**W. P. Carey School of Business**

**Department of Economics**

*Appointment, Annual Review, and Promotion Policy for Clinical Faculty*

**Adapted to Include Provost Policies**

**Reviewed and approved by the faculty: September 2016**

**Approved by the Dean: January 12, 2017**

**W. P. Carey School of Business**

**Department of Economics**

**Appointment, Annual Review, and Promotion Policy**

**for Clinical Faculty**

***Draft***

***September 2016***

**Purpose**

This document outlines procedures related to the appointment, annual review, and promotion process of Clinical faculty within the Department of Economics. This document supplements the By-Laws of the Department of Economics

**Links to University Policies**

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| ACD 505-02: Faculty Membership, Appointment Categories, Ranks, and Titles | <http://www.asu.edu/aad/manuals/acd/acd505-02.html> |
| ---Process Guide Review for Renewal of Multi-Year Appointments | <http://provost.asu.edu/promotion_tenure/multiyear> |
| ACD 506-05: Faculty promotion | <http://www.asu.edu/aad/manuals/acd/acd506-05.html> |
| ---Process Guide for Promotion of Fixed-Term Faculty | <https://provost.asu.edu/sites/default/files/ProcessGuideFixed-TermFacultyPromotion_0.pdf> |
| ACD 506-10: Annual evaluations of faculty | <http://www.asu.edu/aad/manuals/acd/acd506-10.html> |

**Clinical Faculty**

Clinical faculty are fixed-term faculty members who direct or participate in specialized university functions, including teaching, mentoring, advising, student internships, training, or other components of degree programs. The Dean of the W.P. Carey School of Business (hereafter, “Dean”) and the Chair of the Economics Department (hereafter, “Chair”) or their designees will assign to clinical faculty the specific roles and duties to be performed during the appointment period.

### Appointment

Clinical faculty members may be appointed at the rank of assistant, associate, or professor.[[1]](#footnote-1)

A position of clinical faculty at any level will be filled through a national search. Clinical faculty members are full-time faculty, but are not eligible for tenure or sabbatical leaves.

*Minimum Criteria for Clinical Faculty:*

All clinical faculty must meet the following minimum criteria:

1. Earned doctorate in Economics, or a related field.
2. Faculty qualifications, as defined by the W. P. Carey School of Business for AACSB accreditation purposes and as assigned by the Chair.

To maintain a clinical faculty designation, the minimum criteria must be maintained.

Clinical associate professors who have developed substantial experience and demonstrated excellent teaching may be eligible for multiple-year appointments. Clinical professors who have developed substantial experience and demonstrated excellent teaching may be eligible for rolling multiple-year appointments. The offer or renewal of a multiple-year appointment is made at the determination of the Chair and Dean, and is subject to the approval of the Provost.

**Annual Review**

Clinical faculty members, whether on year-to-year or multi-year contracts, may have their performance and portfolios reviewed annually. In such case, a special committee shall be appointed for this purpose by the Chair. Completed portfolios should be submitted to the Chair in accordance with the W.P. Carey School of Business and Department’s calendar for personnel actions. A copy of the annual review will be forwarded to the Dean.

Consistent with the Department of Economics *Faculty Evaluation Guidelines*, clinical faculty members preparing portfolios for annual review should include evidence showing *meritorious (or higher) performance*[[2]](#footnote-2) in terms of teaching effectiveness, and *satisfactory performance* or higher in terms of service (depending on the terms of appointment) and scholarship of teaching. It is the responsibility of the faculty member to present evidence supporting performance.

*Teaching Effectiveness*

Teaching effectiveness is evaluated both by in-class and other measures. Examples of teaching effectiveness include, but are not limited to, the following: (i) Student evaluation scores benchmarked to the Department in general and Department same-course scores on the dimensions of course structure, learning climate, instructor involvement, academic rigor, and evaluation; (ii) Annual review and in-class peer review of instruction on the dimensions of course structure, learning climate, instructor involvement, academic rigor, and evaluation; (iii) Design of new course or substantive redesign; (iv) Design of teaching case or simulation added to course syllabus; (v) Preparation of innovative course material; (vi) Completion of program for professional development/pedagogy; (vii) Successful teaching in a variety of different types or courses.

*Service*

Service is evaluated using a variety of internal and external measures, including, but not limited to, the following: (i) Active participation in department or college-wide committees related to instruction, (ii) Participation in national professional activities related to teaching, (iii) Leadership role/committee member in academic conferences/meetings, and (iv) Supervising honors theses.

