

Subject: Faculty

Scope: College of Nursing

Approved By: Faculty Assembly

UAMS POLICY FOR APPOINTMENTS AND RECOMMENDATIONS FOR PROMOTION AND TENURE

Policy of the University of Arkansas for Medical Sciences Division of Academic Affairs

Subject: Requests for Initial Appointments and Recommendations for Promotion and Tenure

Number: 2.700

Date Approved (Council of Deans; Provost): January 25, 2013

Last Review/Revision: N/A

Initial Appointments:

1. Recommendations for initial appointment at the rank of Assistant Professor or below are made according to the college's process with approval of the Dean. The Dean sends the letter of appointment to the Provost for review and subsequent approval by the Chancellor.
2. Recommendations for initial appointment at the rank of Associate Professor or above, and with or without tenure, are made according to the college's process, which includes a review by the college's Promotion and Tenure Committee and a recommendation to the Dean about tenure and/or promotion. The Dean sends the letter of appointment to the Provost for review and subsequent approval by the Chancellor.

Promotion and Tenure:

1. Annually in early January the Provost's assistant sends each Dean a memo requesting the following information:
 - a. Recommendations for promotion
 - b. Recommendations for tenure (include a list with campus mailing addresses in addition to the supporting documentation)
 - c. Recommendations for off-campus duty assignments for the next school year (include a list with campus mailing addresses in addition to the supporting documentation)
 - d. List of individuals who are to receive distinguished professor
 - e. List of individuals who are to receive emeritus status at the end of the fiscal year (include a resolution form, department, rank, highest degree, month and year of original appointment, retirement date, and the campus mailing address and home address)
 - f. List of faculty hired and awarded tenure since July of the preceding year
 - g. Number of individuals turned down for promotion and tenure at each level
 - h. Requests for early retirement
2. The reports are due at the end of February.

3. After review by the Provost and approval by the Chancellor, the Provost's assistant prepares and submits the UAMS report to the UA President (UA System Office). The UA Board of Trustees considers the requests at its April meeting and communicates its decisions to UAMS by mid-May.
4. At the end of May, the Chancellor sends a letter of congratulations to each faculty member with a copy to the Dean.

References: University of Arkansas Board of Trustees Policy 405.1 – Appointments, Promotion, Tenure, Non-Reappointment, and Dismissal of Faculty

A. APPOINTMENT, PROMOTION, AND TENURE GUIDELINES, CRITERIA, AND PROCESS

These CON policies and procedures are based on the University of Arkansas Board of Trustees revised policy 405.1 effective July 1, 1980, (and revised September 16, 1994) and UAMS campus general guidelines on promotion and tenure. This revised policy supersedes all existing policies concerning appointment, promotion, tenure, non-reappointment, and dismissal of faculty.

1. Promotion

- a. Promotion in the CON is advancement to a higher rank and title and is based on merit. All promotions must be approved by the Board of Trustees and become effective with the next year's appointment following action of the Board of Trustees, unless a different effective date is approved by them for a specific case.
- b. Promotion in academic rank shall be based primarily on the accomplishments of the individual while in the most recent rank. No minimum time in rank is required before a faculty member is eligible for promotion, nor is there a maximum time an individual may remain in a given rank except as limited by Section IV A.4 and IV A.11. However, individual accomplishments and potential for continued value to the university are required for promotion.
- c. Criteria and evaluative procedures for promotion to each rank, as included in this document, have been recommended by the faculty of the CON in accord with criteria and standards recommended by the campus faculty through its governance structure with the concurrence of the dean, the Chancellor of the University of Arkansas for Medical Sciences campus, and have been approved by the president.
- d. Review for promotion is initiated by the faculty member seeking promotion. The faculty member will forward his/her portfolio to the appropriate associate dean for review. The associate dean's letter of recommendation will be sent to the faculty member by the 1st Monday of August. A faculty member who receives a negative recommendation from the associate dean may elect to forward all materials to the chair of the AP&T committee for consideration.

2. Tenure

- a. Tenure, the right to a continuous appointment, is granted to eligible faculty upon successful completion of a probationary period. Normally, the probationary period is for six years of satisfactory performance.
- b. The probationary period may not extend beyond seven years. For each academic year in which a full-time appointment is held, the faculty member accrues a year of service which applies toward the probationary period. An initial appointment of less than one year will be considered as a full year of service in determining maximum number of years in probationary status except that appointment for summer sessions will not be considered in determining the number of years in probationary status. Time spent on an off-campus duty assignment or leave-of absence-without-pay does not apply toward the probationary period.
- c. Only full-time faculty with ranks of assistant professor, associate professor, and professor are eligible to be awarded tenure. Faculty and other employees with the following titles are ineligible to be awarded tenure: adjunct, or visiting faculty, lecturers; research associates or research assistants; and all clinical ranks.
- d. Other administrators and staff whose primary duties do not involve teaching regularly-scheduled credit-hour courses, but who occasionally teach courses, are not eligible for tenure and do not acquire credit for service toward tenure for such teaching activities.
- e. Tenure rights apply to the area or areas of the faculty member's expertise and in the academic unit(s) in which his/her position is budgeted. (Examples: Department of English, UA, Fayetteville, not College of Arts and Sciences; School of Law, UALR; Library, UA; Departments of Music and Education, UAPB). In this document the academic unit is considered to be the CON. Should a faculty member hold less than a full-time appointment, tenure rights (the right to continuous appointment) apply only to that portion of time specified at the time of appointment. Tenure rights are confined to a particular campus and not applicable on another campus of the University of Arkansas.
- f. Faculty members in tenure-track positions shall be advised by the Dean of the College of Nursing of the time when decisions affecting tenure are to be made. Review for tenure is initiated by the faculty seeking tenure.
- g. Faculty members, on acquiring tenure rights, shall receive a notice from the President affirming the acquisition of such rights. No person shall lose tenure rights by acceptance of leave-of-absence or by appointment to a University of Arkansas administrative position.
- h. Tenure becomes effective at the beginning of the nine-, ten-, or twelve- month appointment period following the President's action granting tenure (July 1 for 12-month appointments and the beginning of the fall semester for 9- and 10-month appointments).

