**CHRISTINE E. LYNN COLLEGE OF NURSING**

**FLORIDA ATLANTIC UNIVERSITY**

**APPOINTMENT AND PROMOTION GUIDELINES**

**FOR CLINICAL AFFILIATE AND AFFILIATE FACULTY**

**Clinical Affiliate or Affiliate Faculty Appointments**

Clinical Affiliate and Affiliate faculty members of the Christine E. Lynn College of Nursing contribute actively to the educational, research, academic service, and/or patient care programs of the College of Nursing. These appointments do not provide tenure or tenure-earning status. Most Clinical Affiliate or Affiliate faculty serve as volunteers.

Clinical Affiliate faculty status is available to clinicians only, while Affiliate faculty status is available for other scholars. Appointment to the Clinical Affiliate or Affiliate faculty requires that the faculty candidate hold a terminal doctorate (i.e. DNP, PhD, M.D and/or D.O., or equivalent). In circumstances in which another degree is considered the pertinent degree for contribution, holding that degree may be acceptable pending evaluation.

Appointments to the Clinical faculty of the CON require evidence of professional and clinical expertise, willingness and ability to perform the proposed activity with the potential to serve as a role model and colleague. For clinicians, current Florida state licensure or their equivalent are required. Another state license may substitute for a Florida state license providing that a criminal background check is included in the licensure process (for a list of acceptable states that meet this criteria, refer to the faculty handbook). In cases where a candidate for Clinical Affiliate or Affiliate faculty status has not received a terminal degree or board certification is pending in her/his field, the rank of Instructor may be appropriate. For Clinical Affiliate faculty appointments at the rank of Clinical Assistant Professor or higher, board certification in an area of expertise is required.

All Clinical Affiliate and Affiliate faculty members of the College of Nursing must comply with the policies and procedures of the College of Nursing and the University, as well as any local, state, and federal laws and regulations that are applicable to their activities within the college.

The academic titles for Clinical Affiliate or Affiliate faculty are: **Clinical Affiliate Instructor or Affiliate** **Instructor, Clinical Affiliate Assistant Professor or Affiliate Assistant Professor, Clinical Affiliate Associate Professor or Affiliate Associate Professor, and Clinical Affiliate Professor or Affiliate Professor.**

In rare circumstances, such as retirement or the onset of an illness of an affiliate faculty member who previously played an active role in the College of Nursing but who, as a result of his/her changed circumstances, no longer has a role, such faculty member may, at the discretion of the Dean be conferred his/her affiliate title with the additional modifier of “Retired”.

**Process for Appointment of Clinical Faculty**

**Nomination for clinical role**

Clinical affiliate faculty candidates will be nominated by a faculty member who will submit to the appropriate program administrator (eg: undergraduate or graduate assistant dean, PhD/DNP program director, and the associate dean for practice and community engagement) a letter of support that highlights the contribution and/or potential ongoing contribution of the candidate using the criteria noted in the Appendix. The nominating faculty member will also include the candidate’s updated curriculum vitae and a candidate statement of intent that includes a description of current and/or envisioned faculty contribution. When the candidate has received the endorsement of the program administrator, the administrator will forward to the Office of the Dean the entire package (nomination letter; vita; letter/email of intent from the candidate) and the Dean’s office will arrange for a background check. Upon receipt of an acceptable background check, the Dean’s office will prepare the letter of appointment to an Affiliate Faculty position.

**Nomination for non-clinical role**

The applications for Affiliate faculty who are not designated for particular clinical roles may be processed differently. The request for appointment will be made to the chair of the Committee on Faculty by a faculty member who submits: a letter of support that highlights the contribution and/or potential ongoing contribution of the candidate; the candidate’s updated curriculum vitae and a candidate statement of intent that includes a description of current and/or envisioned faculty contribution. The chair of the Committee on Faculty will forward the packet of information to an appropriate faculty administrator/director (eg: Associate Dean for Research if this is a research-focused appointment). Once the program administrator endorses the candidate, s/he will notify the Chair of the Committee on Faculty in writing and the Chair will forward to the Office of the Dean the entire package (nomination letter; vita; letter/email of intent from the candidate). The Dean’s office will arrange for a background check. Upon receipt of an acceptable background check, the Dean’s office will prepare the letter of appointment to an Affiliate Faculty position.

