

CALIFORNIA STATE UNIVERSITY, SACRAMENTO
College of Health and Human Services
Department of Physical Therapy

Policies and Procedures on Appointments, Retention, Tenure, and Promotion

Preamble

The Department of Physical Therapy, a graduate program only, presents this document to the University Appointment, Retention, and Promotion Committee in efforts to advance the doctoral culture required of the discipline. The following policies and procedures on Appointments, Retention, Tenure, and Promotion (ARTP) are consistent with those of the University and the College of Health and Human Services and serve to supplement rather than replace these documents. Within the document the terms Core and Associate faculty are used and are defined here for broad understanding.

Core doctoral faculty are faculty who supervise students' culminating doctoral projects, teach, provide service and engage in creative and scholarly activities of their own.

Associate doctoral faculty are faculty who have distinct clinical expertise and teaching skills that otherwise qualify them to teach in a clinical discipline. They may not have the doctoral preparation expected of core faculty or the skill set needed to adequately supervise doctoral culminating projects.

A. **Appointment of Full-Time Core and Full-Time Associate Faculty**

1.0 Appointment Criteria

The Department is committed to the appointment of faculty who will be dedicated to the teaching-learning process, and make significant contributions to the body of knowledge in the professional field. The faculty will recognize the responsibility for discovery, integration, application, synthesis and dissemination of knowledge, and professional and community service. Although professional expertise is an obligatory requirement for excellence as an educator, additional qualities include those that are compatible with the philosophy and goals of the Department.

Eligibility for appointment to a full-time core faculty position requires an earned doctorate (e.g. PhD, EdD, DSc, DPT) from an accredited institution, a record of scholarly productivity, three years of clinical experience, eligibility for CA physical therapy licensure. This does not preclude the appointment of a candidate who does not meet all the criteria when special considerations exist.

Eligibility for appointment to a full-time associate faculty position requires an earned doctorate (e.g. PhD, EdD, DSc, DPT) from an accredited institution and a record of scholarly productivity. This does not preclude the appointment of a candidate who does not meet all the criteria when special considerations exist.

2.0 Search Committee

- 2.1 Composition: The committee shall consist of a minimum of four (4) full-time tenured or probationary faculty members from the Department of Physical Therapy elected by the Department faculty. One member of the committee must be tenured and one member is designated as an alternate. The Director/Chair shall serve as ex-officio non-voting consultant for the purpose of discipline specific or Department specific questions of the committee, and will participate in any deliberations. One member of the committee with full voting privileges shall serve as the affirmative action/equal opportunity representative and shall advise on issues of increasing members of under-represented groups. The Department Director will submit an independent recommendation to the Dean and to the Search Committee.
- 2.2 Function: The committee shall:
- develop vacancy announcements and recommend criteria to be adopted in consultation with the Director,
 - develop an appropriate format in consultation with the Director for the interview.
 - review, screen, rank and recommend candidates to the Director and Dean for interview,
 - interview candidates and submit recommendations and appropriate documentation to the Dean. The Department Director will submit an independent recommendation to the Dean.

3.0 Recruitment Procedure

Recruitment procedures will be in accordance with University Policies and Procedures.

4.0 Selection Procedures

The sequence of activities documented by the Office of Human Resources will be adhered to.

B. Performance Review for Retention, Tenure, and Promotion

Promotion and Tenure are regarded as the recognition of the accomplishments of a faculty member and an indicator of trust in the potential contributions that will be made during his or her academic life. The doctoral degree is required for promotion and award of tenure.

1.0. Retention, Tenure and Promotion Primary Committee

- 1.1 Composition: The Committee shall be composed of three (3) tenured faculty from the Department of Physical Therapy Faculty with a rank higher than those under consideration for promotion. FERP faculty can

participate as long as one member of the committee is a full-time, tenured faculty member. In cases where fewer than 3 faculty members within the Department of Physical Therapy are eligible to participate, additional members from related disciplines in the College of Health and Human Services will be elected. An alternate shall serve as a regular working member in all policies and procedure matters and be eligible to vote when replacing a regular member who is unable to attend or who recuses himself/herself for possible conflict. If there are no tenured Physical Therapy faculty, or if the majority of the Committee is faculty external to the Department of Physical Therapy, then the Director shall serve as an ex officio member for the purpose of discipline specific, peer, and Department specific discussions, but will not have a vote on the Committee.

The Committee shall be elected by full-time probationary and tenured faculty members of the Department and serve for one academic year. The membership of the Committee shall elect a Chairperson. The Department Director will conduct a review and submit an independent recommendation.

