

Department of Psychological Sciences
Promotion Guidelines for Clinical Title Series
SEPTEMBER 20, 2022

Clinical Track Faculty (CTF)

CTF have workloads equivalent to a 100% FTE. Their workloads may have teaching, research, service (including administrative functions), and/or outreach components. Each CTF's workload in the Department of Psychological Sciences is determined by their role in the department's functioning. There is not a minimum research workload requirement for the CTF. According to guidelines found in the AU Faculty Handbook, Section 3.5.2, the clinician title series is a professional series for appointment and promotion of appropriately qualified individuals who contribute to the University's academic mission by participation in projects that (1) predominantly involve clinical practice/education; (2) are of contractually specified duration; and (3) operate under contracts, grants, generated income, or other designated funds. In the Department of Psychological Sciences, CTF operate under departmental funds allocated for the purpose of clinical training of students. CTF are expected to teach in the clinical setting.

The Department of Psychological Sciences does not allow Clinical Lecturers to be promoted to Assistant Clinical Professors.

Criteria for Promotion to Associate Clinical Professor

The successful candidate for promotion to Associate Clinical Professor will have a sustained record of exemplary performance in clinical teaching /practice, and depending on FTE one or more of the following areas: research, outreach, or service (including administrative work). The candidate's allocation of time and effort as specified in the terms of their contract will be used to evaluate their performance in one or more of these areas. The candidate will have completed at least 4 years as an Assistant Clinical Professor in the Department of Psychological Sciences to be eligible for promotion. Years of service at previous institutions may be credited towards years at rank for promotion eligibility. Performance will be evaluated using criteria that are considered appropriate within the discipline of Psychological Sciences.

Criteria, at their minimum, will include meeting the following, as relevant to the candidate's FTE:

- Teaching excellence as evidenced by peer and student evaluations, new course and material development, provision of clinical supervision, teaching portfolio, statement of teaching philosophy (other teaching activities and accomplishments should also be considered), and awards.
- Research excellence as evidenced by contributions to grant applications, publications, and presentations (e.g., authorship, significant engagement in data collection and management); mentoring students engaged in research; honors and awards; description of scholarly program; other research activities and accomplishments should also be considered.

- Outreach excellence as evidenced by obtaining grants or contracts, administration of programs, publications, panels or presentations (other outreach activities and accomplishments should also be considered).
- Service and administrative excellence as evidenced by contribution to standing or ad hoc committees; significant administrative duties; involvement in relevant local, state, national or international organizations; grants, honors, or awards for service; provision of direct clinical service at relevant clinical sites; other service activities and accomplishments should also be considered.

Procedures for Promotion to the Rank of Associate Clinical Professor

The candidate seeking promotion submits to the department chair information summarizing their case for promotion. The information consists of the following required elements:

- Standard Biographical Data Sheet
- A percent breakdown of the allocation of time and effort as specified by the terms of their contract for the past three years.
- If applicable, a list of honor and awards. Include academic honors, research, clinical, and professional service awards, fellowships, internal awards, election to professional societies, etc.
- Candidate's CV
- Evidence of teaching excellence during at least the three most recent years as an Assistant Clinical Professor, fewer if using time accrued at previous institution
- An additional general guideline is that candidates for Associate Clinical Professor should have achieved a regional or national reputation in their specialty area. The department chair shall solicit information from outside referees in the case of candidates nominated for Associate Clinical Professor. For candidates with primarily clinical teaching/practice responsibilities, external referees should be able to speak to the candidate's performance on their role within the department.
- The candidate will supply the department chair a detailed description of their workload. The external referees will be asked to review the promotion request of the candidate based on this description of workload.
- The candidate will place all evidence of scholarly contributions into a promotion dossier following the format suggested in the Faculty Handbook and accompanying guidelines.

