



**BOISE STATE UNIVERSITY**

University Policy 4490

## Clinical Faculty

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### **Effective Date**

January 2012

### **Last Revision Date**

January 09, 2024

### **Responsible Party**

Provost and Vice President for Academic Affairs, (208) 426-1202  
Human Resources and Workforce Strategy, (208) 426-1616

### **Scope and Audience**

This policy applies to all Clinical Faculty.

### **Additional Authority**

- Idaho State Board of Education Policy, Section II.G.
  - University Policy 4290 (Annual Faculty Performance Evaluation)
  - University Policy 4460 (Nonreturnees - Faculty)
  - University Policy 7000 (Position Definitions)
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## **1. Policy Purpose**

To provide guidelines for the initial appointment, employment, and promotion of Clinical Faculty.

## 2. Policy Statement

Clinical Faculty play a critical role in the professional curricula. Therefore, they are found in a variety of programs at Boise State University.

## 3. Definitions

### 3.1 Clinical Faculty

Licensed or certified professionals whose primary responsibility involves teaching students in both academic and clinical settings, supervising clinical experiences, and engaging in professionally related community service. While they may, they are not required to participate in research or scholarship activities as part of their regular assignment. They may serve on select committees involving curriculum or program related issues. They are eligible for promotion but not tenure.

## 4. Responsibilities and Procedures

### 4.1 Titles

#### 4.1.1. Clinical Instructor

The title normally granted to newly employed individuals without a terminal degree who occupy a Clinical Faculty position.

#### 4.1.2. Clinical Assistant Professor

The usual entry-level rank for individuals who hold an advanced degree, have demonstrated experience in a clinical area, and have some teaching experience.

#### 4.1.3 Clinical Associate Professor

A rank marking an individual who holds a terminal clinical/ practical degree, as defined by the college. These Clinical Faculty members have a consistent track record of accomplishment as a clinical educator and demonstrated leadership in their department or discipline.

#### 4.1.4 Clinical Professor

A rank of high distinction for an individual with a terminal academic degree and who is regarded as a regional or national authority in the relevant discipline. External letters of evaluation from

recognized leaders in the relevant discipline are used to document achievements commensurate with this rank.

As is the case with academic rank for tenured and tenure-track faculty, titles within the clinical professor series imply a hierarchy of combined education, experience, achievement, and responsibility, with the title of clinical professor corresponding to the highest rank.

## **4.2 Degree and Certification Requirements**

A terminal degree appropriate for the field is desired for Clinical Faculty members, but consideration is extended to individuals with an advanced degree and/ or substantial applied experience and achievement in their profession. Clinical Faculty members must hold appropriate certification/licensure/registration in their disciplines.

## **4.3 General Administration**

### **4.3.1. Supervision**

The department chair or unit supervisor is responsible for supervision of a member of the Clinical Faculty. The chair or supervisor may delegate supervisory responsibility to an appropriate administrator in the department or unit.

### **4.3.2 Benefits**

Clinical Faculty members are benefit-eligible provided they meet state and University eligibility guidelines.

### **4.3.3 Sources of Funding**

While it is desirable that Clinical Faculty members be supported by state appropriated monies, any combination of funding sources may be used to support the salary of a member of the Clinical Faculty, providing that all policies and regulations of the University and the funding sources are satisfied.

### **4.3.4 Obligation of the University**

Boise State is not obligated to provide salary or program support to a member of the Clinical Faculty, except as expressed in the terms of employment.

### **4.3.5 Voting Privileges**

The voting privileges of a member of the Clinical Faculty are determined by policies of the appropriate college and department or unit but only if these policies are consistent with the policies of the University.

#### 4.3.6 Leave of Absence

A leave of absence may be permitted for up to six (6) months upon recommendation of the department chair or unit supervisor and the college dean with approval by the Provost. The leave must be in compliance with all appropriate University and Idaho State Board of Education (SBOE) policies.

### 4.4 Appointment

#### 4.4.1 Search Procedure

The initial appointment to an established Clinical Faculty position is made as the result of a search by a department or unit using a search procedure that is defined by the department or unit and is carried out in compliance with University and Idaho State Board of Education policies.

