

Guidelines for Appointment, Reappointment and Promotion of Career Track Faculty

Appointment, Reappointment and Promotion of Career Track Eligible Faculty Members in the College of Nursing follows the policies in the *University Handbook for Appointed Personnel (UHAP Guidelines 3.1-3.3)*. In addition, the College of Nursing has developed criteria for guiding faculty in producing evidence for appointment, reappointment and promotion across ranks. The tables that follow describe the criteria for teaching/learning, research/discovery and practice/service. Following these tables are sections on FAPT Policies and Procedures and Appendix that provides examples of evidence for teaching/learning, research/discovery and practice/service.

College of Nursing Criteria for Appointment, Reappointment and Promotion of Career Track Faculty

The following tables describe criteria for Appointment, Reappointment and Promotion. Please refer to the University of Arizona Handbook for Appointed Personnel (UHAP) Sections 3.1-3.3, revised August 2018 for additional information (<http://policy.arizona.edu/university-handbook-appointed-personnel>).

Please note that the following criteria for scholarly activity are meant as a guide. It is not mandatory that all scholarly activities in the table be evident. The evidence related to scholarly activity is to be submitted by the candidate for whom appointment or change in rank is being requested. In addition, evidence of other scholarly activities not mentioned in the tables may be applicable and should be documented at the discretion of the potential faculty or faculty member for whom appointment or rank change is being requested. The overall weight (quality and quantity) of the evidence provided is evaluated by FAPT when deciding the recommendations to the Dean regarding rank. Also please refer to the sections that follow these tables, which describe Policies and Procedures and additional examples of evidence in each area.

A. CRITERIA FOR APPOINTMENT, REAPPOINTMENT AND PROMOTION

LECTURER, SENIOR LECTURER, PRINCIPAL LECTURER		
Educational/Professional Qualifications		
Lecturer	Senior Lecturer	Principal Lecturer
<p>Entry:</p> <p>Master's Degree in Nursing or other health science-related discipline.</p> <p><u>For Entry programs:</u> For didactic teaching, evidence of two (2) years of clinical experience as RN providing direct patient care or BSN with graduate degree. For clinical instruction, at least three (3) years of clinical experience as RN providing direct patient care.*</p> <p>Certification in nationally recognized credentialing agency preferred or required as appropriate.</p> <p><u>For DNP Programs:</u> For courses with clinical instruction, two (2) years of APRN experience and APRN certification required.*</p> <p>Current professional license, as appropriate.</p> <p>*Qualifications reflect Arizona Board of Nursing requirements.</p>	<p>Entry: Same as Lecturer plus:</p> <p>Master's Degree in Nursing or other health science-related discipline.</p> <p>Four (4)+ years of experience preferred in field of health-related expertise.</p> <p>At least two (2) years of teaching experience preferred at the baccalaureate or higher level.</p> <p>Evidence of effective teaching record.</p> <p>Certification in nationally recognized credentialing agency preferred or required as appropriate.</p>	<p>Entry: Same as Senior Lecturer plus:</p> <p>Earned doctorate in nursing, education, or other health-related discipline preferred but not required.</p> <p>Five (5)+ years of experience in field of health-related expertise preferred.</p> <p>Evidence of extensive (4+ years) teaching experience preferred.</p> <p>Evidence of effective teaching record.</p> <p>Recognized practice in nursing or health-related discipline and/or teaching scholarship.</p> <p>Certification in nationally recognized credentialing agency required after one year in rank.</p>