- i. An individual in a tenure-track position who was not awarded tenure with any of the first 6 full-time academic year or fiscal year appointments must be evaluated as specified in Policy 405.1 during the sixth appointment. If he/she is not approved for tenure, the seventh appointment shall be a terminal appointment.
 - j. Faculty members holding tenure rights may be dismissed for cause only after the procedures prescribed in Board Policy 405.1 have been followed. A tenured person notified that he/she will be so dismissed will, except in cases of moral turpitude, be given notice of dismissal 12 months prior to termination of employment. This provision does not create an award of severance pay but assumes the full performance of university responsibilities and duties assigned for the period between dismissal notice and final termination.
3. Faculty Appointment, Promotion, and Tenure (AP&T) Committee
- a. The AP&T committee shall be a standing committee of the CON. This committee shall evaluate those faculty members who wish peer review of their eligibility for promotion and/or tenure.
 - b. The AP&T committee shall review all materials from such faculty member according to the written college and university criteria and make recommendations for promotion and/or tenure to the dean.
 - c. All applicants being considered for initial appointment at more than the entry rank (assistant professor rank for tenure track and clinical instructor rank for the non-tenure track) shall be evaluated by the AP&T committee according to the written college and university criteria. Recommendations for rank and/or tenure status shall be forwarded to the dean.
 - d. Membership
 1. The CON AP&T committee shall be constituted as described in the CON bylaws.
 2. A member of the AP&T committee who seeks promotion shall resign from the committee; the faculty shall then elect a new member to fill the vacancy.
 3. In the event a committee member resigns or is unable to complete the term of membership, the faculty shall then elect a new member to fill the vacancy.
 - e. Responsibilities

The faculty responsibilities are described in the CON bylaws.
 - f. Promotion and/or tenure procedure
 1. New faculty should attend a meeting hosted by the AP&T committee during their first semester of employment.

2. Preliminary review – After no more than 2½ years of service, tenure track faculty are strongly encouraged to submit a preliminary portfolio. Non-tenure track faculty is encouraged to submit preliminary portfolio for review at least one year prior to requesting promotion. The portfolio is due to the AP&T chair by the 4th Monday of January. Reviews will occur only in the spring semester. The AP&T committee will provide individuals a written, confidential, non-binding critique of the portfolio by the 4th Monday of March. A faculty member may request a meeting with the chair of the committee to discuss the assessment. Faculty is encouraged to share the critique with their administrators.
3. Tenure track faculty shall be notified by the dean of their tenure clock status on an annual basis. A table will be sent to all faculty consisting of items designating appointment date, tenure track, non-tenure track, date of last promotion, rank, worksite, year to submit tenure packet, academic year of tenure decision, and tenure.
4. At the time of annual review, the appropriate administrator shall review each faculty member's status in regard to promotion and tenure. The annual review conference for each faculty member shall include a discussion of the faculty member's goals as they relate to promotion and tenure. The annual review report shall reflect the faculty member's progress toward promotion and/or tenure with suggestions for meeting the criteria.
5. By the 4th Monday of January, a faculty member planning to submit his/her portfolio for the upcoming AP&T portfolio submission deadline shall submit a letter of intent for portfolio submission to the appropriate associate dean and send a copy of the letter to the chair of AP&T. The faculty member is encouraged to seek guidance from the associate dean to determine his/her readiness for portfolio submission.
6. It is the responsibility of the faculty members seeking peer review for promotion and/or tenure to prepare and submit their portfolio of accomplishments. The portfolio should be prepared according to the guidelines for the preparation of an appointment, promotion, and/or tenure portfolio.
 - a. The portfolio shall be submitted to the chair of the AP&T committee no later than the 4th Monday of August of the academic year in which the review will occur.
 - b. A list of references shall be submitted by the faculty member to the chair of the AP&T committee no later than the 4th Monday of August of the academic year in which the review will occur. The chair of the committee will request confidential letters of reference from among those provided by the faculty member. If the faculty member is being considered for both promotion and tenure, individuals providing references will be asked to speak to each. The college's criteria for promotion and tenure will accompany the request.

