

Guidelines for Appointment, Reappointment and Promotion of Clinical Track Faculty

Department of Occupational and Environmental Health
College of Public Health
University of Iowa

I. Clinical Track Appointments

Clinical track faculty hold term appointment positions through which they contribute to the teaching, professional productivity, and service activities of the College, and hold faculty rank at instructor, assistant professor, associate professor, or professor. All clinical track faculty are expected to further public health practice which is defined as the application of public health knowledge, skills, and techniques in addressing actual problems and opportunities in governmental and private organizations, at the community level, and in the area of public/environmental health policy. It involves assisting a wide range of organizations and groups in defining, analyzing, and resolving issues that affect the health status of individuals, communities, and the environment. The clients of public health practice consequently include individuals, communities, policy makers and organizations.

Clinical track faculty with *salaried* appointments are persons who have faculty career positions, who make their primary contributions through teaching, professional productivity, and public health practice to citizens of the state and the nation. No more than 20% of the total salaried College faculty may hold such appointments. The titles of these faculty shall contain the modifier "clinical," noted parenthetically after the rank, such as Assistant Professor (Clinical), and before the name of the department.¹ Clinical track faculty in the Department of Occupational and Environmental Health are expected to support their salary as specified in their letter of appointment.

II. Qualifications for Specific Ranks

The general qualifications for appointment, reappointment, and promotion to specific ranks are stated in the Collegiate Guidance for Clinical Track Appointments:

1. *Assistant Professor (Clinical)*
 - a. S/he must hold a doctorate, its equivalent, or suitable professional degree.
 - b. S/he must show evidence of ability as a teacher.
 - c. S/he must show promise of excellent public health practice and professional productivity.
2. *Associate Professor (Clinical)*
 - a. S/he must hold a doctorate, its equivalent, or suitable professional degree.
 - b. S/he must have an acknowledged record of teaching success, which may include a record of successful direction of the work of graduate students where applicable.
 - c. S/he must demonstrate a substantial record of professional productivity and public health practice.
3. *Professor (Clinical)*
 - a. S/he must hold a doctorate, its equivalent, or suitable professional degree.
 - b. S/he must have an acknowledged record of sustained teaching success, including a record of successful direction of the work of graduate students where applicable.

¹ College of Public Health Faculty Handbook, Appendix O.

- c. S/he must have an established record of professional productivity and public health practice, and unmistakable evidence of national recognition.

III. Reappointment

In accord with UI policy, a review of clinical faculty members in the Department of Occupational and Environmental Health will be done prior to the completion of their current term of appointment. This review will provide the basis for determining whether or not the faculty member will be reappointed and, if so, the length of the term. This review should take into account the faculty member's demonstrated effectiveness in fulfilling teaching functions and professional productivity. It should also consider departmental, collegiate and university goals and the likely role of the faculty member in contributing to those goals.²

The review ordinarily will involve the following steps:

1. Reappointment requires both the faculty member and the department head to desire contract renewal. At least seven months prior to completion of the current term of appointment, the faculty member and department head will meet to determine whether or not reappointment will be pursued.
2. If the faculty member does not want to be reappointed, his or her appointment in the department will conclude at the end of their current term.
3. The following process will be initiated for consideration of reappointment:
 - a. The faculty member will prepare a self-assessment of accomplishments and contributions in relation to his or her responsibilities in teaching, service, and professional productivity beyond clinical service. This report will be completed at least six months before the end of the faculty member's current term, with copies provided to the department head and dean.
 - b. Letters regarding the faculty member's performance will be obtained from at least four persons selected jointly by the department head and faculty member. These will include at least two persons from outside the College of Public Health who are familiar with the faculty member's performance in teaching, service, and/or professional productivity including clinical service. The letters will be requested by the department head to be available at least five months before the end of the faculty member's current term.
 - c. At least five months before the end of the faculty member's current term, the department head will appoint a Departmental Consulting Group (DCG) consistent with collegiate policy. They will review pertinent documentation including teaching evaluations, the faculty member's self-assessment, and the letters obtained as part of this process. The DCG will prepare a summary report for the department head regarding their views on the faculty member's accomplishments and contributions during his or her current term.
 - d. At least four months before the end of the faculty member's current term, the department head and faculty member will meet to review the materials outlined in Paragraph III.3.c and the ad hoc committee's report. The department head and faculty member may decide jointly to obtain additional input.
 - e. At least three months before the end of the faculty member's current term, the department head will prepare a report and recommendation to the dean. This report will be reviewed in advance with the faculty member, who will be given up to 7 days to offer comments and suggestions before the report is finalized. The report will include the

² Operations Manual III-9 Appointments

department head's recommendation regarding reappointment and, if another term is recommended, the recommended length of that term and an outline of the faculty member's role and responsibilities.³ The faculty member may also provide a letter to the dean, with a copy to the department head, indicating his or her position on the department head's report and recommendation.