Responsibilities of Rank		
Teaching/Learning		
Lecturer	Senior Lecturer	Principal Lecturer
Evidence of: <ol style="list-style-type: none"> 1. Competent teaching (expected at time of employment or within one (1) year). 2. Contributing to curricular development in area of specialty (expected at time of employment or within one year). 3. Demonstrates competent mentoring and learning guidance of students. 4. Articulating evidence-based knowledge in area of specialty or aligned content relevance. 	Same as Lecturer, plus evidence of: <ol style="list-style-type: none"> 1. Quality teaching evidence during time in rank. 2. Infusing novel learning strategies into teaching. 3. Providing effective leadership to program or course development. 4. Establishing reputation as a subject matter expert. 5. Effectively serving as course chair or co-chair. 6. Effective student advising. 7. Serving as effective chair or member of honors committees. 	Same as Senior Lecturer, plus evidence of: <ol style="list-style-type: none"> 1. Effectively serving as program or course chair. 2. Employing innovative learning objects/experiences and influencing their use across curricula. 3. Recognized by peers as subject matter expert in an area relevant to curricula. 4. Participating in (serving as subject matter expert) or leading continuing education innovations. 5. Serving as effective chair or member of honors undergraduate, practice or science doctorate committees or equivalent activity.
Responsibilities of Rank		
Scholarship/Research/Discovery		
Lecturer	Senior Lecturer	Principal Lecturer
Evidence of: <ol style="list-style-type: none"> 1. Applying contemporary evidence within all teaching activities. 	Same as Lecturer, plus evidence of: <ol style="list-style-type: none"> 1. Participating in or leading quality improvement evaluation of educational or clinical practice programs. 2. Participating in the implementation and/or dissemination of evidence-based knowledge to clinical practice or lay communities. 	Same as Senior Lecturer, plus evidence of: <ol style="list-style-type: none"> 1. Synthesizing and disseminating knowledge of best clinical or educational practices. 2. Developing, implementing, and evaluating <ul style="list-style-type: none"> • innovative teaching methods • best practice protocols 3. Leading the generation of new knowledge and disseminating via presentations, publications.
Responsibilities of Rank		
Practice/Service		
Lecturer	Senior Lecturer	Principal Lecturer
Evidence of: <ol style="list-style-type: none"> 1. Holding membership in appropriate professional organizations. 	Same as Lecturer, plus evidence of: <ol style="list-style-type: none"> 1. Participating in or leading groups within external professional organizations 	Same as Senior Lecturer, plus evidence of: <ol style="list-style-type: none"> 1. Holding formal leadership positions within external professional organizations or equivalent leadership activity.

<p>2. Actively participating in regional/local/national professional organizations.</p> <p>3. Actively participating in College of Nursing committees or sub-committees.</p> <p>4. Actively participating in interprofessional activities.</p>	<p>2. Providing leadership to College of Nursing, or service to UA Health Sciences or University committees, as appropriate.</p> <p>3. Effective mentoring of new/novice faculty.</p> <p>4. Providing active leadership to inter-professional activities.</p> <p>5. Actively participating in faculty practice projects.</p>	<p>2. Chairing or participating on College of Nursing, UA Health Sciences, or University groups.</p> <p>3. External consulting in area(s) of clinical expertise or educational specialty expertise.</p> <p>4. Influential leading of faculty practice, as appropriate</p>
--	--	---

CLINICAL ASSISTANT PROFESSOR, CLINICAL ASSOCIATE PROFESSOR, CLINICAL PROFESSOR

Educational /Professional Qualifications

Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Entry:</p> <p>Minimum: Practice or Science Doctorate.</p> <p>For Entry Programs: For didactic teaching, evidence of two (2) years of clinical experience as RN providing direct patient care or BSN with Practice of Science Doctorate. For clinical instruction, at least three (3) years of clinical experience as RN providing direct patient care.*</p> <p>Certification in nationally recognized credentialing agency preferred or required as appropriate.</p> <p>For DNP Program: For courses with clinical instruction, two (2) years of APRN experience and APRN certification required.⁸</p> <p>Current professional license, as appropriate.</p> <p>*Qualifications reflect Arizona Board of Nursing requirements.</p>	<p>Entry:</p> <p>Meets Clinical Assistant Professor qualifications and rank responsibilities.</p>	<p>Entry:</p> <p>Meets Clinical Associate Professor qualifications and rank responsibilities.</p>