- c. References should be selective and include persons who can speak directly to the faculty member's contributions as they relate to the criteria for promotion and/or tenure. For each person listed, indicate
 1. Name, mailing address, email address, and phone number.
 2. The nature of your relationship with the individual or the role in which you are known to the individual.
 3. The set of criteria (teaching, research, or service) that the individual can best address.
 - d. The AP&T committee may seek such additional supporting materials as deemed necessary to an accurate review. Unsolicited information, written and/or oral, should not be submitted to the committee.
7. The chair of the AP&T committee shall forward the applicant's portfolio and request for recommendation to the appropriate administrator.
 8. The appropriate administrator's recommendation to promote and/or award tenure, with rationale and supporting evidence, shall be communicated in writing to the faculty member, the dean, and the chair of the AP&T committee no later than the 2nd Monday of September.
 9. A faculty member who receives an unfavorable recommendation from their appropriate administrator may elect to request portfolio review by the AP&T committee. To do so, the faculty member should send a written request for committee review to the chair of the AP&T committee with copies to the appropriate administrator and the dean, no later than the 4th Monday of September. A faculty member who has not received a favorable recommendation from their appropriate administrator and who DOES NOT request committee review in writing will not be reviewed by the committee. The faculty member's portfolio will be returned un-reviewed by the committee.
 10. No later than the second week in November, the AP&T committee shall meet and evaluate those faculty members being considered for promotion and/or tenure according to the college and university guidelines and criteria.
 11. The AP&T committee shall forward its written recommendations, with reasons, to the dean no later than December 1 and to the faculty member no later than December 8.
 12. The dean shall send his/her recommendations to the faculty member, the appropriate associate dean, and the chancellor. The dean's and the AP&T committee's recommendation will be sent to the chancellor.
 13. The dean's final recommendation, whether affirmative or negative, is sent to the faculty member, appropriate associate dean, and the chancellor.

14. If the faculty member is not recommended for promotion and/or tenure by the dean, the candidate may choose to withdraw from further consideration. The faculty member shall within 5 working days after receipt of the dean's recommendation initiate the appeals procedure.
15. Appeals are handled through the UAMS appeals procedures outlined in board policy 405.1.

Revised April 2011

4. Criteria

- a. Reappointment to a given rank requires that the individual meets the requirements of that rank and shows good year-to-year progress. An individual's work will be evaluated not only for the merit of particular accomplishments but also for commitment to and participation in total program goals.
- b. Promotion requires that the individual has shown substantial progress and has demonstrated the ability to meet the criteria of the next rank. It is not based on time in rank only. An individual might be considered a valuable faculty member at a certain rank for many years, yet not show sufficient progress to merit promotion.
- c. The decision concerning the reappointment, promotion, and/or tenure of an individual will be based on an evaluation of work in three broad categories:
 1. Teaching
 2. Scholarly activity
 3. Service

Revised July 1998

5. Criteria for tenure

- a. Tenure denotes the right to continuous appointment as a member of the faculty. Tenure also denotes recognition by the institution that the individual has demonstrated professional and personal integrity, as well as intellectual qualities which are important for the growth and quality of the program, the institution, and the larger nursing community.

The following criteria will be used to evaluate faculty for tenure.

Evidence of

1. Consistent contributions to the development and achievement of college goals.
2. Continuous professional growth and potential for continued growth in productivity.

3. Expertise in teaching and in area of specialization.
4. Recognition of expertise with reputation beyond this college.
5. Evidence of a consistent trajectory of scholarly inquiry.
6. Continuous and effective leadership within the college and larger community.

b. Implementation of these criteria will apply to tenure track faculty as of fall 1996.

Approved by Faculty Assembly May 1995

B. APPOINTMENT, PROMOTION, AND TENURE CRITERIA FOR TENURE

Criteria for Tenure Track (General Guidelines)

A doctoral degree is required to enter the tenure track. Either the master's or doctoral degree must be in nursing.

Experience in teaching at previous ranks or teaching experience in an area that requires equivalent knowledge and skills is required for appointment or promotion to a specific rank.

An individual seeking appointment or promotion to any rank is expected to have met all criteria for the previous rank as well as the criteria listed for the rank sought.

An individual seeking tenure is expected to meet all criteria for Assistant and associate professor.

At the end of 5 years in rank, an assistant professor must apply for promotion to associate professor and tenure.

Initial appointment to the rank of associate professor or professor will be independent of tenure. After 2 years in rank, a person appointed at either rank may apply for tenure.

1. Instructor

No such position.

2. Assistant Professor

TEACHING

Core Criteria

- a. Demonstrates mastery of skills and knowledge of content and research in own clinical specialty area.
- b. Demonstrates knowledge and skills in course development, teaching, and evaluation.
- c. Designs and implements instruction, including classes, clinical assignments, and student assignments, to reflect clarity, creativity, appropriate educational level of student, reasonable teaching methods, and appropriate evaluation procedures.

- d. Demonstrates organized classroom presentations appropriate to course objectives and learning needs of the students.
- e. Demonstrates effective communication and interpersonal skills to develop collaborative relationships within the college and other settings.
- f. Applies current research and theory in classroom and clinical teaching.

Primary Mission

Academic preparation and/or previous activities show ability to progress in the teaching arena.

For example:

- a. Course and/or curriculum development
- b. Development of educational programs
- c. Use of innovative teaching strategies
- d. Presentations
- e. Publications

RESEARCH

Core Criteria

- a. Participates in research projects as an individual or with a team.
- b. Integrates research methods and findings into curriculum and course related activities.