- 1.2 Committee Procedures: The Committee will review, discuss and act upon requests and documentation materials for faculty retention, tenure, and promotion. Confidentiality will be maintained throughout this process.

In cooperation with the Director, the Primary Committee will ensure that evaluation procedures and criteria are made available to the faculty members to be reviewed prior to commencement of performance review.

The Working Personnel Action File (WPAF) is that portion of the Personnel Action File (PAF) used for periodic or performance review. Each candidate, in conjunction with the Department Director, has the responsibility of preparing a WPAF according to the format designated by the College Dean.

Written comments received from the primary Committee shall be placed in the WPAF and copies of the material and rationale for the recommendation given to the candidate at least (5) five days prior to such placement. The faculty member shall have the right to submit a rebuttal in writing, and/or request a meeting be held with the Primary Committee to discuss the recommendation no later than seven (7) days following receipt of such a recommendation. The Primary Committee is not required to meet with the candidate. Copy of the response shall accompany the WPAF and be forwarded to the Secondary RTP Committee.

All Committee members and elected alternates must be present when all reviews are made. Abstentions will not be counted as a negative vote.

A simple majority vote of Committee members will be required for any action. All votes will be conducted by secret ballot.

- 1.3 Data Reviewed: All materials serving as a basis for evaluation and used by the Primary Committee for substantive deliberations will appear in the WPAF prepared by the candidate. Material will be reviewed according to the timelines specified in Section 4.09 of UARTP Policy. The Dean of the College, as custodian of the PAF, will submit materials to the WPAF which include documented material from the department faculty and colleagues, results of standard student evaluations and written comments, and other signed written comments.
- 1.4 Criteria for Evaluation: The following criteria have been adopted by the Department of Physical Therapy consistent with University policies and procedures for retention, tenure and promotion. It should be noted that Teaching Effectiveness is recognized as the primary and essential criterion as referenced by the requirement of “meets criteria” at all levels of review during the retention and tenure process.
 - 1.4.1. Teaching Effectiveness:

Department averages of student summative evaluative scores must be included in the WPAF. Those evaluative scores can be from standardized computerized evaluations or paper and pencil evaluations. Evidence of teaching competence should include both judgmental and descriptive evidence to be demonstrated by the following criteria:

 - a. Development of course syllabi and other course materials to include course outline, objectives, reading list and references, teaching strategies, evaluation, grading procedures, lecture outlines, handouts, and examples of tests and quizzes.
 - b. Development of learning models, learning resource materials, and/or new teaching methods for students or clinical faculty.
 - c. Active participation in individual course and curriculum development and evaluation.
 - d. Participation in clinical instruction and arrangement of student learning experiences with appropriate clinical agencies.
 - e. Formal recognition of teaching competence through reception of awards or citation from academic or professional units.
 - f. Participation in continuing education instruction or workshops.
 - g. Documentation of teaching effectiveness based on classroom observation by a tenured faculty from the Department of Physical Therapy in the first, second, and fifth probationary years. Additional reports consistent with the Primary Committee’s request for an individual to work on improving an area of teaching effectiveness in subsequent evaluations the

following year may be required by the Primary Committee.
 “When classroom visits are utilized as part of the evaluation of a faculty unit employee under this Article, the individual faculty unit employee being evaluated shall be provided a notice of at least five (5) days that a classroom visit is to take place. There shall be consultation between the faculty member being evaluated and the individual who visits his/her class(es).” (M.O.U. 15.14) The written report of these observations will be included in the faculty members WPAF.

- h. Demonstrate currency in area(s) of assigned teaching.
- i. Results of student summative evaluations and written appraisal from students. Every faculty member is evaluated by summative student evaluation in all classes.
- j. Development of community clinical education relationships and liaison with those community agencies.
- k. Supervision/mentoring of students’ culminating experience.
- l. Program curriculum development and summative evaluation.
- m. Direction and administration of students’ culminating doctoral projects as part of their teaching assignment.

Criteria for ranking Teaching Effectiveness:

Does not meet criteria:	Less than seven of the 13 criteria met or scores below a 3.0 on the overall student summative evaluation scores.
Minimally meets criteria:	Seven of 13 criteria met and score at or above a 3.0 on the overall student summative evaluation scores.
Meets criteria:	Greater than seven of 13 criteria met and score above a 3.0 on the overall student summative evaluation scores.
Exceeds criteria/outstanding:	Overall student summative evaluation $\geq 4.75/5$.