#### 4.4.2 Initial Employment Procedure

The following information should be included in the hiring documents:

- A recommended title and annual salary;
- A statement of justification for the appointment and salary including the qualifications of the recommended individual (attach resume of candidate);
- Expectations regarding the teaching assignment, participation in department and University service committees, student advising, possible supervision of graduate students;
- Agreements regarding the supporting resources and commitments required of the department or unit, the college, and the University, including office space, clerical and technical support, communications (mail, photocopy, phone, fax, internet), disposable supplies, computer usage, and faculty/staff prices for University-sponsored entertainment events; and
- Other agreements regarding conditions of employment.

#### 4.4.3 Appointment for Renewable, Multi-Year Term

Clinical Faculty members may, at the recommendation of departmental faculty, the department chair, and the dean, be appointed for a renewable multi-year term that meets the following requirements.

- No contract may exceed three (3) years without prior approval by the Idaho State Board of Education;
- All multi-year contracts must be approved in writing by the President, or designee;
- All multi-year contracts must be reported to the Idaho State Board of Education at the next regular meeting; and
- The Clinical Faculty member must maintain satisfactory annual performance reviews with an informal review completed at the end of each semester.

#### 4.4.4 Change from Non-Tenure Track to Tenure Track Appointments

With approval from the chair, dean, and Provost, Clinical Faculty members may change from their non-tenure track position to a tenure track position when it is in the best interest of the program and the University. All faculty appointments are subject to approvals as required by Idaho State Board of Education policies.

### 4.5 Performance Evaluation and Salary Adjustment

#### 4.5.1 Performance Evaluation

- a. Each Clinical Faculty member's performance is evaluated at least annually by the department chair or unit supervisor using the timelines and procedures defined in University Policy 4290 (Annual Faculty Performance Evaluation) and with emphasis on teaching, clinical supervision, and departmental, and/or University service activities. More frequent evaluations may be conducted at the discretion of the department chair or unit supervisor.
- b. The evaluation must include student evaluations and service and may include research/scholarship in the event that any of these activities are part of the current year's activities.
- c. As part of the evaluation process, the employee undergoing evaluation must prepare an annual activity report in a format specified by the department chair or unit supervisor.

- d. Clinical faculty on multi-year contracts must also be reviewed informally at the end of every semester.

#### 4.5.2 Annual Salary Adjustment

Salary adjustments for Clinical Faculty are considered on an annual basis according to procedures and guidelines established by the University for faculty.

### 4.6 Promotion

#### 4.6.1 Maximum Time in Title

A Clinical Faculty member may hold the title of Clinical Instructor for no more than six (6) years measured from the date of initial appointment to rank, excluding FMLA leave. A Clinical Instructor must therefore be approved for promotion before the end of the sixth year or seek a new position within the University or elsewhere. Maximum time in title does not apply to Clinical Faculty holding the titles of clinical assistant professor, clinical associate professor, or clinical professor.

#### 4.6.2 Promotion Criteria

Criteria for promotion of Clinical Faculty are to be developed in advance of the need by the college/department/unit. The criteria for promotion must be approved by the department chair or unit supervisor and by the college dean, must be consistent with the general criteria given in Section 4.4.2, and must be followed by the College Promotion and Tenure Committee.

#### 4.6.3 Experience Requirements

Except under extraordinary circumstances, advancement may not occur before the acquisition of a required number of years of experience as a Clinical Faculty member.

- e. At the time of initial appointment, the department chair or unit supervisor will make a written recommendation to the college dean regarding the application of experience at another academic institution and application of professional (nonacademic) experience toward the years of experience required for promotion; the dean is responsible for making the final determination. Professional (nonacademic) experience of two (2) years or more in the relevant discipline may be substituted for a maximum of two (2) years of the required total experience. University experience requirements are necessary, but not sufficient conditions for promotion.
- f. For promotion from clinical instructor to clinical assistant professor, two (2) years of full-time experience as a Clinical Faculty member are required (i.e., an application for promotion

can be submitted no earlier than during the third full-year of employment at the Boise State University).