Criteria for Promotion to Clinical Professor

The successful candidate for promotion to Clinical Professor will have a sustained record of exemplary performance in clinical teaching /practice, and depending on FTE one or more of the following areas: research, outreach, or service (including administrative work). The candidate's allocation of time and effort as specified in the terms of their contract will be used to evaluate their performance in one or more of these areas. The candidate will have completed at least 4 years as an Associate Clinical Professor in the Department of Psychological Sciences to be

eligible for promotion. Years of service at previous institutions may be credited towards years at rank for promotion eligibility. Performance will be evaluated using criteria that are considered appropriate within the discipline of Psychological Sciences.

Criteria will include meeting the following criteria, as relevant to the candidate's FTE:

- Teaching excellence as evidenced by peer and student evaluations, new course and material development, provision of clinical supervision, teaching portfolio, statement of teaching philosophy (other teaching activities and accomplishments should also be considered), and awards.
- Research excellence as evidenced by contributions to grant applications, publications, and presentations (e.g., authorship, significant engagement in data collection and management); mentoring students engaged in research; honors and awards; description of scholarly program; other research activities and accomplishments should also be considered.
- Outreach excellence as evidenced by obtaining grants or contracts, administration of programs, publications, panels or presentations (other outreach activities and accomplishments should also be considered).
- Service and administrative excellence as evidenced by contribution to standing or ad hoc committees; significant administrative duties; involvement in relevant local, state, national or international organizations; grants, honors, or awards for service; provision of direct clinical service at relevant clinical sites; other service activities and accomplishments should also be considered.

Procedures for Promotion to the Rank of Clinical Professor

The candidate seeking promotion submits to the department chair information summarizing their case for promotion. The information consists of the following required elements:

- Standard Biographical Data Sheet
- A percent breakdown of the allocation of time and effort as specified by the terms of their contract for the past three years.
- If applicable, a list of honor and awards. Include academic honors, research, clinical, and professional service awards, fellowships, internal awards, election to professional societies, etc.
- Candidate's CV
- Evidence of teaching excellence for at least the three most recent years as an Associate Clinical Professor.
- An additional general guideline is that candidates for Clinical Professor should have achieved a regional or national reputation in their specialty area. The department chair shall solicit information from outside referees in the case of candidates nominated for Clinical Professor. For candidates with primarily clinical teaching/practice responsibilities, external referees should be able to speak to the candidate's performance on their role

within the department. Candidates with research responsibilities are expected to enjoy a national or international reputation, and external referees should be able to speak to the impact of their research scholarly work.

- The candidate will provide the department chair a detailed description of their workload. The external referees will be asked to review the promotion request of the candidate based on this description of workload.
- The candidate will place all evidence of scholarly contributions into a promotion dossier following the format suggested in the Faculty Handbook and accompanying guidelines.

Promotion Dossier

The promotion dossier for both Associate and Clinical Professor consists of the information supplied by the candidates and the following items that are added during the review process. Candidates and unit heads should supply information necessary for evaluation in the format outlined. This information should be made available first to eligible faculty members, a college committee (if appropriate), then to the dean. The information requested is sufficiently detailed so that a candidate can be evaluated in terms of both potential and achievement. The department chair and candidates may refer questions about material to be submitted should feel free to contact the dean of the appropriate college.

I. Information on the Candidate

The outline printed below indicates the kind of information each candidate for promotion and their unit head should supply and describes the format to be followed in presenting that information. Guidelines and/or criteria are subject to periodic revision with approval from the appropriate dean's office and the Office of the Provost.

II. General Instructions

All lists [of positions held, courses taught, clinical supervision, publications (if applicable) etc.] should be in reverse chronological order with dates clearly indicated.

Supporting material relevant to the workload allocation of the CTF should be made available for review by the department chair and later by the dean. The candidate and department chair should agree on the selection of material to be made available.

III. Information to Be Supplied by the Candidate

- A Standard Biographical Data sheet (see Faculty Handbook for form).
- A percent breakdown of the allocation of time and effort as specified by the terms of their contract for the past three years.
- A list of honors and awards. Include academic honors, clinical, research, and professional service awards, fellowships (such as NEH, NEA), internal support, election to professional societies, etc., that are relevant to their work load allocation
- A list of scholarly contributions in accord with the following outline. A candidate should present their work as informatively and accurately as possible. A candidate should cross-reference work that falls in two areas (e.g.: See X.x.).