- 1.4.2. Creative and Scholarly Activities:
 Evidence of an ongoing and sustained record of scholarly achievement should be demonstrated by the following:
 - a. Dissemination of research results in peer-reviewed publications.
 - b. Participation in the writing and submission of funded grants.
 - c. Author, of professional books, book chapters, or other creative works.
 - d. Peer-reviewed presentations at international, national, regional, state, and local meetings and conferences.

Criteria for ranking Scholarly and Creative Activities:

Does not meet criteria:	No scholarly product in two years.
Minimally meets criteria:	One scholarly product every two years.
Meets criteria:	On average, one scholarly product every year.
Exceeds criteria/outstanding:	On average, two scholarly products per year for the most recent two years with at least one of these four products published in,

or fully accepted/in press, a peer-reviewed publication.
Candidate must be a lead author on at least one of the products published in a peer-reviewed publication.

- 1.4.3. Contributions to the University
Evidence of University, College, and Department Services should be demonstrated by the following criteria:
- a. Active participation in University, College, and Department governance, committees or task forces.
 - b. Contributions to the Department such as membership on committees, student advising, orientation, or recruitment.
 - c. Leadership roles in/for the University/College/Department.
 - d. Clinical services provided to the University/College/Department.
 - e. Development of accreditation documents or University review documents.

Criteria for ranking Contributions to the University:

Does not meet criteria:	Only Departmental service.
Minimally meets criteria:	Department service on more than one committee and at least one leadership position.
Meets criteria:	Department service on more than one committee with at least one leadership position, and service on one College or one University committee.
Exceeds criteria/outstanding:	Department service plus one College and one University committee with one or more leadership positions at the College or University level.

- 1.4.4. Contributions to the Community:
Evidence of contributions to the community should be demonstrated by the following criteria:
- a. Participation on committees of professional organizations at the international, national, regional, state or local level.
 - b. Participation on committees of societies or organizations at the international, national, regional, state or local level.
 - c. Participation in the peer review process of grants, manuscripts, books and/or other publications.
 - d. Volunteer or paid consultant activities.
 - e. Community service activities.
 - f. Awards or other forms of community service recognition.
 - g. Offices or leadership roles held in professional organizations at the international, national, regional, state or local level.
 - h. Clinical services provided in the community (volunteer or paid).

- i. Membership in national or state professional organizations or societies (e.g. American Physical Therapy Association/California Physical Therapy Association).

Criteria for ranking Contributions to the Community:

Does not meet criteria:	Less than two criteria met. Is not a member of a national or state professional organization.
Minimally meets criteria:	Meets two of the nine criteria.
Meets criteria:	Three of nine criteria met and one is professionally related.
Exceeds criteria/outstanding:	Three of nine criteria met with a leadership position in a professional organization at the international, national, state or regional level.

Criteria of Retention of Tenured Track Faculty

For first and second probationary year faculty, to be retained the faculty member must achieve “meets criteria” in Teaching Effectiveness and one of the three remaining evaluative areas (Scholarly and Creative Achievements, Service to the University and Service to the Community). For third and fourth probationary year faculty, to be retained the faculty member must achieve a ranking of “meets criteria” in the area of Teaching Effectiveness and two of the remaining three evaluative areas.

For fifth year probationary faculty, to be retained the faculty member must achieve a ranking of “meets criteria” in all four evaluative areas.

Criteria for Tenure and Promotion to Associate Professor

The criteria for tenure and promotion to Associate Professor are the same. To be tenured and promoted to Associate Professor, the faculty member must achieve a ranking of “meets criteria” in all four evaluative areas and have one peer-reviewed article on which the candidate is lead author published in a professional publication during their probation period.

Criteria for Promotion to Full Professor

To be promoted to Full Professor, a faculty member must achieve a ranking of “meets criteria” in Teaching Effectiveness and “exceeds criteria/outstanding” in the area of Scholarly and Creative Achievements and one other evaluative area. The peer-reviewed publication on which the candidate is lead author cannot be the same article used to satisfy the Scholarly and Creative Achievements for tenure. The two remaining evaluative areas must be ranked at the “meets criteria” level.

Criteria for Early Tenure and Early Promotion to Associate Professor

The criteria for early tenure and early promotion to Associate Professor are the same. To receive early tenure and promotion to Associate Professor, the faculty member must achieve a ranking of “exceeds criteria/outstanding” for the areas of Teaching Effectiveness, Scholarly and Creative Achievements, and either Contributions to the University, or Contributions to the Community. The area in which the faculty member does not achieve the “exceeds criteria/outstanding” ranking must be ranked at the “meets criteria” level for early tenure and promotion to be achieved.