Responsibilities of Rank		
Teaching/Learning		
Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Same as Clinical Assistant Professor, plus evidence of:</p> <ol style="list-style-type: none"> 1. Demonstrates excellence as an educator in the practice setting and/or promise of excellence as an educator in academia 2. Implements or articulates plans for implementing innovative and evidence-based teaching/learning strategies. 3. Engages in or articulates plans for new knowledge acquisition in teaching/learning methodologies. 4. Serves as mentor for students. 	<p>Same as Clinical Assistant Professor, plus evidence of:</p> <ol style="list-style-type: none"> 1. Demonstrates excellence as an educator, implements innovative teaching/learning strategies and engages in new knowledge acquisition in teaching/learning strategies. 2. Demonstrates leadership in College's teaching/learning and quality improvement activities. 3. Synthesizes, implements, evaluates and disseminates innovative teaching/learning strategies. 4. Serves as chair or faculty leader for student projects. 5. Mentors faculty in areas of teaching/learning expertise. 6. Participates in the design, revision, and evaluation of assigned courses and/or curriculum. 	<p>Same as Clinical Associate Professor, plus evidence of:</p> <ol style="list-style-type: none"> 1. Recognized by peers for expertise in clinical education and/or area of practice specialty. 2. Leads College curriculum evaluation and revision efforts. 3. Provides leadership in translating and evaluating new evidence-based knowledge to clinical practice settings.
Responsibilities of Rank		
Scholarship/Research/Discovery		
Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>Same as Clinical Assistant Professor, plus evidence of:</p> <ol style="list-style-type: none"> 1. Participates in applied knowledge initiatives within the practice community, local or regional professional groups, systems or client communities. 2. Participates in disseminating knowledge within area(s) of expertise. 	<p>Same as Clinical Assistant Professor, plus evidence of:</p> <ol style="list-style-type: none"> 1. Recognized by peers in nursing or other disciplines as an expert advanced clinician, educator or scientist at local, regional or national levels. 2. Participates in securing resources as lead or co-lead to support program of scholarship related to education, practice and/or research. 	<p>Same as Clinical Associate Professor, plus evidence of:</p> <ol style="list-style-type: none"> 1. Leads inter-professional education and/or practice initiatives. 2. Leads or co-leads and/or obtains externally funded resources for educational, practice or research programs.

<p>3. Assists in seeking resources as lead or co-lead to support a program of applied scholarship related to clinical education practice and/or research.</p>	<p>3. Co-leads or leads inter-professional education and/or practice initiatives.</p> <p>4. Disseminates synthesized knowledge of best practices in outcomes, or systems dynamics of education.</p> <p>5. Generates, evaluates and disseminates synthesized knowledge in practice, education, and/or discovery within areas of expertise via presentations and/or publications.</p> <p>6. Mentors Clinical Assistant Professors in scholarship.</p> <p>7. Is a consultant in areas of scholarship for others including in practice, teaching and/or research/discovery.</p>	<p>3. Provides evidence of integrating scholarly activities with teaching and service activities.</p> <p>4. Mentors Clinical Assistant and Associate Professors in scholarship.</p>
---	---	---

Responsibilities of Rank

Service

Clinical Assistant Professor	Clinical Associate Professor	Clinical Professor
<p>1. Participates in College-wide governance groups.</p> <p>2. Participates in local, professional or community organizations.</p> <p>3. Mentors new faculty.</p>	<p>Same as Clinical Assistant Professor, plus evidence of:</p> <p>1. Leads College-wide governance groups.</p> <p>2. Participates in and/or leads inter-professional and university-level governance groups.</p> <p>3. Holds leadership positions in local, professional or community organizations.</p> <p>4. Mentors faculty.</p> <p>5. Is recognized for clinical excellence.</p> <p>6. Functions as a consultant.</p>	<p>Same of Clinical Associate Professor, plus evidence of:</p> <p>1. Provides leadership to regional, state and national professional organizations.</p> <p>2. Demonstrates membership on boards and policy think tanks.</p> <p>3. Leads inter-professional initiatives.</p> <p>4. Attains national and/or international recognition awards.</p> <p>5. Mentors professorial appointed faculty at all levels in areas of expertise.</p>

**THE UNIVERSITY OF ARIZONA COLLEGE OF NURSING
FACULTY APPOINTMENT, PROMOTION AND TENURE COMMITTEE
POLICIES AND PROCEDURES FOR CAREER TRACK FACULTY**

Duties and Membership

Please refer to the College of Nursing Faculty Bylaws for a detailed description of FAPT duties and membership.