Final responsibility for confirming the appointment and rank of new candidates to the Clinical Affiliate or Affiliate faculty resides with the Dean. The decision of the Dean is final in all appointment and promotion decisions involving Clinical Affiliate and Affiliate faculty. The Executive Assistant to the Dean will assure that information regarding the new Affiliate Faculty member is included in the faculty directory on the College of Nursing website.

Candidates will be appointed to the Clinical Affiliate or Affiliate faculty on the basis of their commitment to assist with teaching, collaborative research, academic service, and/or patient care for a particular role within the College of Nursing.

Appointments to the faculty may be made at any time during the University’s fiscal year (July 1 to June 30). The effective date of the appointment will occur on the date of the candidate’s acceptance of appointment after required information has been received and evaluated as appropriate for appointment. The term of appointment will be outlined in the initial appointment letter, ending on June 30th of the third year. Acceptance of an appointment to the Clinical Affiliate or Affiliate faculty carries with it the agreement by the faculty member to abide by the policies and procedures of the University and College of Nursing as per the faculty handbook. Affiliate faculty members will participate in faculty development programs as required by the college.

**Reappointment to the Clinical Faculty**

A record of reappointment time points for Affiliate Faculty will be maintained by the Office of the Dean and the Office will notify the Affiliate faculty member when the renewal date has occurred. When notified of a renewal time point, the Affiliate faculty member will initiate the reappointment process by submitting an updated vita to the appropriate program director faculty member who can evaluate his/her contribution. This oversight person will then send an email to the Office of the Dean confirming the reappointment, attaching the updated vita and noting the contributions of the Affiliate faculty member. In addition to this sequence, evaluations and actions for reappointment or non-reappointment may be undertaken by the program administrator or the Dean at any time during the appointment. Reappointment is not automatic and is based on continued contributions to the mission of the Department and the College of Nursing, and continued eligibility. Non-reappointment needs no justification. When reappointment does not occur, the Executive Assistant to the Dean will assure that information about the Affiliate Faculty member is removed from the College of Nursing website.

For Clinical Affiliate and Affiliate faculty undergoing the required reappointment evaluation during their last year of service, the usual termination date is June 30. For those individuals reappointed to the clinical affiliate or affiliate faculty, their reappointment term will begin on July 1 of that year.

It is the responsibility of each member of the Clinical Affiliate and Affiliate facultyto maintain a current *curriculum vitae* on file with the appropriate Department; vita updates will be expected annually. During the reappointment process, nursing license information will be verified for licensed health professionals. **If licensure renewal occurs before the reappointment, the licensed person must submit updated information.**

**Clinical Affiliate or Affiliate Instructor Appointment**

The rank of Instructor is appropriate as an entry rank for candidates who are at the early stage of academic and/or clinical service.

**Clinical Affiliate or Affiliate Assistant Professor Appointment**

The rank of Assistant Professor signifies that the candidate has made or has the potential to make contributions to at least one of the focus areas of academic and/or clinical achievement that constitute the mission of the College of Nursing. These are:

* teaching (at the nursing student and/or resident level; graduate students in the medically-related sciences)
* research/scholarship
* patient care and
* service (administration and/or community service)

Board certification is required for appointments to the rank of Clinical Affiliate Assistant Professor or to any higher rank as appropriate.

**Clinical Affiliate or Affiliate Associate Professor Appointment**

The rank of Associate Professor signifies that the candidate has made tangible contributions to at least one of the focus areas of academic and/or clinical achievement that constitute the mission of the College of Nursing (see above) and that the candidate has achieved regional recognition.

As Clinical Affiliate or Affiliate members of the faculty, Associate Professors will exhibit high levels of skill as educators and/or practitioners. They will contribute actively to the educational and/or clinical programs of the College of Nursing, and they will demonstrate the ability to stimulate students and trainees toward a scholarly approach to nursing practice. Such clinical faculty members must provide high-quality patient care where applicable. Examples of scholarly activity that would qualify an individual for the rank of Associate Professor in each category are listed in the **Appendix** .

**Clinical Affiliate or Affiliate Professor Appointment**

Professors will have achieved national and/or international recognition as outstanding teachers and/or clinicians. They will demonstrate efficiency in design, organization, and presentation of material, and continue to contribute to the formal teaching programs of the College of Nursing. They must demonstrate a more distinguished level of accomplishment and a longer record of academic involvement than an Associate Professor.

The Clinical Affiliate or Affiliate Professorial rank represents the highest rank that can be earned in the Professoriate for Affiliate Faculty. Scholarly presentations or publications of research and/or clinical accomplishments are standard for appointment to this rank, examples of these activities are listed in the **Appendix**.