Criteria for Early Promotion to Full Professor

To achieve early promotion to Full Professor, the faculty member must achieve a ranking of “exceeds criteria/outstanding” for all four evaluative areas.

C. **Policies and Procedures for Appointment and Evaluation of Full-Time Temporary Faculty**

Full-time temporary faculty are appointed according to the criteria established in section A.

Full-time temporary faculty are provided with a periodic evaluation each year of their contract after two semesters of teaching. The Primary Committee defined under B.1.1 will be responsible for performance assessment and follow the same procedures as those outlined under A1.0. The Director will submit a separate evaluative statement.

Full-time temporary faculty who hold three-year appointments shall be provided with periodic evaluation in the third year of their three-year appointment. If the full-time temporary faculty member has a core assignment in the Doctor of Physical Therapy graduate program, then the individual must undergo periodic evaluation every two years consistent with the review required of all faculty with core assignments.

1.0. **Evaluation Criteria:**

Evaluation will be based on duties and responsibilities specific for the position. All or part of the following will be utilized in making performance appraisals based on materials provided in the faculty member's Working Personnel Action File (WPAF). Each candidate, in conjunction with the Department Director, has the responsibility of preparing a WPAF according to the format designated by the College Dean per section B.1.0. of this document.

1.1. Teaching Effectiveness

Evidence of teaching effectiveness should be demonstrated by the following criteria:

- a. Development of course syllabi and other course materials to include course outline, objectives, reading list and references, teaching strategies and evaluation, and grading procedures.
- b. Development of learning models, learning resource materials, and new teaching methods.
- c. Active participation in individual course and curriculum development and evaluation.
- d. Participation in clinical instruction and arrangement of student learning experiences with appropriate clinical agencies.
- e. Participation in advising sessions to prospective student groups.
- f. Formal recognition of teaching competence through reception of awards or citation from academic or professional units.

- g. Participation in continuing education instruction or workshops.
- h. Documentation of teaching effectiveness based on classroom observation by a tenured faculty. The written report of these observations will be included in the faculty members WPAF.
- i. Results of student summative evaluations in all courses.
- j. Demonstration of effective interactions with clinical agencies and agency personnel.
- k. Supervision/mentoring of students' culminating experience.
- l. Curriculum development and evaluation.
- m. Contributions to accreditation documents and reviews.

Criteria for ranking Teaching Effectiveness:

Does not meet criteria: Less than four of the 13 criteria met or less than 3.0 on overall student summative evaluation scores.

Meets criteria: Four of 13 criteria met and overall student summative evaluation scores greater than or equal to 3.0.

- 1.2. Scholarly and Creative Activity, if part of assignment.
Evidence of ongoing sustained scholarly achievement, if part of assignment, should be demonstrated by the following:
 - a. Dissemination of research results in peer-reviewed publications.
 - b. Participation in the writing and submission of funded grants.
 - c. Author of professional books, or other creative works.
 - d. Peer-reviewed presentations at international, national, regional, state, and local meetings and conferences.

Criteria for ranking Scholarly and Creative Achievements:

Does not meet criteria: No scholarly product in two years.

Meets criteria: Associate assignment: On average, one scholarly product every two years. Core assignment: If the temporary faculty member has a core assignment, then the Scholarly and Creative "meets criteria" requirements includes on average one scholarly product every year and at a minimum one peer-reviewed publication every 4 years with the faculty member as lead author on at least two of the required scholarly products.

- 1.3. Service to the University, if part of assignment.
Evidence should be demonstrated by the following criteria:
 - a. Active participation in University or College governance, committees or task forces.
 - b. Contributions to the Department such as: membership on committees, student advising, orientation, or recruitment.
 - c. Leadership services to/for the University/College/Department.
 - d. Clinical services to/for the University/College/Department.

Criteria for ranking Contributions to the University:

Does not meet criteria: No service to any level of the University.
Meets criteria: One service performance to any level of the University.

- 1.4. Contributions to the Community, if part of assignment .
Evidence should be demonstrated by the following criteria:
- Participation on committees of professional organizations at the international, national, regional, state or local level.
 - Participation on committees of societies or organizations at the international, national, regional, state or local level.
 - Participation in the peer review process of grants, manuscripts, books and/or other publications.
 - Volunteer or paid consultant activities.
 - Community service activities.
 - Awards or other forms of community service recognition.
 - Offices or leadership roles held in professional organizations at the international, national, regional, state or local level.
 - Clinical services provided in the community (volunteer or paid).
 - Membership in national or state professional organizations or societies (e.g. American Physical Therapy Association/California Physical Therapy Association).

