

POLICY ON CLINICAL FACULTY AT BAYLOR UNIVERSITY

(BU-PP 719)

I. Scope

This policy applies to all full-time faculty members at Baylor with the title of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

The process for reviewing Clinical Faculty for contract renewal and promotion is described in the document entitled “Procedures for Review and Promotion of Clinical Faculty at Baylor University.”

II. Policy

A. Role in the University

The primary responsibility of Clinical Faculty at Baylor University is teaching undergraduate and/or graduate students, and this activity occupies the majority of most of these faculty members’ workload. Clinical Faculty are specifically qualified with respect to practical knowledge and experience in their disciplines. This practical perspective often defines their teaching responsibilities, which may address practical issues or even consist of pursuing and/or supervising work with students in a clinical or professional setting. Clinical Faculty may be expected to be active themselves in such settings. They ordinarily pursue research or creative activities in their fields, but this may in many cases be collaborative in nature and/or focus on professional practice or programs. Moreover, it is common for Clinical Faculty to be engaged in professional service activities in connection with organizations that focus on practice-oriented issues. Review processes for Clinical Faculty support these interrelated emphases by addressing each faculty member’s teaching, scholarship and/or creative work, and service in the context of his or her practical engagement.

B. Responsibilities and opportunities

A full workload for a Clinical Faculty member is the equivalent of twelve credit hours of teaching per semester. Most or all of the workload for Clinical Faculty will ordinarily be assigned to teaching, but they may receive some load credit for scholarly and/or creative work and/or for administrative duties. Clinical Faculty are eligible for assignment to university, college and school, and departmental faculty committees, with the exception of committees that evaluate and make recommendations regarding the appointments of candidates for tenure and tenure-track positions and committees that make recommendations regarding the dismissal of tenured and tenure-track faculty members. Clinical Faculty are

eligible for election to the Faculty Senate, and are eligible to apply for summer sabbaticals. They may also apply for graduate faculty status (provided they hold a terminal degree). However, no Clinical Faculty member has any right or entitlement to any such position, status, sabbatical, program, or responsibility.

Clinical Faculty members may apply for appointment to available tenure-track positions. If a Clinical Faculty member applies for but does not receive a tenure-track position, this shall not negatively affect his or her status as a Clinical Faculty member.

C. Clinical Faculty Ranks

Because academic disciplines vary widely with respect to the exact nature of achievement within professional settings, the following descriptions are general with respect to professional achievement. Individual academic units ordinarily establish criteria for each rank more specifically with respect to achievements that pertain to their professional discipline(s).

Clinical Faculty may hold the rank of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor.

Faculty at the rank of Clinical Instructor ordinarily hold at least the master's degree in the field of their appointment or an appropriately related field; they ordinarily have at least three years of professional experience in this field as practitioners and/or educators; and they have demonstrated the potential to teach effectively.

Faculty at the rank of Clinical Assistant Professor have earned the doctoral degree or have earned the master's degree and have attained an appropriate level of achievement in the field of their appointment or an appropriately related field; they ordinarily have at least five years of professional experience in this field as practitioners and/or educators; they have demonstrated the ability to teach effectively; and they are active in the scholarly and/or practitioners' organizations in the field.

Faculty at the rank of Clinical Associate Professor have earned the doctoral degree or have attained an equivalent level of achievement in the field of their appointment or an appropriately related field; they ordinarily have at least seven years of professional experience in this field as practitioners and/or educators; they are experienced, effective teachers; and they have made significant scholarly and/or creative contributions to the practical aspects of their field and/or contributions to the scholarly and/or practitioners' organizations in the field.

Faculty at the rank of Clinical Professor have earned the doctoral degree or have attained an equivalent level of achievement in the field of their appointment or an appropriately related field; they ordinarily have at least ten years of professional

experience in this field as practitioners and/or educators; they demonstrate seasoned leadership in their teaching; they have produced a distinguished record of scholarly and/or creative contributions to the practical aspects of their field; and they are recognized as leaders within the scholarly and/or practitioners' organizations in the field.

D. Terms of appointment

A Clinical Instructor receives an initial letter of appointment for a full year, and may receive an additional appointment for a second year. In order to continue as a Clinical faculty member for a third year, the faculty member would need to be appointed as a Clinical Assistant Professor for that year.

Clinical Assistant Professors receive letters of appointment for a full year, and their appointments may be renewed for a maximum of seven consecutive years (including any years spent as Clinical Instructor). During the third year of a Clinical Assistant Professor's appointment (including any years spent as Clinical Instructor), a formal evaluation of his or her work will be conducted by his or her department chair, the tenured members of the department, any Clinical Associate Professors or Clinical Professors in the department, and the dean or the dean's representative.

A Clinical Assistant Professor may apply at any time for promotion to the rank of Clinical Associate Professor with the approval of his or her department chair, the dean, and the Provost. Any Clinical Assistant Professor in his or her sixth consecutive year (including years spent as Clinical Assistant Professor or Clinical Instructor) will be considered for promotion to the rank of Clinical Associate Professor. If a Clinical Assistant Professor successfully applies for promotion to the rank of Clinical Associate Professor, his or her appointment as a Clinical Associate Professor will commence in the year following the year in which the application was made. If a Clinical Assistant Professor is not promoted to the rank of Clinical Associate Professor in the sixth year, the Clinical Assistant Professor will receive a terminal contract for the seventh year; the Clinical Assistant Professor's appointment will end at the conclusion of this seventh year.

Clinical Associate Professors are ordinarily appointed for three-year terms. In the third year of a term, the department chair and dean will determine whether to renew the Clinical Associate Professor's appointment for another three-year term. If this decision is negative, the Clinical Associate Professor will receive a terminal contract for the following year; his or her appointment will end at the conclusion of that year. There is no limit to the number of three-year terms that a Clinical Associate Professor might serve.

