

Instructions for Preparing the Promotion Statement for Clinical Faculty
2008-2009

Promotion Statements for Clinical Faculty are to be prepared in the same manner as the Promotion and Tenure Statements for tenure-track faculty. However, Clinical Faculty are not eligible for tenure, and their promotions are to be based on accomplishments in clinical, teaching, and service. Hence, the narrative section includes 9 parts:

- I. Curriculum Vitae
- II. Candidate's Statement on Clinical, Teaching, and Service Activities (Candidate has the option to provide an integrated statement on Clinical, Teaching, and Service Activities or providing a separate description of each activity.)
- III. Description of clinical activities
- IV. Evaluation of clinical activities
- V. Description of teaching activities
- VI. Evaluation of teaching activities
- VII. Description of service activities
- VIII. Evaluation of service activities
- IX. Recommendations

A document appendix is also part of the statement.

Most Clinical Faculty are associated with a single department. In such a case, the department chairperson and the department Promotion and Tenure Committee function as they do in considerations of tenure-track faculty. If the Clinical Faculty member is associated with a program that is not under the administration of a single department, an ad hoc Promotion Committee will be formed. It must consist of no fewer than three tenured faculty all of whom have expertise related to that of the candidate ***and may include Clinical Faculty at an equal or higher rank of the candidate.*** The dean or deans who approved the original appointment of the Clinical Faculty member will appoint the members of the ad hoc Promotion Committee. The candidate may suggest nominees, but it is not required that the Committee include any of the candidate's nominees.

The department (or committee) chairperson is responsible for the preparation of the Statement, but to insure accuracy and completeness, the curriculum vitae and the description sections should be written in close collaboration with the candidate. In fact, it is preferable that these sections be written by the candidate and verified by the chairperson. The evaluation and departmental recommendation sections are confidential and must be written either by the chairperson or a member of the department (or ad hoc) Promotion and Tenure Committee. The chairperson's and dean's own recommendations are to be written by the respective individuals. Three copies of the Statement should be prepared. One copy is to be retained by the department, and the original and one copy forwarded to the dean. After the appropriate recommendations are added at the college/school level, the dean sends the original to the Provost and Executive Vice President.

In preparing the Statement, pages in parts 1- 4 should be numbered consecutively starting with Curriculum Vitae as page 1. The curriculum vita is to be confined to the one page form supplied. Documentation – supporting letters and other materials – should appear in the Appendix in the order in which they are first mentioned in the narrative. Pages in the Appendix should be numbered consecutively beginning with A-1. The first item in the Appendix should be a complete professional resume (exclusive of publications) of the candidate. Copies of the faculty member's annual reports should be placed in chronological order at the end of the Appendix. Each sub-section of the narrative should be headed by

the topic to be addressed (the words in capital letters). The statements in parentheses after each question are part of the instructions and are not to be included in the heading. To avoid the need for page flipping, the Appendix should be separable from the narrative, so that all documentation can be read in parallel with the narrative sections. In the narrative section, the topics on the following pages should be addressed in the order listed.

CLINICAL FACULTY

PROMOTION

NARRATIVE SECTION

STATEMENT ON BEHALF OF:

(Name)

(Department)

(College)

(Date)

I. CURRICULUM VITAE (Clinical Faculty)

FULL NAME: _____
(first) (middle) (last)

Department: _____

School or College: _____

Action Considered: Promotion to _____

Present rank: _____ Since: _____ Years in rank: _____
(mo./yr.)

Previous rank: _____ Since: _____ Years in rank: _____
(mo./yr.)

Previous rank: _____ Since: _____ Years in rank: _____
(mo./yr.)

Prior to service at the University of New Hampshire, give:

Last previous title and employer: _____ From: _____ To: _____
(mo./yr.) (mo./yr.)

Previous title and employer: _____ From: _____ To: _____
(mo./yr.) (mo./yr.)

Previous title and employer: _____ From: _____ To: _____
(mo./yr.) (mo./yr.)