Criteria for ranking Contributions to the Community:

Does not meet criteria: Less than two criteria met. Is not a member of a professional organization.
Meets criteria: Meets two of the six criteria. Is a member of a professional organization.

Criteria of Retention of Full-Time Temporary Faculty

For the first and second years' review cycles, to be retained the faculty member must achieve the ranking of "meets criteria" in Teaching Effectiveness and one of the three remaining evaluative areas (Scholarly and Creative Achievements, Service to the University and Service to the Community). In all subsequent review cycles, to be retained the faculty member must achieve the ranking of "meets criteria" in all four evaluative areas. After three years of annual review, if the full-time temporary faculty member has a core assignment in the Doctor of Physical Therapy graduate program, then the individual must undergo periodic evaluation every two years consistent with the review required of all faculty with core assignments with the creative and scholarly expectations stipulated in C.1.2.

- 2.0. Placement on the pay scale of an applicant selected for initial temporary appointment:
- Lecturer L: Bachelor's degree in the discipline
 - Lecturer A: Master's degree in the discipline or related field, equivalent educational experience; or Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.

- 2.3. Lecturer B: Doctorate or equivalent educational experience; or Master's degree plus the equivalent of at least five years teaching or relevant professional experience; or Clinical Specialty plus the equivalent of at least five years teaching or relevant professional experience.
- 2.4. Lecturer C: Doctorate or equivalent educational experience plus at least five years of teaching experience.
- 2.5. Lecturer D: Doctorate or equivalent educational experience plus at least ten years of teaching experience.

Exceptions to these guidelines must be approved by the Dean of the College of Health and Human Services.

3.0. Temporary Faculty Range Elevation

- 3.1. "Temporary faculty range elevation" is a term employed in the UARTP document to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.
- 3.2. Criteria for range elevation shall, at a minimum, include teaching performance as evidenced by recommendations or other documents including student and peer evaluations of teaching performance. Other criteria considered are those consistent with periodic evaluation outlined in C.
- 3.3. "Those eligible for lecturer range elevation shall be limited to lecturers who have no more SSI eligibility in their current range, and have served five years in their current range." (UARTP)
- 3.4. "Criteria for range elevation for temporary faculty shall be appropriate to lecturer work assignments." (UARTP)
- 3.5. "Denial of range elevations shall be subject to the peer review process pursuant to provision 10.11 except that the peer panel's decision shall be final." (UARTP)
- 3.6. "On each campus the pool for funding successful lecturer range elevation appeals is limited to 4 steps per each 50 lecturer faculty eligible for range elevation." (UARTP)

D. Policies and Procedures for Appointment and Evaluation of Part-Time Faculty

1.0. Temporary Part-time Faculty Appointment

- 1.1. Appointment Criteria: The desired qualifications of temporary faculty are a combination of professional and teaching experience which is appropriate for the designated teaching assignment. The following criteria shall apply:
 - a. A minimum of 1 year of teaching experience

- b. Relevant clinical experience (3 years may substitute for 1 year of teaching)
 - c. Student, peer or other documented evaluation of teaching performance
 - d. Professional expertise in the content area.
 - e. A minimum of a Baccalaureate or equivalent degree in physical therapy (or the subject content area) is expected, with a Master's degree or a Doctorate in a related area preferred, and/or specialty certification, or extensive training in the area(s) of teaching content.
 - f. In areas where direct treatment is expected, a California license to practice physical therapy is required.
- 1.2. Recruitment Procedure: An announcement of potential part-time faculty vacancies will be submitted to:
 - a. The Office of Faculty and Staff Affairs through the Dean for university wide advertisement and some or all of the following:
 - b. Incumbents of part-time faculty positions.
 - c. Faculty currently listed in the pool.
 - d. Individuals who have expressed an interest in the positions.
 - e. Potential candidates of local universities and agencies.
 - f. Local or regional public announcement.
- 1.3. The pool of qualified applicants will be maintained in an excess of possible areas of need in case emergency or unexpected vacancies arise. Incumbent appointments are responsible for notifying the Department Director by the deadline specified by the Office of Faculty and Staff Affairs of their wish to become part of the pool for the year they wish to be employed. A letter of interest should include an updated resume.
- 1.4. Applications from individuals not currently in the applicant pool shall consist of:
 - a. A letter of interest.
 - b. A current resume containing evidence of scholarly work or currency in discipline.
 - c. Names and telephone numbers of three references.
- 1.5. The Department Director shall acknowledge the applicants in writing and request the completion and return of the Affirmative Action Applicant Flow Questionnaire. The Department shall maintain the files of temporary faculty for a period of five (5) years.
- 1.6. Selection Procedures: Applicants will be screened by the Director, in consultation with the Faculty, against minimum criteria, ranked in pools according to course content, and a list forwarded to the Dean and the Affirmative Action Office. All qualified new applicants in the ranked list will be interviewed by the Department Director with assistance of a

faculty member. Review of application materials of qualified applicants shall involve materials submitted, recommendations, and careful consideration of previous periodic evaluations.