Primary Mission

Academic preparation and/or previous activities show ability to progress in the research arena.

For example:

- a. Principal or co-investigator on research projects
- b. Small grant funding
- c. Presentations
- d. Publications

SERVICE

Core Criteria

- a. Participates in health care organizations and/or college committees and special assignments.
- b. Participates in professional organizations at local or state level(s).
- c. Uses research findings in area of specialization.

Primary Mission

Academic preparation and/or previous activities show ability to progress in the service arena.

For example:

- a. Health policy
- b. Advanced practice with individuals or organizations
- c. Community service
- d. Presentations
- e. Publications

3. Associate Professor

TEACHING

Core Criteria

- a. Demonstrates mastery of current content in related support/core courses.
- b. Uses innovative teaching strategies.
- c. Participates in course and curriculum development, implementation, and evaluation.

Primary Mission

- a. Demonstrates leadership in course and curriculum development, implementation, and evaluation.
- b. Integrates educational theories into curriculum and course related activities.
- c. Guides less experienced faculty in use of teaching strategies, course development, implementation, and evaluation.
- d. Designs, tests, and evaluates innovative teaching strategies.
- e. Recognized as a master teacher by faculty, students, and/or professional colleagues.
- f. Demonstrates beginning success at securing extramural funding for educational programs.

RESEARCH

Core Criteria

- a. Consistent involvement in research projects as an individual or with a team.
- b. Uses research as a foundation for scholarly work.
- c. Continues to present scholarly papers at local or state and regional, national, or international meetings.
- d. Continues to publish scholarly papers in peer reviewed journals.

Primary Mission

- a. Demonstrates leadership as principal investigator, co-principal investigator or co-investigator on research projects.
- b. Guides less experienced faculty in designing and utilizing research and/or writing research proposals, grants, and manuscripts.
- c. Collaborates in design, implementation, and evaluation of research projects with interdisciplinary colleagues.
- d. Recognized as a master researcher by faculty, students, and/or professional colleagues.
- e. Demonstrates beginning success at securing extramural funding for research/evaluation projects.

SERVICE

Core Criteria

- a. Demonstrates leadership on college committees related to area of expertise.
- b. Serves on campus committees or completes special assignments.
- c. Exemplifies leadership and professional involvement in advanced practice by either
 1. Activities in professional organizations at local, state, or national level or in organizations that may effect change in health care nursing or education.
 2. Participation in community service activities; e.g.
 - a. Membership on community boards
 - b. In-service or continuing education offerings to other agencies or community groups
 - c. Special health-related projects sponsored by organizations
 - d. Consultation in own specialty area at individual or organizational level
 - e. Direct care delivery

Primary Mission

- a. Demonstrates leadership in the service arena by
 1. Engaging in faculty advanced practice at the individual or organizational level.
 2. Providing leadership in activities that provide community service:
 - a. Community board responsibilities
 - b. In-service/CE programs

- c. Special health-related projects
 - d. Improvement in health care delivery
- b. Integrates service activities into curriculum and course related activities.
- c. Guides less experienced faculty in service related activities.
- d. Contributes to policy design/ reformulation; e.g., development of protocols, standards of care, critical pathways, practice guidelines, organizational policies and procedures.
- e. Is recognized as a master advanced practitioner by faculty, students, and/or professional colleagues.
- f. Demonstrates beginning success at securing funding or received reimbursement for patient services provided or health care delivery systems programs.

4. **Professor**

TEACHING

Core Criteria

- a. Participates in program planning, implementation, and evaluation.
- b. Maintains participation in course and curriculum development, implementation, and/or evaluation in area of expertise.
- c. Is recognized as a master teacher by faculty, students, and/or professional colleagues.

Primary Mission

- a. Provides leadership in program planning, implementation, and evaluation.
- b. Presents synthesis of educational research and theories and tests and evaluates innovative teaching strategies for integration into the curriculum and/or professional continuing education opportunities.
- c. Demonstrates consistent success in obtaining funding for scholarly teaching activities.
- d. Participates in mentoring of faculty in area of teaching.
- e. Is recognized beyond the state for expertise in the educational arena.

RESEARCH

Core Criteria

- a. Serves as principal or co-investigator for extramurally funded research and/or program grants.
- b. Collaborates in design, implementation, and evaluation of research/program projects with intradisciplinary or interdisciplinary colleagues.
- c. Consistently presents scholarly papers at regional, national, or international meetings.
- d. Consistently publishes scholarly papers, including data-based manuscripts, in refereed journals.

Primary Mission

- a. Provides leadership as principal investigator on peer reviewed and competitive projects.
- b. Collaborates in the design, implementation, and evaluation of research projects with interdisciplinary colleagues.
- c. Demonstrates consistent success in obtaining funding for an established line of inquiry.
- d. Participates in mentoring of faculty in area of research.
- e. Is recognized beyond the state for expertise in the research arena.