- g. For promotion from clinical assistant professor to clinical associate professor, five (5) years of full-time experience as a faculty member is required.
- h. For promotion from clinical associate professor to clinical professor, a minimum of eight (8) years of full-time experience as a Clinical Faculty member is required.

#### 4.6.4 Promotion Folder

The promotion folder must contain at least the following documents:

- A letter from the applicant requesting promotion
- A comprehensive vita
- A concise summary of activities that address the promotion criteria
- All student/course evaluations
- All annual evaluations
- A copy of the position description for the position held by the applicant, and
- Letters of support from at least two colleagues holding clinical or tenure-track faculty appointments at the University.

#### 4.6.5 College Promotion and Tenure Committee

The College Promotion and Tenure Committee is comprised of the existing Promotion & Tenure committee for the College/School/Department plus one Clinical Faculty member of at least clinical associate rank, and if possible, a Clinical Faculty from the applicant's School/Department, or related field, when a Clinical Faculty is to be considered for promotion. Clinical Faculty may not evaluate the promotion or tenure activities of tenured or tenure-track faculty.

#### 4.6.6 Procedure and Timelines

The following procedure and timelines closely follow the promotion guidelines for tenured and tenure-track faculty described in University Policy 4340 (Faculty Tenure and Promotion Guidelines).

- a. If applying for promotion in Fall 2023 or earlier, the candidate for promotion submits to the department chair a promotion folder by September 1st. Candidates going up for promotion in Fall 2024 or thereafter must submit a promotion folder to the department chair by September 15th.
- b. During the month of September, official and Clinical Faculty of the department or unit reviews the promotion folder and provides written input to the chair or supervisor.
- c. The chair forwards the promotion folder along with their recommendation, any clarification that may be required on the applicant's specific responsibilities, written input from tenured, tenure-track, and Clinical Faculty of the department or unit, and a copy of the department or college promotion criteria for Clinical Faculty, to the Promotion Committee by October 15<sup>th</sup>.
- d. The College Promotion and Tenure Committee reviewing the Clinical Faculty for promotion will review and make a recommendation to the dean, and notify the applicant of that recommendation no later than December 1<sup>st</sup>. In the case of a recommendation to deny promotion, the candidate may request a meeting with the committee. The request must be made within five (5) working days of the notification of denial and the meeting must occur within five (5) working days of the request for a meeting.
- e. The College Promotion and Tenure Committee reviewing the Clinical Faculty for promotion shall forward all documents and its recommendation to the college dean by December 15<sup>th</sup>.
- f. The college dean reviews the promotion packet and notifies the candidate of their recommendation by January 15th. In the case of a recommendation to deny promotion, the candidate may request a meeting with the dean. The request must be made within five (5) working days of the notification of denial and the meeting must occur within five (5) working days of the request for a meeting. The dean forwards the promotion packet with their recommendation to the Provost by January 31<sup>st</sup>.
- g. The Provost reviews the promotion packet. The President, in consultation with the Provost, makes their decision to grant or deny promotion and notifies the candidate of the decision by March 1<sup>st</sup>. In the case of a decision to deny promotion, the candidate may request a meeting with the President. The request must be made within five (5) working days of the notification of denial and the meeting must occur within five (5) working days of the request for a meeting.
- h. A candidate may withdraw from consideration for promotion at any time in the above process.



- i. If the promotion is approved by the President, the President notifies the candidate by April 15<sup>th</sup>.

#### 4.6.7 Salary Enhancement

The salary enhancement for promotion of a member of the Clinical Faculty is the same as for promotion of a member of the tenured and tenure-track faculty for comparable ranks.

#### 4.7 Non-Renewal of Contracts

All multi-year contracts must state the contract may be terminated for adequate cause. Notice of non-renewal must be given in writing and in accordance with Idaho State Board of Education Policy, Section II.G.5 (Non-Renewal of Non-Tenured Faculty Members) and University Policy 4460 (Non-Returnees Faculty).

### 5. Related Information

University Policy 4340 (Faculty Tenure and Promotion Guidelines)

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### Revision History

January 1, 2012; January 26, 2012; December 2013; January 09, 2024