A. Scholarly Contributions by the Candidate

1. **Teaching**

- Actual courses taught for each semester of the past three years including clinical rounds, clinical clerkships/practicums. Indicate lecture/lab, hours per week and enrollment.
- Responsibilities including training, supervision and evaluation of practicum students, interns, residents, post-doctoral fellows and/or professional students individually or in small groups within a clinical training environment.
- Teaching students, in small group settings.
- Courses and curricula developed.
- Administrative tasks involved in teaching, training and supervision.
- If applicable, graduate students whose work has been completed. Indicate degree awarded to the student, year, and, if known, position now held by the student; indicate whether the candidate was the major professor or a committee member.
- If applicable, graduate students on whose committee the candidate is presently serving. Indicate whether the candidate is the major professor or a committee member. Indicate the degree the student is working towards and the work that the candidate has done.
- Grants received related to teaching.
- Publications pertaining to teaching. Include textbooks, manuals, and articles on pedagogy.
- Other contributions to teaching.
- Statement of candidate's teaching philosophy and self-evaluation in terms of their stated values. This should be no longer than one page.

2. **Research/Creative Work (only for CTF with research workload)**

For publications, provide complete publication data. For publications with multiple authors, please list names of all authors in correct order. Inform the committee of the significance of author order on publications in the candidate's discipline. Indicate percent of the candidate's contribution or describe the nature of the candidate's contribution; indicate, by means of an asterisk, student contributions. Provide, in an appendix, proof of acceptance of publications in press and proof of publications of which acceptance is conditional. Do not submit manuscripts that have not been accepted for publication. For exhibitions and performances, provide dates and locations.

- Collaboration for academic and/or scholarly purposes with others, including clinicians, researchers, physicians, and instructors.
- Books.
- Article-length publications. Distinguish by type: book chapters, articles in refereed journals and invited articles, bulletins, proceedings, transactions, abstracts, book reviews, non-refereed articles, etc.

- Papers or lectures. Distinguish by type: papers at professional meetings, invited lectures, etc.
- Exhibitions. Distinguish between juried or invitational shows; identify work(s) and juror (juries); indicate regional, national, or international exhibitions.
- Patents and inventions.
- Other research/creative contributions.
- Grants and contracts. Note all co-authors, identifying the principal investigator and the involvement of the candidate; indicate funding source and amount. Distinguish between grants received and grants applied for but not funded. (Note: internal support and NEH and NEA fellowships should be listed under Honors and Awards above.)
- Description of candidate's scholarly program. Work in progress and work anticipated should be described in no more than one page.
- Presentations at local, regional, and national continuing education programs/workshops.

3. University Outreach

The purpose of this section is to document achievement in outreach scholarship. It is divided into two parts.

A. **Part 1** is a reflective commentary on the candidate's outreach program or programs. It is intended to highlight and explain the candidate's most significant contributions.

B. **Part 2** is a list of all of the candidate's outreach activities and products.

Part 1 - Commentary. The commentary should describe and explain the scholarship involved in one or more outreach programs that you consider the major achievements of your efforts. A program is a set of activities that share a common focus and depend upon a particular expertise. The entire commentary is limited to five pages, single spaced. Each program should include the following.

1. *Description.* Provide a brief overview of the addressed needs, the objectives, methods, and target audience. Describe selected activities and/or products from Part B that are most illustrative of the candidate's contribution to this program. Include example in the portfolio.
2. *Mission.* Indicate how the program was compatible with university and unit missions.
3. *Scholarship.* Describe the role of the candidate's professional expertise in the design and execution of the program. Describe how the activities applied the candidate's discipline to the needs of society, required integration with other disciplines, and/or generated new knowledge for the discipline and/or audience. Explain how this knowledge was communicated to broader audiences. Indicate how the program led to increased recognition of the candidate's professional expertise by external audiences. Indicators would include requests for information, members of the community served, partnerships

with community organizations, invitations to make presentations, service on review panels, receipt of contracts, grants, and professional awards, etc.