- f. At least two months before the end of the faculty member's current term, the dean will indicate his or her position regarding the department head's report and recommendation. If there is agreement, the department head and faculty member will be advised and, in accord with UI Human Resources Policy [Par. 10.9(d)(1)], a report and recommendation will be forwarded to UI Central Administration for review and approval.
 - g. If the faculty member does not concur with the collegiate report and recommendations, s/he may elect to employ UI Faculty Dispute Procedures.
 - h. If the faculty member is reappointed, the new term begins immediately upon final action by UI Central Administration; if the faculty member is not reappointed, his or her appointment in the department will conclude twelve months after formal notification.⁴
4. The reappointment process outlined above ordinarily will be followed upon completion of the faculty member's initial and subsequent terms. In the case of second and later terms, the standard process may be modified with mutual consent of the faculty member, department head, and dean.

Summary Timeline (see above text for detailed description)

Date prior to completion of current appointment	Tasks to be completed
7 months	Decide whether to pursue reappointment DEO solicit 4 evaluative letters
6 months	Candidate submits self-assessment to DEO and Dean
5 months	Evaluative letters are due DEO appoints DCG
4 months	DCG report is due DEO and candidate meet to review report and status
3 months	DEO report to candidate (> 1 week before - 3 mo) Candidate responds within 7 days DEO report to Dean
2 months	Dean provides recommendation to DEO DEO notifies candidate of decision
0 months	New appointment commences

IV. Termination and/or Non-renewal

Termination during the term of the appointment must be for failure to meet written standards of competence and performance established by departments and approved by the College. A decision not to renew an appointment may be for failure to meet the written standards of competence and performance, or for changed economic circumstances or program needs such that the position itself is terminated. Non-renewal may only occur at the conclusion of an

³ In accord with UI Human Resources Policy [Par. 10.9(d)(1)], after a positive review, instructors will receive two-year reappointments; assistant, associate, and full professors will receive three to seven year reappointments.

⁴ UI Human Resources Policy [Par. 10.9(h)(1)] sets forth standard procedures for termination and non-renewal of salaried clinical faculty appointments.

appointment. Notice of non-renewal must carry appropriate notice, as defined in *Operations Manual* III.10.9.h.(1).(c).

V. Promotion

Promotion can be supported by a variety of professional productivity profiles. For example, some faculty will be involved primarily in a single area, such as education or outreach. Other faculty will pursue activities in several of these areas. In all cases, a recommendation for promotion should be based on the quality of the activities, not just the quantity.

Although most faculty members in this track will continue to spend the majority of their effort throughout their career in education and outreach activities, some individuals may not. Some clinical track faculty members, by mutual agreement, will focus their effort in a specific sphere of professional productivity (for example, as a laboratory director, hospital or collegiate administrator, curriculum director, funded clinical investigator, etc.). When such individuals are considered for promotion, these activities should be the primary focus of the evaluation as long as there has been demonstration of the appropriate level of expertise in teaching since the original appointment.

A. Assistant Professor (Clinical)

1. He or she must hold a doctorate, its equivalent, suitable professional degree, or must clearly have equivalent knowledge and experience.
2. He or she must show promise of excellent public health practice and professional productivity.
3. He or she must show evidence of ability as a teacher.
4. The initial term of appointment is for one, two or three years. Reappointment is not automatic, but requires departmental review of the faculty member's performance and a recommendation based upon the evaluation of the faculty member's performance in teaching, public health practice, and professional productivity. During the third year, or prior to that if a promotion is contemplated, a full-scale departmental-collegiate review will be made. After a positive review, and at least three years in rank, the faculty member will receive an appointment of 3 to 7 years. Guidelines for termination during the term of the appointment or non-renewal at the conclusion of an appointment appear in Section IV.
5. There is no maximum period of time by which promotion must be achieved in this track. However, an Assistant Professor may request consideration for promotion at any regular yearly promotions cycle but generally not before the fourth year of appointment.

B. Associate Professor (Clinical)

1. He or she must hold a doctorate, its equivalent, suitable professional degree, or must clearly have equivalent knowledge and experience.
2. He or she must have an acknowledged record of teaching success, which may include a record of successful direction of the work of graduate students where applicable. Such direction, although not routinely expected, is a measure of teaching success.

3. He or she must show evidence of progress toward a record of professional productivity and public health practice.
4. The term of appointment is between 3 and 7 years. Reappointment is renewable based on departmental review of the faculty member's performance and a recommendation based upon the evaluation of the faculty member's performance in teaching, public health practice, and professional productivity. Guidelines for termination during the term of the appointment or non-renewal at the conclusion of an appointment appear in Section IV.
5. There is no maximum period of time by which promotion must be achieved in this track. However, an Associate Professor may request consideration for promotion at any regular yearly promotions cycle but generally not before the fourth year of appointment.