**Promotion of Clinical Affiliate and Affiliate Faculty**

Following initial appointment, Clinical Affiliate and Affiliate faculty can request consideration for promotion in rank at any time. Promotions are limited to one rank above the current level at a time, and one promotion per individual per academic year. Faculty or leaders within the College of Nursing may also recommend a Clinical Affiliate or Affiliate Faculty member for promotion based on their contributions on behalf of the CON. Promotion decisions will follow the same process as decisions on appointment, with the initial recommendation on academic rank being provided by the program administrator overseeing the affiliate faculty member. The program administrator will review all requests and nominations for promotions and make a recommendation to the Dean. The Dean of the College of Nursing has responsibility for all final decisions involving promotions for Clinical Affiliate and Affiliate faculty.

Promotion of Clinical Affiliate and Affiliate faculty members is encouraged for those individuals who make sustained contributions to the mission of their Department and the College and meet the criteria for the promotion. Those contributions generally focus on teaching, research, academic service, and clinical and professional service.

The following are the core components of the material that is provided to the Faculty Affiliate applicant. :

1. Letter of recommendation (from an educational head of a department division, or course/clerkship/program director) speaking to the contributions of the candidate
2. Curriculum vitae (CV), including a full bibliography and list of all other achievements related to their faculty role
3. Evidence of activities, products or achievements commensurate with promotion rank as specified below.

Consideration for promotion in rank should take in to account whether the candidate meets the criteria for the rank as outlined in the initial appointment descriptions. Examples of criteria in the areas of teaching, scholarship/research, patient care/clinical service and professional service for each of the ranks are listed in the **Appendix**. Candidates may be considered for their achievements in one particular area, or may have achieved criteria in multiple areas.

**APPENDIX**

**EXAMPLES OF PROMOTION CRITERIA FOR VARIOUS RANKS**

**Examples of Professional Activities and Achievements Considered for Promotion to Associate Professor**

**For Teaching:**

* Sustained and substantial teaching contributions
* Developing significant educational and curricular materials (e.g. syllabi, curricular objectives, teaching cases, software)
* Developing significant evaluation techniques (e.g. examinations, surveys, software, standardized patients).
* Responsibility for design, organization, coordination and evaluation of a high quality course or series of lectures
* Developing and participating in teaching of major components of courses
* Significant contributions to educational administration, curriculum planning and development or analysis within the educational program (modules, electives)
* Developing or applying new or improved teaching methods
* Supervising or coordinating teaching by others (e.g. module/clerkship, residency program director)
* Supervising graduate students and participating in dissertation committees
* Inclusion of teaching materials or educational scholarship in a peer-reviewed venue
* Adoption of teaching materials or innovations by other faculty or institutions
* Invitations to present at regional, national or international meetings (including evaluations of the presentations)
* Consulting work provided to other nursing schools
* Securing program development funding
* Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
* Participation in the development of texts or educational software
* Thesis or dissertation advisement of graduate students
* Receipt of teaching awards

**For Scholarship/Research:**

* Principal investigator or co-investigator of peer-reviewed, externally funded research grants (Research can be basic, clinical, health services, or quality improvement)
* Principal investigator or co-investigator of other funded research grants
* Publishing peer-reviewed articles in quality journals
* Presentation of findings at meetings and conferences
* Unsolicited invitations to present research findings at other institutions
* Leadership role in appropriate committees related to research Peer reviewer of manuscripts for journals as well as *ad hoc* editorial services to professional publications
* Officer of national/international scientific societies
* Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
* Serving as examiner for recognized specialty board, or the equivalent
* Leadership of group developing local or regional clinical guidelines and/or membership of group developing national guidelines or equivalent activities
* Leadership of group developing local or regional health policy and/or membership of group developing national policy
* Patents or other evidence of acceptance of devices or procedures
* Service on national committees and task forces or review panels
* Effective participation in research training
* Serving as an exemplary clinical or research role model for trainees
* Receipt of scientific honors or research awards

**For Patient Care/Clinical Services:**

* A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) Dissemination of clinical knowledge at the regional or national level
* Development, implementation, and/or evaluation of innovative care programs and/or quality improvement programs
* Leadership role in committees or groups related to clinical services
* Evaluations of the candidate’s clinical activities and performance by authorities in the candidate’s field Responsibility for a clinical program
* Serving as an exemplary clinical role model for trainees
* Awards and other recognition as an outstanding regional clinician
* Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved methods of diagnosis and treatment and more effective delivery systems
* Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence,
* Recognition of superior clinical accomplishments as evidenced by being sought out for consultation by colleagues
* Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization
* Membership or fellowship in elected professional organization that denotes a high level of clinical competency