Summarize other pertinent experience if it seems desirable:

Indicated educational background by giving earned degrees:

Degree: _____ Field: _____ Institution: _____ Date: _____

Degree: _____ Field: _____ Institution: _____ Date: _____

Degree: _____ Field: _____ Institution: _____ Date: _____

II. Candidate's Statement on Clinical, Teaching, and Service Activities

1. THE CANDIDATE'S OWN OPINION OF THE EFFECTIVENESS OF HIS/HER CLINICAL, TEACHING, AND SERVICES ACTIVITIES. (The candidate has the option to provide an integrated statement on Clinical, Teaching, and Service Activities. If the candidate chooses the former, this should be a 3 – 5 page self-evaluation providing an overview and vision of his/her perspective on – and integration among – clinical, teaching, and service activities, which may be supported by documentation.)

III. DESCRIPTION OF CLINICAL ACTIVITIES

1. THE CANDIDATE'S OWN OPINION OF THE EFFECTIVENESS OF HIS/HER CLINICAL ACTIVITIES. (OMIT IF CANDIDATE IS PROVIDING AN INTEGRATED STATEMENT ON CLINICAL, TEACHING, AND SERVICE ACTIVITIES.)

This should be a one or two page self-evaluation, which may be supported by documentation. Candidates should document the work they did in collaboration with other faculty members and make explicit the nature of his or her contribution to the collaborative work.

2. DOCUMENTED EVALUATIONS OF CLINICAL ACTIVITIES.
3. DOCUMENTED CLINICAL INTERVENTION AND OUTCOMES.
4. NAMES AND ADDRESSES OF INDIVIDUALS BOTH ON AND OFF CAMPUS WHO ARE FAMILIAR WITH THE CANDIDATE'S CLINICAL ACTIVITIES.
5. ANY OTHER DOCUMENTS THAT DESCRIBE CLINICAL ACTIVITIES.

While scholarly activities are not expected of clinical faculty, a description of scholarly activities may be presented in this section.

6. LIST OF THE CANDIDATES' PUBLISHED SCHOLARLY WORK, WORK CONTRACTED OR SOON TO BE PUBLISHED.

These should be cited in the standard entry form used in the faculty member's field.

7. LIST OF ORAL PRESENTATIONS BEFORE PROFESSIONAL GROUPS.

Include the titles and dates of the talks and the identities of the groups hearing the presentations.

8. GRANTS, CONTRACTS, OR FELLOWSHIPS FOR WHICH THE CANDIDATE HAS APPLIED.

Identify their purposes, and indicate which have been funded. Candidates should document the work they did in collaboration with other faculty members.

9. PRIZES OR OTHER HONORS WON BY THE CANDIDATE.
10. PROFESSIONAL ORGANIZATIONS IN WHICH THE CANDIDATE IS PARTICULARLY ACTIVE.

IV. EVALUATION OF CLINICAL ACTIVITIES

1. THE COMMITTEE'S EVALUATION OF THE EFFECTIVENESS OF THE CANDIDATE'S CLINICAL ACTIVITIES. (Evaluate the quality of the candidate's clinical activities.)
2. EVALUATION OF DOCUMENTED EVALUATIONS OF CLINICAL ACTIVITIES.
3. EVALUATION OF DOCUMENTED CLINICAL INTERVENTION AND OUTCOMES.
4. REPUTATION OF THE CANDIDATE IN CLINICAL ACTIVITIES.

Provide in the Appendix letters from five or more persons in his/her field from off-campus evaluating his/her professional contribution. To ensure that at least five letters are received, it is recommended that more than 5 letters be requested.