- 1.7. Selection and recommendations shall be made by the Department Director in consultation with one or more assigned faculty members. Following selection, the Director shall assign the selected applicant to a place within a range of salaries on the salary scale. These decisions shall be reached by a judgment that applies criteria of decision to the facts defining the application under consideration based on evidence contained in a file. The Director shall notify eligible candidates in writing of tentative assignments subject to appointment approval by the Dean.
- 1.8. Placement on the pay scale of an applicant selected for initial temporary appointment:
 - a. Lecturer L: Bachelor's degree in the discipline
 - b. Lecturer A: Master's degree in the discipline or related field, equivalent educational experience; or Bachelor's degree plus the equivalent of at least five years teaching or relevant professional experience.
 - c. Lecturer B: Doctorate or equivalent educational experience; or Master's degree plus the equivalent of at least five years teaching or relevant professional experience; or Clinical Specialty plus the equivalent of at least five years teaching or relevant professional experience.
 - d. Lecturer C: Doctorate or equivalent educational experience plus at least five years of teaching experience.
 - e. Lecturer D: Doctorate or equivalent educational experience plus at least ten years of teaching experience.

Exceptions to these guidelines must be approved by the Dean of the College of Health and Human Services.

- 1.9. Temporary Faculty Range Elevation
 - a. "Temporary faculty range elevation" is a term employed in the UARTP document to refer to the decision, informed at a minimum by an evaluation of teaching performance, to compensate a temporary faculty member at a rate of pay equal to the first step of the salary range immediately above the range within which he or she was compensated during a prior appointment.
 - b. Criteria for range elevation shall, at a minimum, include teaching performance as evidenced by recommendations or other documents including student and peer evaluations of teaching performance. Other criteria considered are those consistent with periodic evaluation outlined in 8.0.

- c. “Those eligible for lecturer range elevation shall be limited to lecturers who have no more SSI eligibility in their current range, and have served five years in their current range.” (UARTP)
- d. “Criteria for range elevation for temporary faculty shall be appropriate to lecturer work assignments.” (UARTP)
- e. “Denial of range elevations shall be subject to the peer review process pursuant to provision 10.11 except that the peer panel’s decision shall be final.” (UARTP)
- f. “On each campus the pool for funding successful lecturer range elevation appeals is limited to 4 steps per each 50 lecturer faculty eligible for range elevation.” (UARTP)

2.0. Periodic Evaluation

Performance evaluations will be conducted during the second semester of employment and at least annually thereafter.

The Department Director, if tenured, will be responsible for performance review with the assistance of a full-time faculty member who is familiar with the subject content area. In the absence of a tenured Department Director, a Chair-protem will be appointed to conduct evaluations. The Department Director may submit an evaluative statement to the Personnel File.

2.1. Materials Reviewed

- a. Student evaluations of teaching performance; all classes taught will be the subject of student evaluations.
- b. Review of previous periodic evaluations up to a 5 year period.
- c. Course materials including handouts, syllabi, development of learning resources and teaching methods.
- d. Review of peer evaluation via a mid-term class observation. The observation is to be made by a colleague, internal or external to the Department of the Faculty's choosing.

E. **Policies and Procedures for Appointment of Adjunct Faculty**

The primary responsibility of adjunct faculty is service to the Department through the supervision and training of students in classrooms, clinical facilities, agencies, and/or service on Department committees. In recognition of their volunteer service to the Department, the College, and the University, individuals may receive a title of Adjunct Assistant or Associate Professor.

1.0. Appointment Criteria:

- a. If appointment is based on clinical service then appointees must have a minimum of 3 years of clinical experience.