*Scholarship of Teaching*

Scholarship contributions include those through academic research journals as well as a number of other means. In sum, a clinical faculty member must maintain AACSB scholarship requirements. Examples of such contributions include, but are not limited to, the following: (i) Editorship/reviewer/authorship roles for any of the following: Department’s Tier 1-3 journals, other peer reviewed journals, practitioner journals, scholarly text, or practitioner text; (ii) Presentation at meeting/conference/university/ professional forum; (iii) publication of textbooks, chapters, or cases.

### Promotion

Candidates for promotion should present evidence of sustained and continuing excellence in teaching, service, and scholarship, including evidence regarding AACSB faculty qualification status.

Promotion is warranted only if and when the achievements outlined below are tangibly demonstrated. Thus, promotion is based neither on promise nor longevity. It is natural for faculty members to vary in the time required to attain the appropriate level of achievement.

Application for and promotion to advanced rank should follow W. P. Carey School promotion procedures and time schedules established by the university.

### *Promotion Criteria for Clinical Associate Professor:*

In addition to meeting the minimum criteria for assistant clinical faculty members, associate clinical professors typically demonstrate all of the following:

* The equivalent of five years of full-time teaching in higher education. A significant amount of this must be in courses at the four-year institution level in fields related to the W. P. Carey assignment of the faculty member. The guidelines of five years may be reduced on a case-by-case basis provided the candidate has significant scholarly research accomplishments within the discipline or substantial relevant professional experience.
* Teaching. Candidates for promotion should present a record of sustained long- term excellence and diversity in teaching (see criteria outlined in the Annual Review section). Candidates for promotion should summarize their record in the form of a teaching portfolio that describes their contribution to the teaching mission of the school, presents evidence of excellence in the areas noted above and any other areas relevant to their teaching role, and includes a statement of teaching philosophy.
* Service – Internal and External Contributions. Candidates for promotion should present evidence of sustained service contributions to the mission of the department, college, and/or university (internal service) and to the profession and community at large (external service) (see criteria outlined in the Annual Review section). The roles assigned by the department will be considered in evaluating the magnitude of accomplishment expected in service overall, and in internal and external service.
* Scholarship of Teaching. Candidates for promotion should present evidence of scholarship competence and accomplishment. However, all candidates will present evidence of a continuing commitment to the scholarship of teaching (see criteria outlined in the Annual Review section).

### *Promotion Criteria for Clinical (Full) Professor*

In addition to meeting the minimum criteria for associate clinical professors, clinical professors typically demonstrate all of the following:

* The equivalent of 12 years of full-time teaching in higher education. A significant amount of this must be in courses at the four-year institution level in fields related to the W. P. Carey assignment of the faculty member. The guidelines of 12 years may be reduced on a case-by-case basis provided the candidate has significant scholarship research accomplishments within the discipline or substantial relevant professional experience.
* Continued excellence on the dimensions of Teaching, Service, and Scholarship of Teaching as outlined above.

**Requests for Promotion**

Requests for promotion should occur at the time of the normal review and are due in the Office of the University Provost by the date set by the University. If the promotion is awarded, it will become effective during the following academic year. Promotion, regardless of length of appointment, also will be contingent upon the offer of a contract in the following academic year. Materials to be sent forward for promotion review generally include:

1. The appropriate form provided by the Office of the University Provost along with any additional forms used by the Department of Economics and the W.P. Carey College of Business.
2. Evaluations by a committee appointed by the Chair;
3. Transmittal letters of the Chair and Dean.
4. Summary of teaching effectiveness, including both student and peer teaching evaluations.
5. Personal statement.
6. Current curriculum vita.

This file is reviewed by the Dean’s Personnel Advisory Committee which writes a memo to the Dean with its recommendation. The Dean then writes an independent review of the material. The entire packet is forwarded to the Office of the University Provost for final approval.

1. The “professor” level is sometimes referred to as “full professor.” Throughout this document we use the term professor; this is consistent with ASU’s ACD 505-02: Faculty Membership, Appointment Categories, Ranks, and Title. [↑](#footnote-ref-1)
2. The Department of Economics *Faculty Review Procedures* document requires classification of performance into (<1) unsatisfactory, (1) satisfactory, (2) meritorious, (3) excellent, and (4) superior. [↑](#footnote-ref-2)