- a) By whom are the letters written?
 - b) How were these persons chosen? A stronger case will be made if some of the evaluators are selected by the Department Committee rather than by the candidate. What is the relationship of the candidate with the outside reviewer? Reviewers should be neutral and not pose a risk for conflict of interest. Candidates should not contact outsider evaluators.
 - c) What are their professional credentials?
 - d) On what page is a sample letter of solicitation included in the Appendix? It is important to request the evaluation in a neutral manner and to ask the evaluator to indicate the basis of his/her assessment.
 - e) Where in the Appendix will the letters be found?
 - f) Summarize the contents of these letters and provide any appropriate reaction or further comment.
5. EVALUATION OF OTHER DOCUMENTS THAT DESCRIBE CLINICAL ACTIVITIES.
 6. THE COMMITTEE'S EVALUATION OF THE SCHOLARLY WORK OF THE CANDIDATE.

V. DESCRIPTION OF TEACHING

1. THE CANDIDATE'S OWN OPINION OF THE EFFECTIVENESS OF HIS/HER TEACHING. (OMIT IF CANDIDATE IS PROVIDING AN INTEGRATED STATEMENT ON CLINICAL, TEACHING, AND SERVICE ACTIVITIES.)

This should be a one or two page self-evaluation, which may be supported by documentation.

2. THE CANDIDATE'S MAIN FIELDS OF TEACHING INTEREST AND COMPETENCE.
3. COURSES TAUGHT BY THE FACULTY MEMBER.

List the courses by number and indicate how frequently the faculty member has taught them.

4. ADVISING OF UNDERGRADUATE MAJORS AND/OR UNDECLARED STUDENTS; THE CANDIDATE'S OWN OPINION OF THE EFFECTIVENESS OF HIS/HER ADVISING.

Identify the category and number of students advised. How often has the faculty member served as an advisor? What measures are used to evaluate effectiveness in advising?

5. ADVISING OF MASTERS AND PH.D. CANDIDATES.

Identify the students for whom the faculty member has served as the major advisor and the current status of each student -- completed or current. For completed students, indicate their current positions. Also provide the number of students in each category for whom the faculty member served on the graduate committee.

6. INNOVATIONS OR SPECIAL METHODS USED BY THE CANDIDATE IN HIS/HER TEACHING.

VI. EVALUATION OF TEACHING

1. HOW HAVE THE CANDIDATE'S TEACHING INTERESTS AND COMPETENCE FIT INTO THE PROGRAMS OF THE DEPARTMENT, COLLEGE/SCHOOL AND UNIVERSITY?
2. EXPECTED FUTURE ROLE OF THE CANDIDATE'S TEACHING INTERESTS AND EXPERTISE IN THE DEPARTMENT.

Consider the probable future programmatic direction of the department, and assess the importance of the teaching done by the candidate in that context.

3. WHAT PROCESSES WERE USED TO COMPILE THE DOCUMENTATION ON TEACHING EFFECTIVENESS?
4. THE COMMITTEE'S EVALUATION OF EFFECTIVENESS OF HIS/HER TEACHING AT THE (a) UNDERGRADUATE LEVEL AND (b) GRADUATE LEVEL.

Describe available information on the candidate's teaching in each category. Include in the Appendix student evaluation summaries, include the original evaluation forms, and comment on them as a reflection of the candidate's teaching performance. Evaluate the candidate's competence as a teacher in the classroom, laboratory, studio, etc. Cite the candidate's strengths and weaknesses. What are colleagues' opinions of the candidate's teaching ability? Provide appropriate documentation in the Appendix.

5. EFFECTIVENESS OF THE CANDIDATE AS AN ADVISOR OF: (a) UNDERGRADUATE STUDENTS and (b) GRADUATE STUDENTS.

Describe criteria used in assessing effectiveness.

VII. DESCRIPTION OF SERVICE ACTIVITIES

1. THE CANDIDATE'S OWN OPINION OF THE SIGNIFICANCE AND SUCCESS OF HIS/HER SERVICE ACTIVITIES. (OMIT IF CANDIDATE IS PROVIDING AN INTEGRATED STATEMENT ON CLINICAL, TEACHING, AND SERVICE ACTIVITIES.)

This section should be a one or two page self-evaluation, which may be supported by documentation.