- b. Service to the Department of Physical Therapy and the University by serving as a Clinical Instructor and/or Center Coordinator of Clinical Education.
 - c. Experience in clinical education or teaching.
 - d. Evidence of participation in continuing education, certification and/or license in a professional area.
 - e. Active participation in professional organizations and/or community activities.
 - f. Support of the educational philosophy of the Department.
 - g. Service to the Department such as providing workshops or lectures to students in an area of interest or specialty.
 - h. Consistent contributions to the Department, for example, serving on the Community Advisory Committee and/or Admission's Interview Panels.
 - i. Service to the Department, for example, consistent assistance with fundraising activities.
 - j. Service to the Department, for example, assistance/consultation with accreditation activities.
 - k. Collaboration in research, teaching, or both.
 - l. Uncompensated assistance to a full-time faculty member in the execution of a teaching assignment.
 - m. Adjunct faculty may serve as instructors of record in selected circumstances per the University Policy Manual.
- 1.1. Appointees will be granted faculty privileges which include use of the library, eligibility for purchase of parking permit, faculty ID card, and workers compensation coverage.
 - 1.2. Appointments are the responsibility of the Dean of the CHHS.
 - 1.3. Appointments may be for one semester to a maximum of two years duration. They can be renewed after review and mutual consent.

F. Policies and Procedures for Post-tenure Review

The post-tenure review of faculty with core assignments will be conducted by a Core Faculty Select Committee of three tenured, core faculty members who will make their recommendations to the Dean of the College of Health and Human Services. This committee will be elected by all tenured, core faculty members of the Department's faculty.

- 1.0. After the award of tenure, core faculty shall be reviewed at a minimum of once every 2 years with a full review at 4 years; associate faculty shall be reviewed at a minimum of once every 5 years.

- 1.1. The 5 year post-tenure review of associate faculty shall be conducted according to the schedule established by the Dean of the College of Health and Human Services for periodic review.
 - a. Faculty shall prepare and submit a Working Personnel Action File (WPAF), the portion of the Personnel Action File (PAF) used for periodic review, according to the format designated by the College Dean.
 - b. The WPAF will be reviewed by the Primary Retention, Tenure, and Promotion Committee.
- 1.2. Data Reviewed:

All materials serving as a basis for periodic review and used by the Primary Committee for substantive deliberations will appear in the WPAF prepared by the faculty member. Material reviewed will be according to timeliness specified in Section 4.09 of UARTP Policy. The Dean of the College, as custodian of the PAF, will submit materials to the WPAF which include documented material from the Department faculty and colleagues, results of standard student evaluations and written comments, and other signed written comments.
- 1.3. Criteria for Evaluation:

The following criteria have been adopted by the Department of Physical Therapy for post-tenure review. It is expected that the WPAF will contain evidence of the following:

 - a. Teaching Effectiveness:

Evaluative criteria used for post-tenure review of tenured core faculty and tenured associate faculty in the area of Teaching Effectiveness will be the same as used for tenure-track faculty.
 - b. Creative and Scholarly Activities:

Evaluative criteria used for post-tenure review of tenured associate faculty in the area of Creative and Scholarly Activities will be the same as used for tenure-track faculty, and the faculty member must be an author on at least one scholarly product during the 5-year period of review.
 - c. Service to the University:

Evaluative criteria used for post-tenure review of tenured core faculty and tenured associate faculty in the area of Service to the University will be the same as used for tenure-track faculty.
 - d. Service to the Community:

Evaluative criteria used for post-tenure review of tenured core faculty and tenured associate faculty in the area of Service to the Community will be the same as used for tenure-track faculty.

Faculty assignment to Core or Associate is the purview of the Dean of the College of Health and Human Services with advice/recommendations from the Department Core Faculty Select Committee.

- 1.4. The 2 year post-tenure review of Core faculty shall be conducted according to the schedule established by the Dean of the College of Health and Human Services for periodic review.
 - a. Faculty shall prepare and submit the Creative and Scholarly Activities section of a Working Personnel Action File (WPAF), the portion of the Personnel Action File (PAF) used for periodic review, according to the format designated by the Dean of the College of Health and Human Services.
 - b. The WPAF will be reviewed by the elected Core Faculty Select Committee composed of 3 tenured Core faculty members elected by the faculty as a whole.
- 1.5. Data Reviewed:

All materials serving as a basis for periodic review and used by the Select Committee for substantive deliberations will appear in the WPAF prepared by the faculty member. Material reviewed will be according to timeliness specified in Section 4.09 of UARTP Policy. The Dean of the College, as custodian of the PAF, will submit materials to the WPAF which include documented material from the Department faculty and colleagues, results of standard student evaluations and written comments, and other signed written comments.
- 1.6. Criteria for Evaluation:

