

Ad Hoc Committee on Clinical Faculty

Proposals for Faculty Policies and Procedures Manual

Rank of Clinical Educator and Senior Clinical Educator

(New section, inserted after section "H. Rank of Lecturer and Senior Lecturer")

1. The rank of clinical educator is intended solely for personnel who meet the academic program's accreditation requirements for education of undergraduate and/or graduate students in clinical areas, but who do not hold the terminal (doctorate) in the field. The individual must hold appropriate licensure and certification as required for clinical education in that program. Positions at the rank of clinical educator will not replace tenure track or tenured positions in a department. The clinical educator position is designated as a "continuing" position.
 - a. Each academic program may designate a specific title for this position that is appropriate for the educational standards of the profession.
2. Positions at the rank of clinical educator are to be advertised. A national search may be conducted when appropriate. A person appointed at the rank of clinical educator must meet SACS standards and the accreditation standards for teaching in the discipline, normally a master's degree in the content area.
3. Teaching, clinical education and supervision, advising, service and scholarship are expected of the clinical educator. The teaching and clinical education assignment will normally consist of a 12 credit hours semester in an academic year, as established by department standards. A clinical educator can be expected to advise students and engage in committee work and other faculty responsibilities as designated by the department chair. Requirements for scholarly productivity are determined by departmental standards. All assigned responsibilities other than teaching should include appropriate reductions from the maximum course load. The clinical educator may also be assigned administrative responsibilities associated with the clinical education of the discipline and department standards. The clinical educator is expected to remain current with developments in the knowledge base and pedagogy of her/his field and to maintain a professional file for review.
4. A clinical educator will be evaluated annually by the department chair and the Department Promotion and Tenure Committee as specified in Section III.O. of the *Faculty Policies and Procedures Manual*. The Department Chair and the Department Promotion and Tenure Committee will exchange recommendation letters according to the timelines set forth in the *FPPM*. Clinical educators are assessed in their first semester of employment. After the first semester of employment, the clinical educator shall be assessed annually.

5. The clinical educator rank is a non-tenure track appointment. Time spent at the clinical educator rank does not count toward tenure or promotion (although a clinical educator who is later appointed to a tenure track position may request a reduced probationary period, in accordance with the procedures in the *FPPM*).
6. After six years, a clinical educator may seek promotion to senior clinical educator. An individual wishing to apply for the rank of senior clinical educator will submit to the department chair a professional file by September 3 of his/her sixth year as a clinical educator.
 - a. Based on the candidate's file and other relevant information, recommendations regarding appointment as a senior clinical educator will be made by the Department Chair, Department Promotion and Tenure Committee, College Dean, VPAA, and President. The Board of Visitors may then grant the rank of senior clinical educator.
 - b. The procedures, timetable, and appeal processes will parallel those for Tenure Review as in Appendix B and Appendix D in the *Faculty Policies and Procedures Manual*.
7. An individual who has been granted the rank of senior clinical educator will continue to be offered a two-year, non-tenure track rolling contract at that rank except in the following circumstances:
 - a. Employment may be terminated for misconduct or when the position is no longer needed in the department due to curricular change.
 - b. A senior clinical educator who receives two consecutive less-than-satisfactory overall annual reviews or three less-than-satisfactory overall reviews within a five- year period may be terminated.

A senior clinical educator will be given at least one year's notice before his/her position is terminated.
8. Persons appointed at the rank of clinical educator or senior clinical educator are eligible for employment benefits accorded to other faculty. Salary for clinical educators will be determined annually and be commensurate with the person's education and experience. Clinical educators and senior clinical educators will be considered for merit pay increases on the same basis as other faculty.

New Section, inserted after “Rank of Clinical Educators and Senior Clinical Educators”

External Clinical Faculty

The designation of external clinical faculty is intended for personnel who are content experts and who provide to academic programs such services including clinical and/or practicum supervision, clinical teaching, and mentoring.

1. Each academic program may designate a specific title for this position that is appropriate for the educational standards of the profession. However, terms associated with faculty rank (instructor, lecturer, senior lecturer, clinical educator, senior clinical educator, assistant professor, associate professor and professor) may not be used.
2. The university may recognize the contribution made by these professionals through a variety of means, including but not limited to: recognition on program’s web site, library privileges, opportunity for membership at the health and wellness center at the faculty rate, faculty discounts for athletic tickets and golf course privileges, faculty discount at Longwood bookstore, and tuition waiver for one Longwood course, a maximum of three credit hours, for every two semesters of service as external clinical faculty.

Addition to Section O.

(Proposed new language is underlined)

Review of Lecturers, Clinical Educators, and Adjunct Faculty

Persons employed as lecturers, clinical educators, or adjunct faculty are not eligible for tenure and are therefore not classified as "probationary faculty." However, all lecturers and clinical educators shall be reviewed by the Department Promotion and Tenure Committee and the department chair. Adjuncts shall be reviewed by the department chair.

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2. Clinical Educators

a. The first such review shall occur during the clinical educator's first semester of employment. Subsequent reviews shall occur annually during the spring semester.

b. The review of clinical educators shall be defined by departmental standards available from the department chair. (See Appendix H.)

c. After the clinical educator's first semester of employment, the Department Chair and the Department Promotion and Tenure Committee shall review lecturers, senior lecturers, clinical educators, senior and senior clinical educators within the department according to the time schedule specified in Section III.O and Appendix B - Spring Semester, probationary review.

c. The Department Chair and the Department Promotion and Tenure Committee shall transmit to the appropriate dean (a) a written summary of their respective reviews, and (b) a recommendation regarding the possible future employment of the clinical faculty or senior clinical faculty by the University. The Department Chair and the Department Promotion and Tenure Committee shall also transmit at that time a copy of their respective reviews and a copy of the recommendation to the clinical faculty or senior clinical faculty member involved. After review, the dean shall transmit these materials to the VPAA.

Addition to Appendix B.

Time Tables for Review of Tenure-track Faculty, Lecturers, and Clinical Educators

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Time Table for Probationary Review of Tenure Track Faculty, ~~and~~ Lecturers, and Clinical Educators**

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*Lecturers and clinical educators are reviewed during their first semester of employment. Thereafter, they are reviewed annually following the same timetable as for the Spring Semester review of first year probationary faculty members.