

## Ad Hoc Committee on Clinical Faculty Scope of Work

Members: Lissa Power-deFur (chair), Connie Ballard, Theresa Clark, Melody Eaton, Meg Thompson

### Purpose:

To develop policies for designation, roles and responsibilities, and evaluation criteria for clinical faculty. Clinical faculty includes both external faculty (professionals who supervise Longwood students in their clinical/external placements) and internal faculty (Longwood faculty who serve as clinical educators/clinical faculty).

### Proposed Activities and Timelines:

- Develop scope of work Spring 2010
- Identify information needed to develop policies (see attachment) Spring 2010
- Review purpose, proposed activities, and timelines with Faculty Senate, College Deans and receive concurrence. Fall 2010
- Identify all disciplines that include clinical faculty Spring/Fall 2010
  - Currently identified: athletic training, communication sciences and disorders, education, nursing, social work
  - Other possibilities: therapeutic recreation, exercise science
- Review relevant policies in the Faculty Policies and Procedures Manual Fall 2010
- Disseminate requested information to representative in each program Fall 2010
- Invite representatives from each discipline to meet with the committee, presenting the desired information about clinical faculty in their program Fall 2010
- Research policies at comparable universities Fall 2010
  - RU and JMU are the only Va universities with the 5 programs currently identified
- Review American Association of University Professors' recommendations Fall 2010
- Analyze information and draft policies Fall/Winter 2010-2011
- Submit policy to Faculty Senate February 2011
- Submit policy to Board of Visitors May 2011

#### Information needed regarding external clinical faculty (preceptors, supervisors)

- Number of external clinical faculty used in typical academic year
- Does the program use external clinical faculty on a recurring basis?
  - If so, what is the typical schedule?
- How are these individuals selected and evaluated? (how often, by whom?)
  - Are there state or national standards for qualifications of external clinical faculty? If so, what is the organization and what are the standards?
- What title is used for these persons by the profession?
- What are the roles and responsibilities (e.g., amount of supervision of students, amount of supervision of the external clinical faculty by university faculty)
  - Which of these are set by state or national accreditation standards, which are set by Longwood?
  - What is the typical time commitment for an external clinical faculty member to have one Longwood student placed with him/her?
- What student competencies must be met in the external placements?
  - How are these measured? (e.g., instrument, role of external clinical faculty and role of Longwood faculty)
- Does Longwood provide training to the external clinical faculty? If so, describe.
- What compensation or recognition is provided by Longwood or any other entity (monetary or other)?
  - What compensation/recognition would you desire to be provided?

#### Information needed regarding Longwood-employed clinical faculty

- What are the student competencies that must be met?
- What are the accreditation expectations for supervision of students?
- Full-time faculty:
  - How many persons are in full-time positions?
  - What is his/her rank, tenure status?
  - What are the qualification requirements? Selection process?
  - What are the evaluation criteria for clinical faculty?
  - Who completes the annual evaluation?
  - What are the roles and responsibilities?
    - Does this person supervise clinical services provided at Longwood? If so, what is the time commitment (e.g., amount of supervision/amount of services)
    - Does this person interact with external clinical faculty? If so, what is the time commitment (e.g., frequency of e-mail, phone, and on-site contact)
    - Does this person also have academic (teaching) responsibilities? If so, explain.
  - What is the faculty load expectation of clinical? (Number of students considered to be a “full” class.)
    - Is this part of the load during the academic year and/or part of summer load?

- If summer, how is supervision reimbursed?
    - How are travel expenses reimbursed?
- Are there other academic faculty that have some clinical education responsibilities as part of their job? If so, identify how many, rank, tenure status, and faculty load.
- Part-time and adjunct faculty:
  - How many persons are in part-time positions? How many adjuncts?
  - What are the qualification requirements? Selection process?
  - What are the evaluation criteria?
  - Who completes the annual evaluation?
  - What are the roles and responsibilities?
  - Does this person also have academic (teaching) responsibilities? If so, explain
  - What is the pay scale for adjuncts and part-time employees?
  - How are travel expenses reimbursed?