Meetings and Minutes

FAPT meets monthly to conduct the business of the committee. Copies of FAPT monthly minutes go to committee members and the Chair of FAPT for approval. Any confidential information is removed before being posted to the College of Nursing Faculty Governance site.

Appointment, Reappointment and Promotion

Appointment, Reappointment and Promotion at the College of Nursing is guided by the University of Arizona Handbook for Appointed Personnel (UHAP) <http://policy.arizona.edu/university-handbook-appointed-personnel> and by standard procedures in the College of Nursing. It is the responsibility of the faculty to familiarize themselves with both the UHAP and College of Nursing guidelines.

In general, appointment, reappointment and promotion to the clinical *non-professorial* rank (Lecturer, Senior Lecturer and Principal Lecturer) requires promise of or evidence of excellence in teaching and/or practice/service and integration of scholarship in these areas, that is appropriate for rank. Appointment, reappointment and promotion within the *clinical professorial* rank (Clinical Assistant, Associate and Professor) requires evidence of experience, depth of knowledge in a particular specialty, and capacity to undertake high quality teaching//earning, research/scholarship, and practice/service activities.

Appointment

Division Chairs request that FAPT review applications for Career Track positions and make a recommendation to them regarding rank. FAPT recommendations are based on the evidence provided by the potential faculty. Final decisions regarding appointments are made by the Dean.

Typically, appointments in the Career Track are for one year, however, multiple-year appointments may be up to three years. Multiple-year appointments require approval of the Dean of the College of Nursing and the University of Arizona Provost. Also, in accordance with ABOR-PM 6-201 the number of multi-year career track appointments may not exceed 15% of tenure and tenure-eligible appointments (UHAP 3.1.02).

Adjunct and visiting lecturers are appointed for no more than one year at a time.

Reappointment

Career Track reappointment is subject to performance reviews reflecting satisfactory levels of teaching/learning, research/discovery and practice/service, as appropriate for rank. An indefinite number of annual reappointments is possible, provided that satisfactory annual performance reviews occur. Faculty reappointments are not reviewed by FAPT unless reappointment accompanies a request for a change in rank.

UHAP Section 3.4 shall govern suspensions and terminations of faculty appointments.

Promotion

The steps of the promotion process are described below:

1. First, it is required that faculty who are seeking promotion meet with the Division Chair to discuss readiness for promotion and which avenue of promotion (see below) best matches the goals of the faculty and the College of Nursing.
 - a. Faculty seeking promotion are also welcome to meet with the FAPT chair to discuss further the College of Nursing criteria for rank and the promotion process.
2. After discussing the avenue of promotion with the Division Chair, faculty prepares their materials for review as described below.
3. In the Spring semester, faculty will notify the appropriate administrative associate regarding their intent to submit a dossier in the Fall. The administrative associate will then communicate with faculty about necessary procedures, forms and deadlines.
4. Completed dossiers are typically due to the College of Nursing the first day of the Fall academic contract.
5. The FAPT committee typically provides a letter of recommendation to the Dean toward the end of the Fall semester.
6. The Dean typically reviews FAPT recommendation and has a discussion with the faculty seeking promotion early in the spring semester.
7. The University level review (University Advisory Committee on Promotion and Tenure and the Provost) typically reviews the dossiers in the spring semester.
8. The process for appeals to the promotion decisions are found at <https://facultyaffairs.arizona.edu/content/promotion-and-tenure>

Promotion within Lecturer Rank (Lecturer, Senior Lecturer, Principal Lecturer)

- a. After a discussion with the Division Chair, promotion with the Lecturer rank may occur. Faculty will submit a promotion dossier using the College of Nursing Career Track Promotion Guidelines found on the CON website. These promotion dossiers are reviewed by FAPT and approved by the Dean, but not by the University (UHAP Sections 3.1.02 and 3.3.03).

