

## 1. PURPOSE

- 1.01 The purpose of the Appointment of Clinical Faculty Members policy is to provide guidelines for the appointment of carefully-selected, uniquely-qualified individuals who are willing to provide clinical expertise and service to the community.
- 1.02 Individuals appointed under the provisions of this policy will be designated as clinical faculty members for a one-year renewable term of appointment.
- 1.03 Individuals selected may hold the rank of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

## 2. DEFINITIONS

- 2.01 The title of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor would be available for long-term, non-tenure-track faculty who serve an essential teaching function in a clinical setting.
- 2.02 While faculty of this rank may, depending on specific requirements of the college, have additional research, service, or outreach obligations, teaching will be their primary responsibility.
- 2.03 The title may not be used for positions whose responsibilities largely replicate those of tenure-track faculty. Similarly, the title is not meant as a replacement for the title of Lecturer.

## 3. SERVICE TO THE UNIVERSITY

- 3.01 Clinical faculty members must provide a specified service to the University, which may consist of duties such as: presentation of seminars, arranging guest lectures, serving on thesis committees, collaborating on research proposals, or any other educationally-related function mutually agreed upon by the University and the appointee prior to appointment to clinical faculty status.
- 3.02 The duration of each appointment will be for one year. Additional one-year appointments may be made at the discretion of the University, and no property right in the title shall be conferred by virtue of this appointment. Appointment renewal will be contingent upon the University's sole judgment as to the quality and level of service provided by the clinical faculty member to the University.

#### 4. PROCEDURES

- 4.01 Each college wishing to use the title of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor must take the following steps:
- a. The respective department/school within the college must make a formal proposal to its respective dean requesting permission to use the title.
  - b. The proposal must be approved by the majority of the tenured and tenure-track faculty in the department/school and by the chair of the department/school.
  - c. The request would then have to be approved by the respective dean, the Provost and Vice President for Academic Affairs, and the President.
- 4.02 The written proposal that seeks to use the title of Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor must include the following procedures:
- a. Justification. Why are current titles insufficient for staffing and recruitment?
  - b. Description of Position. The proposal shall describe as precisely as possible the functions and responsibilities of positions.
  - c. Terms of Appointment. The proposal shall include a summary of the terms on which candidates will be appointed and reappointed to such positions and promoted from one to another.
  - d. Percentage Limitation. The proposal shall include a statement restricting the creation of positions in the proposed titles to a certain percentage of the tenure-track faculty of the originating college and of the tenure-track faculty in those departments/schools or programs where those positions are located.
  - e. Voting and Other Rights. The proposal shall define the rights and responsibilities of appointees in the proposed titles, including their voting status in their respective department/school and/or college, and their access to grievance and appeals processes available to tenure-track faculty.

## 5. PERQUISITES AVAILABLE FOR CLINICAL FACULTY MEMBERS

- 5.01 During their term of service, clinical faculty members shall be accorded the same privileges and perquisites at the University as tenure-track faculty.
- 5.02 Clinical faculty members, as with all faculty, will be compensated at a salary commensurate with their training, experience, and market value.
- 5.03 During his/her term of service, a clinical faculty member's performance shall be evaluated in a manner consistent with his/her assignment. Since the clinical professor will not have the same research and service expectations, the evaluation will use the current FES instruments weighted for the clinical professor's assigned duties.

## 6. APPOINTMENT PROCEDURES

- 6.01 The hiring process will follow the procedures outlined in Academic Policy Statement 800114, Academic Instructional Staffing.
- 6.02 Recommendation for appointment to clinical faculty status may come from any level within an academic unit. All recommendations must have the written concurrence of the appropriate department/school chair and academic dean before being routed to the Provost and Vice President for Academic Affairs. A complete vita of the candidate must be attached to the letter recommending appointment, together with a comprehensive description of the specific service to be provided by the appointee.
  - a. Movement from Tenure-Track to Clinical Faculty Status
    - Request would have to be initiated by faculty member
    - Request would have to be endorsed by the chair, dean, Provost and Vice President for Academic Affairs, and President
    - Under normal circumstances, such a request would have to be taken prior to the start of the faculty member's fifth year
    - Although a faculty member may request to return to a tenure-track position, no guarantee exists that such a request would be granted
    - Years toward tenure will be forfeited
    - Tenured faculty opting to move to clinical faculty status will forfeit their tenure

- b. Movement from Clinical Faculty Status to Tenure-Track
    - Request would have to be initiated by faculty member
    - Request would have to be endorsed by the chair, dean, Provost and Vice President for Academic Affairs, and President
    - As in the normal hiring process, rank and years toward tenure will be negotiated
    - The needs of the department/school and University will carry the greatest weight in such changes
- 6.03 The Provost and Vice President for Academic Affairs will concur or not concur with the recommendation to be forwarded to the President of the University.
- 6.04 If appointment is recommended by the Provost and Vice President for Academic Affairs and approved by the President of the University, the President will issue a formal letter of appointment.
- 6.05 The reappointment of the clinical faculty member to additional one-year terms will proceed in the same manner as the original appointment.

APPROVED:                     /signed/                      
James F. Gaertner, President

DATE:                     11/26/07                    

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents Sam Houston State University's Division of Academic Affairs' APS from the date of this document until superseded.

Original Date: October 20, 2004	Review Cycle: October, ENY*
Reviewer(s): Council of Academic Deans Academic Policy Council	Review Date: October 1, 2008

Approved:                     /signed/                     Date:                     11/21/07                      
David E. Payne  
Provost and Vice President for Academic Affairs

\*ENY = Even Numbered Year