C. Professor (Clinical)

1. He or she must hold a doctorate, its equivalent, suitable professional degree, or must clearly have equivalent knowledge and experience.
2. He or she must have an acknowledged record of sustained teaching success, including a record of successful direction of the work of graduate students where applicable. Such direction, although not routinely expected, is a measure of teaching success.
3. He or she must have an established record of professional productivity and public health practice, and unmistakable evidence or recognition by peers at the state, regional, national, or international level.
4. At the rank of Professor, the term of appointment is between 3 and 7 years. Reappointment is renewable based on departmental review of the faculty member's performance and a recommendation based upon the evaluation of the faculty member's performance in professional productivity, teaching, and public health practice. Guidelines for termination during the term of the appointment or non-renewal at the conclusion of an appointment appear in Section IV.

A. Teaching

Traditional teaching responsibilities at the University are focused on formalized for credit programs. However, the University establishes a number of audiences for the teaching responsibility of clinical faculty including students, residents, or fellows of the University at the undergraduate, graduate, professional, or postgraduate level. Clinical faculty engage in a variety of teaching responsibilities in a variety of formats which may include: teaching for credit courses; providing non-credit programs and workshops, distance and online -learning programs, seminars, and continuing education. In addition some faculty may help with graduate student projects and internships and, with permission from the Graduate College, serve on master and doctoral committees.

Therefore a variety of supporting materials can be used to judge the faculty member's effectiveness as a teacher. The process might include a review of syllabi, student course evaluations, online course evaluations, peer evaluations and administrator evaluations.

Key indicators of teaching performance may include but are not limited to:

- Faculty evaluation of the objectives, methods, and materials of courses that have been designed and taught by the individual.

- Student evaluations of the performance of the individual.
- Evaluations from short courses or “workshops” for students, residents and fellows, postgraduate professionals, and the lay public.
- Peer evaluations of teaching.
- Graduate exit interviews or alumni feedback.
- Teaching awards or other recognition of teaching excellence.
- Evaluation concerning the performance of students, residents, and fellows taught by the individual whenever possible and appropriate.

B. Professional Productivity

Members of the clinical track are expected to contribute significantly to professional productivity. Professional productivity is defined to potentially include three components: public health practice; professional service; and scholarship.

1. Public Health Practice

The Association of Schools of Public Health (ASPH), the Council on Education in Public Health (CEPH) and the Association of University Programs in Health Administration (AUPHA) characterize degrees in public health and health administration as applied fields which support the need to identify and develop faculty who are involved in practice. Furthermore, the engagement of such faculty should also help the College apply and evaluate research and theories in public health and environmental health policy.

Clinical practice activities are revenue generating and may include:

- Providing services to external organizations on a contractual basis whereby the UI is compensated for the faculty member’s time and efforts.
- Performing duties within the College of Public Health or other UI units that involve application of faculty member’s professional expertise and for which compensation is provided.
- Serving as members of organizational governing boards or committees. Where compensation is provided for these roles, a proportion agreed upon by the faculty member and department head will be used to offset the faculty member’s salary.
- Arrangements whereby a faculty member participates in community activities, including consultation and/or technical assistance, in accordance with UI policies and procedures.

2. Professional Service

General criteria as stated in the operations manual:

“From time to time, a faculty member is called upon to render major professional services to the University or to society in general. Such contributions should be evaluated in terms of the effectiveness with which the service is performed, its relation to the general welfare of the University and its effect on the development of the individual.”

Key indicators of service performance may include, but are not limited to:

- Advising student organizations.
- Contributing to professional growth and development of junior colleagues.
- Serving on Department, College of University committees (indicate if chair).
- Serving as an administrator within the Department, College of University.
- Reviewing grant proposals.

- Serving on accrediting agencies or boards.
- Serving on committees of professional academic organizations.
- Serving on professional/technical committees.
- Performing academic service to the community (should be professionally related).
Examples would include presenting guest lectures and preparing materials for paraprofessionals.
- Service to the State of Iowa

3. Scholarship

In its landmark 1990 report, Scholarship Revisited: Priorities for the Professoriate, the Carnegie Foundation for the Advancement of Teaching defined scholarship as having four separate but overlapping dimensions: the scholarship of discovery, the scholarship of teaching, the scholarship of integration, and the scholarship of application.⁵ Clinical track faculty are expected to contribute to and advance the field of public health and health-related practice through scholarship. Scholarship activities are broadly defined to include but are not limited to:

- Developing and/or implementing new models for improving public health practice;
- Developing and/or implementing new models for improving education and training.
- Formal presentations to members of the practice and/or academic communities at local, state, regional and national meetings.
- Written works including both peer and non-peer reviewed articles, text book chapters, policy documents, publications in trade journals, and technical reports; and
- Practice-based research and/or translational research.

It should be noted that while the scholarship of discovery may help satisfy this requirement it is not required for promotion in this track.

⁵ This hierarchy of scholarship was subsequently endorsed by the Association of Schools of Public Health, Council of Public Health Practice Coordinators in *Demonstrating Excellence in Academic Public Health Practice*.