Clinical Professors are ordinarily appointed for five-year terms. In the fifth year of a term, the department chair and dean will determine whether to renew the Clinical Professor's appointment for another five-year term. If this decision is

negative, the Clinical Professor will receive a terminal contract for the following year; his or her appointment will end at the conclusion of that year. There is no limit to the number of five-year terms that a Clinical Professor might serve.

Employment as a Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor, or Clinical Professor is not a tenure-track appointment and creates no expectation of eligibility for tenure; tenure is not granted at Baylor unless application for tenure is made by the faculty member and approved by the Provost and President as specified in the University Tenure Policy. In order to continue past the seventh consecutive year, the faculty member must apply for the rank of Clinical Associate Professor before or during the sixth consecutive year of employment as a Clinical Assistant Professor or Clinical Instructor. Appointment as a Clinical Associate Professor will not be granted by default; there is no *de facto* appointment as a Clinical Associate Professor.

Clinical Instructors or Clinical Assistant Professors in their first or second year of consecutive, full-time service at Baylor who will not be reappointed for a subsequent year must be notified of the intention not to reappoint by April 15. Those in their third year of consecutive, full-time service at Baylor who will not be reappointed for a subsequent year must be notified of the intention not to reappoint by December 15; if they are notified after this date, they will receive employment for the following academic year. Those in their fourth, fifth, or sixth year of consecutive, full-time service at Baylor who will not be reappointed must be notified of the intention not to reappoint by April 15 of the year preceding the final year of employment at Baylor. A non-reappointment decision can be reached as a result of a third-year review (as described in Procedures for Review and Promotion of Clinical Faculty at Baylor University, Section IV.B.9-10) or at the point of the consideration of application for promotion to the rank of Clinical Associate Professor (as described in Section V.A.9-11), but such a decision may also be reached by the Provost in consultation with the Clinical Instructor's or Clinical Assistant Professor's dean in any of the other years.

Appointment to the rank of Clinical Associate Professor generally follows both (1) six years of consecutive, full-time service as a Clinical Assistant Professor or Clinical Instructor at Baylor and (2) successful application for the rank of Clinical Associate Professor, according to the Procedures for Evaluation and Promotion of Clinical Professors. Appointment to the rank of Clinical Professor generally follows the processes outlined in that document as well. However, in some cases different processes may be used to appoint faculty members to the rank of Clinical Associate Professor or Clinical Professor (for example, following significant periods of service at Baylor or at another institution in a capacity other than that of Clinical Assistant Professor, or in a non-academic setting); such an appointment would be made by the President, in consultation with the Provost and the relevant Dean. In any event, application for and appointment to the rank of Clinical Associate Professor or Clinical Professor is not an application for tenure,

and Clinical faculty have no guarantee of continued employment beyond the terms specified in this policy.

A faculty member who is promoted from Clinical Instructor to Clinical Assistant Professor, from Clinical Assistant Professor to Clinical Associate Professor, or from Clinical Associate Professor to Clinical Professor at Baylor will receive a salary increase recognizing the promotion in rank. However, if budgetary constraints make such an increase impracticable in any particular year, the promoted faculty member will receive an increase in the next budget period when funds are available.

Appointment to the rank of Clinical Associate Professor or Clinical Professor acknowledges the anticipation that the faculty member will continue to provide valuable service to the university. However, because Clinical faculty do not hold tenure at Baylor, it is possible that they will at some point not be reappointed to a new three- or five-year term, for example because of a change in instructional needs within the department, or because of poor performance on the part of the faculty member. A Clinical Associate Professor or Clinical Professor who is not to be reappointed must be given a terminal one-year contract by April 15 of the academic year prior to the final year of service.

E. Alteration of schedule due to FMLA or similar circumstances

A Clinical Assistant Professor may request an extension of the time limit for application for appointment as a Clinical Associate Professor if circumstances have limited his or her ability to demonstrate the professional credentials for the Clinical Associate Professor appointment. When a faculty member takes a leave for one of the reasons specified in the University's Family Medical Leave Act Policy (BU-PP 408) for three months or more, the year in which the leave is taken is not counted as a year towards the Clinical Associate Professor decision. In the situation in which a faculty member chooses to take less than three months of leave under the Family Medical Leave Act Policy, but the faculty member's regular dedication to his or her duties as a Clinical Assistant Professor has nevertheless been seriously disrupted, he or she may request that the year in which this occurs not count as a year towards the Clinical Associate Professor decision. The faculty member who desires such a one-year extension, for FMLA or other reasons, must apply through her or his department chair and dean to the Provost. Any request for extension should be made as soon as possible, but in no event later than the end of the contract year in which the situation occurs. The Provost shall respond to any such request within ten business days. Final approval of such extensions rests with the Provost and will be evaluated on a case-by-case basis. Under no circumstances may such an extension be used to reach a negative Clinical Associate Professor decision for a faculty member; furthermore, a lack of productivity during the year in which such an extension was granted should not be counted against the faculty member in the Clinical Associate Professor decision. However, the quality of work on assignments that

the faculty member did perform during this year may be considered in the Clinical Associate Professor review.

F. Dismissal during term of appointment

The appointment of a Clinical Faculty member may be canceled during the term of such appointment pursuant to the procedure provided in BU-PP 705, Dismissal. Such cancellation shall terminate all rights arising from the appointment and this Policy, including any right to reappointment and any right to notice of non-reappointment. Nothing herein in any way limits Baylor's right not to reappoint a Clinical Faculty member, provided adequate notice has been given as provided in this Policy.

Approved: Kenneth Winston Starr, President

August 15, 2013