SERVICE

Core Criteria

- a. Demonstrates leadership on committees at college, campus, or university levels.
- b. Expands scope and/or depth of leadership/professional involvement in advanced practice by
 1. Activities in professional organizations at local, state, or national or international level or in organizations that may effect change in health care nursing or education.
 2. Participation in community service activities:
 - a. Membership on boards
 - b. In-service or continuing education offerings to other agencies or community groups

- c. Special health-related projects sponsored by organizations
- d. Consultation in own specialty area at individual or organizational level
- e. Direct care delivery

Primary Mission

- a. Provides leadership in research-based policy design/formation, e.g., development of protocols, standards of care, critical pathways, practice guidelines, organizational policies, and procedures.
- b. Expands scope/depth of leadership in the service arena at the state, national, or international level by
 - 1. Engaging in faculty advanced practice at the individual or organizational level.
 - 2. Providing leadership in activities that provide health related service; e.g.
 - a. Board responsibilities
 - b. In-service/continuing education programs
 - c. Special health-related projects
 - d. Improvement in health care delivery
- c. Demonstrates consistent success in obtaining funding for service activities.
- d. Participates in mentoring of faculty in area of service.
- e. Is recognized beyond the state for expertise in the service arena.

Revised April 2001

C. APPOINTMENT AND PROMOTION CRITERIA FOR CLINICAL NON-TENURE TRACK

The term "clinical" designates a clinical specialty emphasis. Teaching at these ranks encompasses both didactic and practicum courses.

Criteria for Non-Tenure Track (General Guidelines)

A master's degree in a discipline relevant to health care is required for entry to the clinical track.

An individual holding a doctoral degree in nursing or a doctoral degree in another discipline with a master's degree in nursing may, on appointment, request a clinical track appointment.

A doctoral degree, with either the master's or doctoral degree in nursing, is required for appointment or promotion to the rank of clinical professor.

Experience in teaching at previous rank or teaching experience in an area that requires equivalent knowledge and skill is required for appointment to the rank of clinical assistant professor or above.

An individual seeking appointment or promotion to any rank is expected to have met criteria for the previous rank as well as the criteria listed for the rank sought.

An individual holding a clinical track appointment who meets the general requirements for a tenure track appointment may petition for a change to the tenure track. Such a change will be processed and reviewed in the same way as are initial appointments.

Performance and progression in the clinical track influences reappointment decisions.

1. Clinical Instructor

TEACHING

- a. Provides evidence of mastery of skills and knowledge of content in own specialty area.
- b. Demonstrates knowledge and skills necessary for classroom and clinical teaching
 1. Organizes classroom presentations and develops requirements according to course objectives.
 2. Plans and develops lectures and discussion that demonstrate mastery of content and current research in subject area.
 3. Implements teaching strategies appropriate to course objectives and student learning needs.
 4. Writes test items based on course objectives and psychometric principles.
 5. Makes clinical assignments congruent with course objectives and individual student learning needs.
 6. Provides adequate practicum guidance to meet individual student needs.
 7. Systematically evaluates contribution of course to student learning needs and development. Identifies problems, determines priorities and recommends specific measures for improvement.
- c. Provides effective liaison between the college and collaborating agencies and organizations.

RESEARCH

None for appointment

SERVICE

- a. Participates on committees in college or health service organizations.
- b. Develops beginning leadership skills through participation in professional organizations.

2. Clinical Assistant Professor

TEACHING

- a. Demonstrates mastery of skills and knowledge of content and research in own clinical specialty area.
- b. Demonstrates knowledge and skills in course development, teaching, and evaluation
 1. Designs and implements instruction, including classes, clinical assignments and student assignments, to reflect clarity, creativity, appropriate educational level of student, teaching methods, and evaluation procedures.
 2. Demonstrates organized classroom presentations appropriate to course objectives and learning needs of students.
- c. Demonstrates effective communication interpersonal skills to develop collaborative relationships within the college and other settings.
- d. Applies current research and theory in classroom and clinical teaching.

RESEARCH

- a. Utilizes research in area of specialization.
- b. Shares expertise with the professional community by either
 1. Presenting scholarly products at local and state professional meetings.
 2. Developing evidenced-based materials such as patient teaching booklets, media productions, pamphlets, and/or clinical protocols.

SERVICE

- a. Participates in health care organization and/or college committees and special assignments.
- b. Continues to develop leadership and professional involvement in advanced practice by

1. Serving as committee member or officer in local and state professional organizations or other organizations that may affect change in health care, nursing, or education.
2. Participating in community service activities
 - a. Membership on community boards
 - b. In-service or continuing education offerings to other agencies or community groups
 - c. Special health-related projects sponsored by organizations
 - d. Consultation in own specialty area at individual or organizational level
 - e. Direct care delivery
 - f. Dissemination of health care information to consumers through the popular media
- c. Acts as liaison between academia and service to improve student experiences and quality of care in agencies.

3. Clinical Associate Professor

TEACHING

- a. Demonstrates mastery of current content in related support/core courses.
- b. Uses innovative teaching strategies.
- c. Demonstrates leadership in course and curriculum development, implementation, and/or evaluation.
- d. Integrates educational theories into curriculum and course related activities.
- e. Guides less experienced faculty in use of teaching strategies, course development, implementation, and evaluation.
- f. Is recognized as a master teacher by faculty, students, and/or professional colleagues.

RESEARCH

- a. Collaborates in the initiating and conducting of research/program projects.
- b. Uses research literature as a foundation for scholarly work.
- c. Presents scholarly products at local or state and regional levels.
- d. Publishes scholarly papers in peer-reviewed journals.

