
- FEB 12** (Mon) UFPC adds its recommendation and forwards complete dossier to Provost. UFPC sends a copy of the recommendation to the candidate, Chair, and Dean.
- FEB 19** (Mon) Candidate provides a rebuttal letter to Provost, if he/she chooses, to be included in dossier.
- MAR 15** (Fri) Deadline for withdrawal for promotion consideration.
- MAR 18** (Mon) Provost adds his/her recommendation and sends a copy to candidate, Chair, Dean, and members of the CFPC and UFPC.
- MAR 25** (Mon) Candidate provides a rebuttal letter (if he/she chooses). The Provost includes the rebuttal in the dossier.
- MAR 26** (Tue) President receives complete dossier.
- APR 22** (Mon) President informs the candidate of the promotion decision, in writing, with copies to Chair, Dean, Provost, and the Chairs of the CFPC and UFPC.
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Special Considerations

1. Enhanced Department Requirements

Departments can exercise more stringent performance requirements than the university standards as described in Part I, as long as they are consistent with the Collective Bargaining Agreement. Such enhancements must be clearly identified in department bylaws as enhancements beyond university standards so reviewers who do not share the department's disciplinary orientation can understand and support the department's standards.

2. Changing Department Standards

Changes in department standards must be consistent with the applicable provisions in the Collective Bargaining Agreement.

3. Joint Appointment

If a faculty member is hired as a joint appointment, the Chairs of the respective departments will confer at the time of the appointment to determine which department will serve as the primary for administrative purposes. The Chair of the primary department shall be responsible for personnel decision processes, but is

obliged to confer with the Chair of the secondary department before rendering judgment. The relevant departments shall confer regarding how the faculty member's scholarly or creative agenda should relate to relevant evaluation criteria. If an existing faculty member's status is changed to a joint appointment, the administrative responsibilities between the departments should be determined at the point the change in status transpires. In a joint appointment, the standard for scholarly production should be a hybrid of the two departments' expectations; the faculty in a shared appointment should not be expected to meet separate production targets for both departments.

Format, Scope, and Custody of Dossier Materials

To facilitate the work of review committees and responsible University officials, candidates applying for Professional/Clinical promotion should arrange their promotion packets and supporting material in the order listed below.

Candidates should restrict the inclusion of materials in their evaluation files to those that are germane to fair consideration of candidate's contributions. Evaluation files that include irrelevant or redundant materials inhibit the work of committees and administrators and are inimical to the best interests of the faculty member and the institution.

Once the candidate submits the dossier, the custody of the dossier moves from Chair to Dean to Provost, in accordance with the promotion schedule. Should the candidate wish to include additional material after submitting the dossier, the custodian of the dossier will indicate date of receipt on the added materials. The custodian must notify the candidate if materials (e.g., late-arriving evaluations) are added to the file after submission. A copy of the materials will be sent to the faculty member within 5 days. See the Collective Bargaining Agreement for additional detail. Materials added after submission shall not trigger reevaluation from reviewers who have already rendered judgment.

Order of Dossier Materials

Faculty will no longer submit printed materials ("binders and buckets") but will upload their files into a new digital system. (*see Appendix B, UWF Interfolio*)

1. **A copy of the approved departmental Professional/Clinical promotion criteria.**
2. **Statement of contributions justifying promotion.** This statement should include the candidate's self-evaluation concerning teaching and service. The candidate should address not only the quantity but the quality and significance of his/her work.
3. **Curriculum Vitae (CV).** The CV should clearly define all teaching and service activities. *Please ensure the CV included is current and up to date.*
4. **Letter of initial appointment.**
5. **Annual work assignments and annual evaluations of the candidate's performance since joining UWF or since his/her last promotion.** Annual evaluation documentation

should include both the Chair and Dean evaluation plus any rebuttal letters that were submitted. Candidates may initially choose to redact the Chair's statements regarding progress toward promotion; however, the candidate must honor a request from any reviewer to submit these statements of progress.

6. **Student evaluation data.** Candidates must submit numerical results of all student course evaluations that have been conducted during the 3 years preceding the review. Those who have been on sabbatical or leave during the preceding 3 years should submit all student course evaluations conducted over the 4 years preceding the review. Ideally, the 3 most recent years of student evaluation data should be considered. If any data are missing for any other reason, the candidate shall offer an explanation.
 - As a result of the disruptions caused by COVID-19, faculty have the option of excluding Fall 2020 student evaluation data. Faculty electing to do so should substitute a previous semester evaluation data in its place. For example, if your three-year period is 2020-21, 2021-22, and 2022-23, and you are excluding Fall 2020, you would then include data from either Spring or Summer 2020 (depending on when you last taught).
7. **External letters of support** (as defined by department bylaws).
8. **Departmental peer evaluations.**
9. **Documentation of special circumstances.** Any situations that require a departure from expected procedure should be documented in this section. Examples include:
 - If a candidate has been unsuccessful in a prior application for promotion, the candidate must include the judgments and recommendations (Chair, CFPC, Dean, UFPC, Provost, and President) from the prior deliberation in this section of the current dossier.
 - If a candidate or Chair has requested materials to be included after the dossier has been submitted, the cover letter making the request should be included in this section of the current dossier.
10. **List of supporting materials.** Examples of Teaching and Professional Service should be included here.

During the course of review, the following documents will be added to the packet and shared with the candidate.

- Recommendation of Chair. (Any rebuttal letter.)
- Recommendation of CFPC (including the vote tally). (Any rebuttal letter.)
- Recommendation of Dean. (Any rebuttal letter.)
- Recommendation of UFPC (including the vote tally). (Any rebuttal letter.)
- Recommendation of Provost. (Any rebuttal letter.)

APPENDIX A

**EVALUATION FORM FOR DEPARTMENT COLLEAGUE REVIEW
FOR NOMINEES BEING CONSIDERED FOR **PROMOTION****

DEPARTMENT OF: _____

COLLEGE OF: _____

UWF policy provides that each nomination for Professional/Clinical promotion shall be acted upon, with careful consideration being given to the qualifications of the faculty member, including evaluations by colleagues. After carefully reviewing the candidate’s dossier, including the departmental criteria for awarding promotion, please complete the evaluation form below which will help in the evaluation process. Please deliver your completed evaluation form to your department chair by [insert date], for inclusion in the dossier being assembled.

PEER EVALUATION FOR: Insert name _____

	Distinguished	Excellent	Good	Fair	Poor	Insufficient Information	Not Applicable
Teaching Effectiveness							
Service Effectiveness							
Academic Advising/Mentoring Effectiveness							
Interactions With Students							
Disciplinary Expertise							
Works Constructively Within the Department							
Overall Contribution to Your Faculty							
Overall University Contribution							
Overall Candidate Ranking							
Overall Candidate Ranking							

Please attach additional comments if needed.

EVALUATOR: _____

DATE: _____

APPENDIX B

UWF INTERFOLIO

Beginning in the fall of 2023, the Division of Academic Affairs will be utilizing Interfolio's Review, Promotion & Tenure (RPT) service to manage submission and review of packets for Tenure, Promotion, Post-Tenure Review, and Sustained Performance Evaluation.

When the new service is live, faculty will no longer submit printed materials ("binders and buckets") but will upload their files into this new digital system. Interfolio will be used for the following application and review processes.

- Tenure and Promotion
- Promotion to Professor
- Promotion for Library Faculty
- Promotion for Professional/Clinical Practice Positions
- Post-Tenure Review
- Sustained Performance Evaluation

Please visit the [UWF Interfolio](#) webpage for more details, including how to access this new system.