Criteria for Retention of Tenured Core Faculty assignment at 2-year Post-tenure Review will be assessed according to the criteria stipulated in section 1.3 for the Creative and Scholarly Activities.
- 1.7. To maintain an assignment as a Core Faculty member at 2-year Post-tenure Review, core faculty, must achieve the ranking of “meets criteria” in all evaluative areas. The faculty member must be a lead author on at least one required scholarly product every two years. Failure to do so will result in the Select Committee giving a negative recommendation to the Dean of the College of Health and Human Services.
- 1.8. A regular post-tenure review for Core Faculty at year 4 will include all the evaluative criteria indicated in 1.3 and 1.5. The Select Committee will review the Creative and Scholarly Activities section of the file. In addition to the “meets criteria” requirement of section 1.3, faculty must have one of their required 4 creative and scholarly products published in/or fully accepted/in press, a peer-reviewed publication. The faculty member must be a lead author on at least two of the four required scholarly products.

- 1.9. If an Associate faculty member wishes to be considered for appointment to a Core assignment, then the Associate faculty member can indicate their desire to be considered for Core assignment prior to the beginning of the periodic review cycle set by the Dean of the College of Health and Human Services. All reviews will be carried out by the 3 tenured Core faculty who are elected annually to the Select Committee.
 - a. The Select Committee will review the Scholarly and Creative Activities section of a faculty member's WPAF during the periodic review according to the requirements for tenured faculty.
 - a. Core faculty members must achieve a ranking of "meets criteria" in the area of Creative and Scholarly Activities to be eligible for continued assignment to Core faculty.
 - b. The Select Committee will submit a recommendation (positive or negative, majority decision) for continued assignment to the Dean of the College of Health and Human Services.
 - c. An original recommendation will be submitted to the faculty member.
 - d. Faculty who receive a negative recommendation can submit a rebuttal to the Dean of the College of Health and Human Services within the appointed timeframes posted annually.
 - e. A faculty member who receives a negative recommendation from both the faculty Select Committee and the Dean of the College of Health and Human Services regarding maintaining a Core faculty assignment is eligible for reassignment as an Associate faculty within the Department of Physical Therapy.

G. Policies and Procedures for Periodic review of Core Temporary Faculty.

- 1.0. The Select Committee shall review core temporary faculty per the schedule for all core tenured faculty delineated in F. 1.4 and 1.5 every two and four years according to the schedule established by the Dean of the college of Health and Human Services for periodic review.
 - 1.1. Data reviewed:

All materials serving as a basis for periodic review and used by the Select Committee for retention of assignment to core assignment for substantive deliberations will appear in the WPAF prepared by the faculty member. The Review will be according to timeliness specified in Section 4.09 of UARTP Policy. The Dean of the College, as custodian of the PAF, will submit materials to the WPAF which include documented material from the Department faculty and colleagues, results of standard student evaluations and written comments, and other signed written comments.
 - 1.2. Criteria for Evaluation at 2-year review for retention of core assignment:
 - a. Faculty shall prepare and submit the Creative and Scholarly Activities section of a Working Personnel Action File (WPAF), the

portion of the Personnel Action File (PAF) used for periodic review, according to the format designated by the Dean of the College of Health and Human Services.

- b. The WPAF will be reviewed by the elected Core Faculty Select Committee composed of 3 tenured Core faculty members elected by the faculty as a whole.
- c. Criteria for review of temporary faculty shall be according to the criteria stipulated under section C. 1.2. for Creative and Scholarly Activities of Temporary Faculty.
- d. To maintain an assignment as a Core Faculty member at the 2-year periodic review, core faculty must achieve a ranking of “meets criteria.” The faculty member must be a lead author on at least one required scholarly product every two years. Failure to do so will result in the Select Committee giving a negative recommendation to the Dean of the College of Health and Human Services.

1.3 Criteria for Evaluation at 4-year review for retention of core assignment:

- a. Faculty shall prepare and submit all sections of a Working Personnel Action File (WPAF), the portion of the Personnel Action File (PAF) used for periodic review, according to the format designated by the Dean of the College of Health and Human Services.
- b. The WPAF will be reviewed by the elected Core Faculty Select Committee composed of 3 tenured Core faculty members elected by the faculty as a whole.
- c. Criteria for review of temporary faculty shall be according to the criteria stipulated under all sections in C. for Temporary Faculty for Teaching Effectiveness, Creative and Scholarly Activities, University Service, and Community Service.
- d. To maintain an assignment as a Core Faculty member at the 4-year periodic review, core faculty must achieve a ranking of “meets criteria” in all areas. In addition to the “meets criteria” requirement of section 1.3, faculty must have one of their required 4 creative and scholarly products published in/or fully accepted/in press, a peer-reviewed publication. The faculty member must be a lead author on at least two of the four required scholarly products.