SERVICE

- a. Demonstrates leadership on college committees, especially related to area of expertise.
- b. Serves on campus committees or completes special assignments.
- c. Exemplifies leadership and professional involvement in advanced practice by
 1. Continued involvement in local, state, regional, or national level professional organizations or other organizations that may affect change in health care, nursing, or education.

2. Participation in community service activities; e.g.
 - a. Membership on community boards
 - b. In-service or continuing education offerings to other agencies or community groups
 - c. Special health-related projects sponsored by organizations
 - d. Consultation in own specialty area at individual or organizational level
 - e. Direct care delivery
 - f. Dissemination of health care information to consumers through the popular media
- d. Integrates service activities into curriculum and course related activities.
- e. Guides less experienced faculty in service related activities.
- f. Is recognized as an expert advanced practitioner by faculty, students, and/or professional colleagues.

4. **Clinical Professor**

TEACHING

- a. Demonstrates leadership in program planning, implementation, and/or evaluation.
- b. Continues leadership in course and curriculum development, implementation and/or evaluation.
- c. Is recognized as a master teacher by faculty, students, and/or professional colleagues.
- d. Participates in mentoring of faculty in area of teaching.

RESEARCH

- a. Collaborates in the initiation and conduct of research/program projects with intradisciplinary or interdisciplinary colleagues.
- b. Continues to use research as a foundation for scholarly work.
- c. Consistently presents scholarly papers at state, national, or international meetings.
- d. Consistently publishes scholarly papers in peer-reviewed journals.

SERVICE

- a. Demonstrates leadership on committees at college, campus, or university level.
- b. Expands scope and/or depth of leadership/professional involvement in advanced practice by
 1. Continued involvement in local, state, regional, or national level professional organizations or other organizations that may effect change in health care, nursing, or education.

2. Participation in community service activities; e.g.
 - a. Activities on boards
 - b. In-service or continuing education offerings to other agencies or community groups
 - c. Special health-related projects sponsored by organizations
 - d. Consultation in own specialty area at individual or organizational level
 - e. Direct care delivery
 - f. Dissemination of health care information to consumers through the popular media

- c. Participates in mentoring of faculty in area of service.

D. GUIDELINES FOR PREPARATION OF MATERIALS FOR REVIEW

Portfolio must indicate the primary mission and be organized by each criterion of the requesting rank for promotion or tenure. Portfolio may be submitted either in a one and half inch binder or in an electronic copy in PDF format. Faculty members shall submit their portfolio to the chair of AP&T committee.

1. Education

Guidelines for Self-Evaluation Summary (speak to relevant criteria for track and rank)

- a. For clarity, the narrative may be organized by criteria for relevant track and rank. Remember, be concise; this is a summary, and should not need to exceed 2 or 3 pages for each mission. Where possible, in the narrative, simply refer the reader to specific sections of your CV or annual reports for detailed information. In this narrative, analyze your overall contributions to the CON's teaching programs. Specifically, describe the nature, type, and extent of your teaching involvement in the areas of course delivery, curriculum design, implementation, and evaluation and innovations. If applicable, identify your role and responsibilities in the acquisition of education grants which have been applied for or secured. For new programs, summarize your specific role and responsibilities in the development and implementation of the program and how each demonstrates growth and meets the criteria for promotion and/or tenure.
- b. Discuss evaluations for the past 5 years from peers, administrators, and students.
- c. Examples of Support Materials (as relevant to criteria for rank and each mission)
 1. Choose your best example to support comments in narrative and place in Appendix.

2. Examples of appropriate materials may include
 - a. Excerpts from student products with faculty critique
 - b. List of course-generated and faculty-guided publications/presentations by students and one example
 - c. Course materials developed for students (List one best example.)
 - d. Example of innovative/creative teaching methods developed, adapted, used, or disseminated
 - e. Example of work with student experiencing academic difficulty
 - f. Evidence of guidance given to students or advisees regarding career planning, further education, or employment
 - g. Unsolicited written comments from students or their families; e.g. letters
 - h. Honors/awards received from students and/or peers
 - i. Copies of annual reports from the last 5 years
 - j. Letter from peers or administrators related to teaching
 - k. Evidence of help given to colleagues on teaching improvement
 - l. References to CV as appropriate

ATTACHMENT A
Table of Course/Faculty Evaluations

ACTIVITIES:

	2007 Course/ Faculty	2008 Course/ Faculty	2009 Course/ Faculty	2010 Course/ Faculty	2011 Course/ Faculty
<u>Course #/name:</u>					
Summer	-	-	-	-	-
Fall	3.95/ 4.23	-	4.22/ 4.34	4.25/ 4.68	4.50/ 4.79
Spring (session1) (session2)	-	-	-	-	-
<u>Course #/name:</u>					
Summer	-	4.22/ 4.34	-	4.25/ 4.68	-
Fall	3.95/ 4.23	-	4.22/ 4.34	-	4.50/ 4.79
Spring (session1) (session2)	-	4.22/ 4.34	4.22/ 4.34	4.25/ 4.68	4.50/ 4.79
	-	-	-	-	-

2. Research/Scholarship

- a. Expectations for involvement in research activities vary according to rank. Do not repeat details listed in other documents, but indicate the page(s) in the vitae or annual report where the list may be found. Provide an overview of the nature of your research activities appropriate to the criteria of the rank you are seeking, including a critical analysis of your contributions and their value. This overview should reflect not only what you have done or been involved with but also show how your activities show growth. Your summary should not enumerate activities but rather should show the kinds of experiences you have had, how your contributions have become more extensive or complex, how your contributions are preparing you to take on more independent activities, and how your activities are helping you to develop skills for leadership roles.