Promotion from Lecturer Rank (Lecturer, Senior Lecturer, Principal Lecturer) to Professorial Rank (Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor)

- a. After discussion with the Division Chair, promotion from the lecturer rank to the professorial rank may occur via the track transfer process. For transitions from the lecturer titles to professorial titles, candidates should submit a complete [promotion dossier](#) following the procedures in [UHAP 3.03.3](#). As required in UHAP 3.03.3.E, reappointments of lecturers to CT professor titles essentially involves the conversion of a position and must be “justified by increased responsibilities such as expanded teaching or supervisory duties.” This change in duties should be noted in the workload assignment in the promotion dossier. <https://facultyaffairs.arizona.edu/track-transfer-review> .

UHAP Section 3.3.03 does not stipulate a minimum time in rank for promotion within non-professorial ranks (UHAP Section 3.3.03). Typically, at the College of Nursing, promotion within Career Track ranks occurs after three years in rank.

Promotion within Career Track Professorial Rank (Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor)

- a. Candidates should submit a complete [promotion dossier](#) following the procedures in [UHAP 3.03.3](#).

Note that the dossier procedures/templates are for the most part the same as those for tenure track faculty. An exception to this relates to letters of recommendation. While letters of recommendation may be solicited by the faculty seeking promotion to support certain areas of the dossier (eg, teaching, scholarship, service), the College of Nursing FAPT committee does not solicit external reviews or letters of support.

University guidelines and the College of Nursing require 3 years in rank as Clinical Assistant Professor before promotion to Clinical Associate Professor. UHAP Section 3.3.03 does not stipulate a minimum time in rank for promotion from Clinical Associate to Clinical Professor rank (UAHP Section 3.3.03D) although typically at the College of Nursing, promotion occurs after three years in rank.

Appendix A: Examples of Evidence of Teaching/Learning, Research/Discovery and Practice/Service

Teaching/Learning

Articulation and application of teaching philosophy/principles
Development of up-to-date and comprehensive teaching material
Course development and evaluation
Innovative course delivery methods, including teaching technology
Clinical teaching, including establishing and maintaining relationships with staff
Collegiality
Student advising, mentoring, committee membership
Learner evaluations
Test construction and evaluation
Peer and/or supervisory recommendations
Student recommendations/Teacher evaluations
Demonstration of teaching/learning expertise via written exemplars
Exemplar projects/programs developed which include program evaluation
Curriculum development for specialty clinical practice/advanced nursing development
Innovative teaching strategies and their evaluation
Recognition for outstanding work in nursing education/staff development
Publications and/or presentations related to teaching

Scholarship/Research/Discovery

Evidence in this area can be through teaching, practice and discovery:

Teaching

Synthesizes and disseminates knowledge of best clinical or educational practices
Develops, implements, and evaluates innovative teaching methods
Participates in the design, revision, and evaluation of assigned courses and/or curriculum.
Participates in or leads funding initiatives for teaching
Attaining and maintaining certification

Practice

Attaining and maintaining certification
Develops, implements, and evaluates best practice protocols
Participation/leadership in quality Improvement initiatives
Participates in or leads practice policy initiatives
Participates or leads funding initiatives related to workforce or practice projects

Discovery

Generates new knowledge
Disseminates knowledge via presentations, publications
Participates or leads efforts to secure funding for projects

Practice/Service

Membership and/or leadership positions in professional organizations
Peer review (journal) activities
Practice volunteer activities
Service on College and/or University committees
Service on practice committees
Community service related to own area of teaching, practice, research/discovery scholarship
Policy initiative activities.

Criteria and promotion process revised and approved by faculty 3/5/2019

*Title and promotion process harmonization revised and approved by Dean, Division Chairs and FAPT 5/2021