



**POLICY & PROCEDURE DOCUMENT**

**Rec. # Recommendation**

2013-03-05 The University Senate recommends that the Provost seek continued approval of the Clinical Track Faculty Policy No. 1.1980.

Approved 3/25/2013

A handwritten signature in black ink, appearing to read "GEM", is located to the left of the approval date.

NUMBER: 1.1980

SECTION: Academic Affairs

TITLE: Clinical Track Faculty

DATE: February 1, 2013

REVISED:

Authorized: A. Gordon Emslie, Provost and Vice President for Academic Affairs

**I. Purpose and Scope**

The primary role of clinical faculty is to contribute to WKU's missions of teaching and outreach in a clinical setting. Clinical faculty may be appointed in all disciplines, and in all academic departments of WKU. This document describes procedures for appointment, evaluation, retention, reappointment, and promotion of clinical faculty.

**II. Policy**

**A. Definitions of Clinical-Track Faculty Positions**

A clinical faculty member is a non-tenure-eligible full-time faculty member engaged primarily in instruction, supervision of students, and/or outreach in a clinical or practice setting. The clinical faculty member usually possesses an earned doctorate, or other terminal degree or the equivalent; however, individuals with a master's degree may hold positions at the Clinical Assistant Professor or Clinical Associate Professor ranks. Individuals appointed to clinical faculty positions are expected to bring a high level of conceptual and theoretical ideas to the tasks at hand and have innovative skill sets that enhance the intellectual development of their colleagues.

There are three ranks of clinical faculty, parallel to the tenure-track ranks:

1. Clinical Assistant Professor

This is typically a person serving in their initial academic appointment.

2. Clinical Associate Professor

This is typically an established scholar with a regional or national reputation. Clinical Associate Professors must have demonstrated a high level of competence in a clinical or practice education setting. A Clinical Associate Professor shall normally have served for at least five years as a Clinical Assistant Professor.

3. Clinical Professor

This is typically a senior scholar with a national or international reputation, who has made substantive impact in their field. A Clinical Professor shall normally have served for at least five years as a Clinical Associate Professor.

B. Reclassification of Existing Clinical Faculty Positions

As of the effective date of this policy, faculty holding the ranks of Clinical Practitioner I, Clinical Practitioner II, and Senior Clinical Practitioner will be deemed to hold appointments as Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor, respectively.

C. Roles, Rights, and Responsibilities of Clinical Faculty

1. Clinical faculty members are in general governed by the rights and responsibilities of tenure-track faculty as outlined in the Faculty Handbook, except that they are not eligible for tenure consideration.
2. The primary assignment of clinical faculty will be teaching, supervision of students, and outreach in a clinical or practice setting. However, clinical faculty members have the same responsibility to contribute to the intellectual life of the university as any other faculty. Clinical faculty are expected to become engaged in academic and scholarly activities including but not limited to serving on departmental or college committees.
3. Clinical faculty members also accept responsibility for respecting the rights of students, other faculty, and staff. Clinical faculty members are expected to maintain honesty and integrity in all professional activities and to adhere to all stated policies and procedures of WKU.
4. Clinical faculty will have access to department resources consistent with their role in the department. This will include office or laboratory space, access to computers and the computer network infrastructure, and to department funds as determined by the department head. The academic unit assumes the responsibility of providing clinical faculty members with appropriate resources such as space and office support.

**III. Procedure**

A. Appointment

1. The process of creating a clinical faculty position should be initiated by a department, with approval of the position made by the dean of the pertinent college, after consultation with the Provost.
2. Applications for clinical faculty positions will be assessed in the same manner as for all faculty positions within the department.
3. The rank of the initial appointment (Clinical Assistant Professor; Clinical Associate Professor; or Clinical Professor) should be based on the stature and accomplishments of the applicant, and shall be determined by the dean, following a recommendation from the department head. The department head should seek the advice of departmental faculty of all tracks at or above the rank suggested.
4. Clinical faculty may be appointed to either nine-month, ten-month, eleven-month, or twelve-month appointments.
5. The appointment letter shall come from the dean, and may be supplemented by a letter from the department head. Appointments will be subject to approval according to the procedure established for other professorial ranks. The duration of the appointment (in years) and the terms of reappointment shall be specified in the appointment letter.
6. Clinical faculty may seek reappointment either at the end of the term of appointment, or up to one year before that time. Reappointment will be made by the dean, with a recommendation from the department head.

#### B. Evaluation

1. Clinical faculty members are expected to provide annual reports to the department head outlining their productivity, using the same reporting mechanisms as tenure-track faculty.
2. Annual review of, and raise determinations for, clinical-track faculty members shall follow the same procedures as for tenure-track faculty.

#### C. Non-Reappointment and Termination

1. A clinical-track faculty member may be terminated for misconduct, or as a result of at least two consecutive annual reviews of "unsatisfactory".

#### D. Promotion

1. A clinical-track faculty member who seeks promotion to a higher clinical rank may do so at any time, but typically at least five years is expected in rank prior to promotion. However, more rapid promotion may be expected for a highly productive faculty member.
2. A promotion file will be prepared that includes at least a *curriculum vitae* (including current and pending funding levels), annual reports while in the present rank, and reference letters from at least three persons outside the university. The promotion procedures and timeline will follow those for tenure-track faculty members, except that the promotion review committee will be comprised all tenure-track and clinical-track faculty in the department at or above the rank being sought in the promotion.

3. Clinical-track faculty members shall receive an increase in pay for any promotion equal to 10% of the median monthly salary of clinical faculty of the existing (pre-promotion) rank, multiplied by the number of months associated with their appointment.

E. Transfer to/from Tenure-Track or Research Faculty Positions

1. There are no provisions for transfer *per se* between a clinical-track position and a tenure-track, research-track, or pedagogical-track position. Such a transfer will require resignation from one position, and appointment *de novo* in a position in the other track.
2. A faculty member within one track may apply for a position in the other track but must resign their current position at the point of beginning performance of a position in the other track. A faculty member with tenure who transfers in the clinical track by resigning from their tenure-track position irrevocably resigns tenure, and may only regain tenure *de novo*.
3. A clinical-track faculty member may hold a future contract for a position in the tenure track (including a position in the pedagogical faculty track), but may not take up that position without resigning from the clinical track.

F. Review of this Policy

1. Notwithstanding the ability of any and all parties to initiate review of this policy under the Policy on Policies (0.0003), this policy shall undergo thorough review either after five years from the date of final approval, or at the point that the number of clinical-track faculty constitute 5% of the total number of faculty of professorial rank at WKU, whichever comes sooner.

**IV. Reason for Revisions**

**V. Related Policies**

- 1.1961 Research-Track Faculty
- 1.1990 Pedagogical-Track Faculty