Funded research/grant activities: (If applicable)

List all funded research grant activities. For each entry give the title, the name of the principle investigator, the name of the funding agency, the amount of funding obtained, the grant period, the status of the work, and your contributions to the grant: Extramural grants; Intramural grants.

Non-funded research activities:

List only non-funded research activities. Include the title of the project, the name of the principle investigator, the status of the project, your contributions to the project, and major products stemming from the project.

- b. Publications. Do not repeat information in the vitae but indicate the page(s) in the vitae where the list of publications may be found. (See definition in Attachment B)

The following information should be presented in a table. (See Attachment C)

1. Refereed publications. Number of data-based and non-data-based publications each calendar year since last review within the college or for each of the last 5 years. If tenure is being requested, give the information for each year of the last 5 years. If career exceeds 5 years in length, summarize all years previous to last 5 years.
2. Non-refereed publications. Number each year since last review within the college or for each of the last 5 years. If tenure is being requested, give information for each year of the last five 5. If career exceeds 5 years in length, summarize all years previous to last 5 years.

For example, the format for a faculty member requesting review for promotion to Associate Professor with tenure might look like Attachment F.

- c. Presentations: Do not repeat information in the vitae but indicate the page(s) in the vitae where the list of presentations may be found. (see definitions in Attachment D) Prepare a summary of activities for inclusion following the general format as described for publications.
- d. Examples of Support Materials (as relevant to criteria for rank and each mission)
1. Letters, other related correspondence, abstracts
 2. A copy of one refereed data-based article and one refereed non-data based publication that best reflects your scholarly abilities
 3. Selected correspondence regarding publication
 4. Example of protocol or other scholarly, research utilization project
 5. Programs, abstracts, letters of acceptance or appreciation
 6. Letters from board/committee chairs that evaluate your fulfillment of commitments

ATTACHMENT B
Definitions of Publications

Publications: Manuscripts that have been published or have been accepted and are waiting to be disseminated. Conference abstracts are not considered as publications.

Refereed publications: Publications that have completed the formal peer review process. Authors submit manuscripts to a journal editor and the editor assigns it to members of the journal review panel who complete a blind review of the manuscript (they do not know the identity of the author). The editor communicates with the authors about the manuscript's suitability for publication based on the review panel's recommendation.

Non-refereed publications: Publications that do not go through the formal review process. Even though a journal editor might make suggestions for revisions, this is not considered peer review as described above.

Data-based publications: A publication that describes the process used to obtain data, the questions asked of data, the analyses completed on the data, and the interpretations made of the data.

Non-data-based publications: Any publications not falling into the above definitions.

Revised 2011

ATTACHMENT C
Table of Publications

Date of Employment: 1995

ACTIVITIES:

	Before 2009	2009	2010	2011
<u>Refereed Publications:</u>				
Data based	0	1	0	0
Non-data based	0	0	0	2
<u>Non-refereed Publications:</u>				
Books	0	0	0	0
Monographs	0	0	0	0
Book Chapters	1	1	1	1
Newsletter Articles	0	0	0	0
Journal Articles	0	1	0	4
Editorials	0	0	0	1
<u>Media Products for Dissemination</u>				
Interactive video/DVD	0	0	0	0
Simulations	0	0	1	0

For an applicant who has been on faculty and on the tenure track for 5 or more years and coming up for mandatory tenure review, the table would look very similar. The 5 right most column headings would be labeled with the most recent 5 years.

Immediately before the first of the 5 years would be a column in which the cumulative previous activity would be recorded. The column label would designate the relevant aggregate of years, e.g.; 1988-1997.

ATTACHMENT D
Definitions of Presentations

Refereed: Presentations that have received and been selected by a formal peer review process.

Non-refereed: Presentations that did not go through a formal peer review process.

Invited: Presentations that occur in response to a formal invitation from a professional group.

International: Presentations completed for conferences that identify themselves as international such as Fourth Annual Sigma Theta Tau International Research Conference; conferences sponsored by international organizations such as ICN : Foreign institutions such as workshops or lectures given as part of a visiting scholars exchange.

National: Presentations completed for conferences that identify themselves as national in nature such as National Instrumentation Conference sponsored by the University of Arizona; conferences sponsored by national organizations such as Council of Nurse Researchers or ANA; conferences sponsored by U.S. Institutions such as workshops of lectures given as part of a visiting scholars exchange.

Regional: Presentations completed for conferences that identify themselves as regional or are sponsored by a regional organization such as Southern Nursing Research Society; other presentations such as Southern Region Education Board.

State: Presentations completed for organizations such as ArNA or State chapter of specialty organizations.

Local: Presentations completed for organizations such as Local District of the ArNA or Gamma XI Chapter of STTI.