2. ACTIVITIES IN SUPPORT OF THE UNIVERSITY'S LAND-GRANT AND SEA-GRANT, SPACE-GRANT AND OTHER PUBLIC SERVICE MISSIONS.

Include program development and teaching in credit and non-credit continuing education, Cooperative Extension work, decision-oriented applied research and consultation efforts, services to the public that are by-products of research projects, etc.

3. DEPARTMENTAL COMMITTEES ON WHICH THE CANDIDATE HAS SERVED.

List the committees and the years served, and indicate whether the candidate has chaired any of the committees. If the purpose and accomplishments of these committees are not obvious, please briefly describe them.

4. UNIVERSITY, SCHOOL, OR COLLEGE AND OTHER COMMITTEES ON WHICH THE CANDIDATE HAS SERVED.

As above, indicate the extent of service and the role of the candidate on the committees.

5. OTHER DEPARTMENTAL RESPONSIBILITIES ASSUMED BY THE FACULTY MEMBER.

Include service as coordinator of graduate program, organizer of seminar series, etc.

6. THE CANDIDATE'S CONTRIBUTIONS TO SCHOLARLY AND PROFESSIONAL ORGANIZATIONS.

This may include service to a discipline through professional association membership, journal editorship, review of manuscripts, etc.

VIII. EVALUATION OF SERVICE

1. EVALUATION OF THE CANDIDATE'S PUBLIC SERVICE ACTIVITIES.

Include supporting letters in the Appendix. Briefly, identify the writer's connections with the candidate.

2. THE COMMITTEE'S EVALUATION OF THE FACULTY MEMBER'S CONTRIBUTIONS TO THE DEPARTMENT THROUGH COMMITTEE WORK AND IN OTHER CAPACITIES.

3. EVALUATION OF THE CANDIDATE'S CONTRIBUTIONS TO THE UNIVERSITY AND SCHOOL OR COLLEGE.

Include supporting letters in the Appendix. If letters are supplied, briefly identify the writers' connections with the candidate.

4. EVALUATION OF THE CANDIDATE'S CONTRIBUTIONS TO SCHOLARLY AND PROFESSIONAL ORGANIZATIONS.

Include supporting letters in the Appendix; briefly describe the writers' connections with the faculty member.

IX. RECOMMENDATIONS

1. DEPARTMENT PROMOTION COMMITTEE RECOMMENDATION (Indicate the recommendation and summarize the bases for it in service and scholarship. If the recommendation is not unanimous, indicate the reasons and the vote. Please report the numerical vote.)

2. SIGNATURES OF MEMBERS OF THE DEPARTMENT PROMOTION COMMITTEE (Voting members of the department (or ad hoc) Promotion Committee should sign below that they have read the complete contents of the "Statement" and have voted or abstained in the above recommendation. List any non-voting members of the Committee.)

3. DEPARTMENT CHAIRPERSON'S RECOMMENDATION

(Provide in your own words your assessment of the faculty member's performance and your recommendation. Indicate whether your recommendation is the same as or different from the committee's and why. Complete the following statement.)

This document includes the recommendation of the Department Promotion Committee. My recommendation, as Department Chairperson, takes into account their recommendation and the material contained herein. It is recommended that:

(first)

(middle)

(last)

be (promoted to the rank of _____) (be given a terminal appointment) [choose the phrase that applies].

Signed: _____
Department Chairperson (date)

4. RECOMMENDATION OF THE COLLEGE/SCHOOL PROMOTION COMMITTEE
5. SIGNATURES OF THE COLLEGE/SCHOOL PROMOTION COMMITTEE. (Indicate whether each member voted or abstained.)
6. RECOMMENDATION AND SIGNATURE OF THE GRADUATE DEAN
7. RECOMMENDATION AND SIGNATURE OF THE COLLEGE/SCHOOL DEAN

CLINICAL FACULTY
PROMOTION DOCUMENTATION APPENDIX

STATEMENT ON BEHALF OF:

(Name)

(Department)

(College)

(Date)