**For Professional Service**

* Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups
* Substantial administrative responsibility for program development
* A spokesperson for the College or University on areas of expertise
* A leadership role/chair of major committees of professional organizations on a regional basis
* Professional service to local, regional, state, or national associations or governmental units
* Serving as an effective mentor for junior faculty, or for students
* Serving on civic organizations concerned with health care issues at local, state, national, or international level

**Examples of Professional Activities and Achievements Considered for Promotion to Professor**

**For Teaching:**

* Responsibility for design, organization, coordination and evaluation of a high quality course or series of lectures
* Responsibility for successful curriculum innovation and design
* Writing or editing textbooks or equivalent resources adopted by other institutions
* Acting as an education consultant to national or international bodies or a reviewer for national grants in education
* Supervising an educational program for a national or international audience
* Developing a course, curricular materials, or evaluation resources/techniques that are used regionally, nationally or internationally
* Inclusion of teaching materials or educational scholarship in a peer-reviewed venue
* Data showing adoption of teaching materials by other faculty or institutions
* Invitations to present at regional, national or international meetings, including evaluations of the presentations
* List of institutions where the curriculum or innovation has been adopted
* Invitations to consult with other schools
* Securing program development funding
* Teaching effectiveness evidenced by mastery of both content and method, documented by student and faculty evaluations
* Innovation in teaching methods and production of texts, educational software or other software
* Thesis or dissertation advisement of graduate students
* Receipt of teaching awards

**For Scholarship/Research:**

* Principal investigator of peer-reviewed, externally funded research grants
* Principal investigator of other funded research grants
* Publishing peer-reviewed articles in quality journals
* Invited research presentations to other institutions, prestigious meetings, workshops, and other academic venues
* Service on national research committees and task forces
* Contributing editor or regular writer for a major scientific publication
* Member of an editorial board of a major scientific publication
* Officer of national/international scientific societies
* Significant contributions to the development of other scholars and researchers (evidence of mentoring must be provided to the mentees as well as from colleagues and the Department Chair)
* Election to membership or fellowship in prestigious scholarly societies, advisory groups or study sections
* Serving as examiner for recognized specialty board, or the equivalent
* Leadership of group developing local or regional clinical guidelines and/or membership of group developing national or international guidelines or equivalent activities
* Leadership of group developing local or regional health policy and/or membership of group developing national policy
* Leadership role in appropriate committees or groups related to research
* Patents or other evidence of acceptance of devices or procedures
* Receipt of scientific honors or research awards

**For Patient Care/Clinical Services:**

* A scholarly approach to patient care as demonstrated by: (a) Knowledge and/or use of current concepts and techniques, or development of new programs; (b) National dissemination of clinical knowledge at the national or international level
* Leadership role in appropriate committees or groups related to clinical services
* Evaluations of the candidate’s clinical activities and performance by authorities in the candidate’s field
* Responsibility for a major clinical program
* Clinical or public health consulting on a national or international basis
* Awards and other recognition as an outstanding clinician
* Recognition as a national leader in area of expertise
* Publication of clinical observations, reviews, investigations, computer programs or contributions dealing with new clinical insights, improved methods of diagnosis and treatment and more effective delivery systems
* Recognition as an outstanding clinician as evidenced by a state-wide pattern of clinical referrals and/or reputation for clinical excellence
* Recognition of superior clinical accomplishments as evidenced by being sought out for national or international consultation by colleagues
* Holding leadership role in an affiliated hospital or health care organization, or recognized achievement on behalf of such an organization
* Membership or fellowship in elected professional organization that denotes a high level of clinical competency
* Serving as an exemplary clinical role model for trainees
* Development, implementation, and/or evaluation of innovative care programs and/or quality improvement programs

**For Professional Service**

* Leadership and substantial contributions to committees and working groups of the College, University, and national/international groups
* Substantial administrative responsibility for major program development
* Service on a national or international committee or advisory group that substantially impacts/health/scientific issues
* Leadership role in state, national or international professional organization
* Significant contribution to national standards in area of expertise
* Serving as an effective mentor for junior faculty
* Provision of continuing and effective counseling and guidance services to students
* Serving on civic organizations concerned with health care issues at local, state, national, or international level.