ATTACHMENT E

Date of Employment or Last AP&T Review August, 20XX

	Year	Year	Year	Year	Year
<u>International:</u>					
Refereed Podium	0	0	0	0	1
Refereed Poster	0	0	0	0	0
Non-Refereed/Invited Presentation	0	0	0	0	0
Non-Refereed/Invited Lecture/Workshop	0	0	0	0	0
Discussant/Moderator	0	0	0	0	0
<u>National:</u>					
Refereed Podium	0	0	1	0	0
Refereed Poster	0	0	0	0	1
Non-Refereed/Invited Presentation	0	0	0	0	0
Non-Refereed/Invited Lecture/Workshop	0	0	0	0	0
Discussant/Moderator	0	0	0	0	0
<u>Regional:</u>					
Refereed Podium	0	0	2	0	1
Refereed Poster	0	1	0	1	1
Non-Refereed/Invited Presentation	0	0	0	0	0
Non-Refereed/Invited Lecture/Workshop	0	0	0	0	0
Discussant/Moderator	0	0	0	0	0
<u>State:</u>					
Refereed Podium	0	1	0	0	1
Refereed Poster	0	0	0	1	0
Non-Refereed/Invited Presentation	0	0	0	0	0
Non-Refereed/Invited Lecture/Workshop	0	0	1	0	0
Discussant/Moderator	0	0	0	0	0
<u>Local:</u>					
Refereed Podium	0	1	1	0	1
Refereed Poster	0	0	1	1	1
Non-Refereed/Invited Presentation	0	0	0	0	0
Non-Refereed/Invited Lecture/Workshop	0	0	0	1	0
Discussant/Moderator	0	0	0	0	0

3. Service

- a. Provide an overview of the nature, type, and extent of your service activity involvement, including an analysis of contributions made, and how they meet the requirements for promotion/tenure.

If relevant, describe your involvement and your contribution to student recruitment/advisement activities, such as information sessions, career-day involvement, and assigned advisees.

- b. Major contributions: Include a list arranged in chronological order of service in each of the following areas (arranged in the order given). Your role and the major contribution of the service should be briefly indicated for each item on the list.

1. University of Arkansas

- a. Department
- b. College
- c. Campus
- d. University

2. Professional Organizations

- a. International
- b. National
- c. Regional
- d. State
- e. Local

3. Community Service (include activities reflecting expertise in the field of nursing)

- a. Regional
- b. State
- c. Local

4. Consultation (includes activities reflecting expertise)

- a. International
- b. National
- c. Regional
- d. State
- e. Local

5. Clinical Practice

Description of practice setting, population served, and amount of time.

6. Other health related service activities

Description of participation in projects or activities of professional or service groups.

Revised April 2001

ATTACHMENT F
Electronic Submission of Portfolio

The electronic copy must be prepared in PDF format within a 500-page limit. Faculty members shall organize their portfolios in the following order.

Cover page
Routing form
Letter from Associate Dean
Table of content
CV
List of references
Annual review reports (last page only)

Education

Narrative Summary
Table of the average scores of students' course/faculty evaluations by each course for the past 5 years
Evaluations for the past 5 years from peers, administrators, and students' course/faculty evaluations

Research/scholarship

Narrative Summary
Tables of publication and presentation
List of grant activity
List of publications and presentations

Service

Narrative Summary
List of services

Revised 2011

APPENDIX (Include supporting materials)

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
COLLEGE OF NURSING

Application for Promotion and/or Tenure

Candidates Cover Page

Name _____ Date _____

Current Rank _____

Date of initial appointment at UAMS _____

Date of Tenure at UAMS (if applicable) _____

Action Requested (check each appropriate item):

_____ Promotion to: _____ Tenure

- _____ Assistant Professor
- _____ Clinical Assistant Professor
- _____ Associate Professor
- _____ Clinical Associate Professor
- _____ Professor
- _____ Clinical Professor

***Checklist of accompanying materials:**

- _____ Promotion and Tenure Route Page(s)
- _____ Candidates Cover Page
- _____ Table of Contents
- _____ Names and Addresses of References
- _____ Current Curriculum Vitae
- _____ Letter of Recommendation from Associate Dean of Applicant's Department
- _____ Annual Reports with each Annual Review
- _____ Documentation of performance and achievements in each of the three categories of teaching, scholarship and service.

Signature: _____ Date: _____

Signature indicates candidate's willingness to submit to review under the promotion and/or tenure procedures.
*These materials must be organized according to the attached "Appointment, Promotion and/or Tenure Guidelines Application Packet".

UNIVERSITY OF ARKANSAS FOR MEDICAL SCIENCES
COLLEGE OF NURSING

Recommendation for Promotion and Tenure Routing Form

Campus _____ Date _____

Name of Nominee _____

Department _____

Present Academic Rank _____

Requesting Rank _____

Requesting Tenure (if applicable) _____

RECOMMENDATIONS:

A. _____ Recommended _____
Associate Dean of Applicant's Department Date
_____ Not Recommended

B. _____ Recommended _____
Chair of AP&T Committee Date
_____ Not Recommended

C. _____ Recommended _____
Dean of the College Date
_____ Not Recommended

D. _____ Recommended _____
Provost and Chief Academic Officer Date
_____ Not Recommended

E. _____ Recommended _____
Chancellor Date
_____ Not Recommended

F. _____ Recommended _____
University of Arkansas System President Date
_____ Not Recommended