4. *Impact*. Describe observed impacts and/or explain any unobserved impacts that are to be expected according to the discipline(s) applied. Identify the direct and indirect beneficiaries. Evidence of impact can include both quantitative results (e.g., increased members of the community who accessed mental health screening) and qualitative results (e.g., testimonials from clients, reviews by knowledgeable scholars/critics).

Part 2- Activities and Products. List activities and products using the categories outlined below. There is no page limit on Part 2, but candidates are encouraged to be concise in order to focus reviewers' attention on the most important contributions. In particular, numerous activities or products of the same type should be summarized to the extent possible. Brief descriptions accompanied by examples and totals will suffice.

1. *Clinical Work/Clinical/Practice activities*. Clinical activities participated in, including diagnosis, treatment, and management of cases. Consultations provided for local, regional, national and international health care professionals. Service provided to clients, patients, referring clinicians and other professionals.
2. *Instructional activities*. List the title or subject of each distinct course or presentation, the type (curriculum, course, workshop, exhibit. etc.), the duration (usually in hours), the candidate's role in creating (developer, presenter), the target audience, the method of reaching the audience (conference presentation, telecommunications, site visit, etc.) and the number of presentations given.
3. *Technical assistance*. List each type of assistance (e.g., job classification), the clientele, the contribution, and the number of times provided.
4. *Outreach publications*. Distinguish by type as indicated in 2. **Research/Creative Work (only for CTF with research workload)** above for those Clinical series faculty with research allocations to their workload.
 4. a: books (including published manuals and reports), article-length publications, papers and lectures. Provide complete publication data, including number of pages, names of all authors in correct order, and percentage of candidate's contributions. Indicate all refereed or peer-reviewed publications.
 5. *Electronic products*: computer programs, web sites, etc.
 6. *Other outreach products*: videos, job aids, etc.
 7. *Copyrights, patents, and inventions*.
 8. *Contracts, grants, and gifts*.

4. **Service and Administration**

- *University Service:* Distinguish among service to the University, to the college, and to the department. University service as part of a previously held position may be listed here.
- *Administrative work:* Overseeing the administration of program/clinic operations, policy creation and implementation, program accreditation, etc. Administrative work can also reduce candidate's teaching or research assignment.
- *Professional Service:* Service to professional associations and learned societies such as offices held, committees served on, etc.

IV. Information to be Supplied by Department Chair

Information should be supplied in each of the following areas:

- 1) ***Teaching***
- 2) ***Research/Creative Work (if applicable)***
- 3) ***University Outreach***
- 4) ***Service:***
- 5) Statement as to how the level of support (dollars, personnel, space, etc.) provided to the candidate compares to others engaged in similar work in the department and comparable units in CLA.
- 6) ***Outside Referees:*** The unit head (or the dean) shall solicit information from outside referees for candidates nominated for Associate Clinical Professor and Clinical Professor. In consultation with the candidate, the department chair shall compile a list of potential evaluators. The individuals on this list should consist of individuals who are able to address the particular role fulfilled by the CTF in the department. This list will be presented to the faculty eligible to vote (e.g., eligible tenured, tenure-track, instructional, and clinical track faculty) on the CTF candidate's promotion for review. After selection of appropriate individuals to write letters, the department chair shall then seek responses from at least three of the potential evaluators. The department chair will provide a detailed description of the workload of each Clinical Professor seeking promotion to Associate or Clinical Professor to external referees. The external referees will be asked to review the promotion request of a CTF based on this description of workload. These evaluators shall be people outside of Auburn University who are regionally or nationally acknowledged experts in areas related to the workload and role of the candidate and can comment on the quality and reputation of the candidate's work related to their workload and role. If the evaluator is from an academic institution, the individual shall be of higher academic rank than the candidate. However, letters may be from non-academic sources if this is appropriate given the workload and role of the CTF. Therefore, evaluators may be associated with industry, government agencies, foundations, etc. Letters must be part of the file for promotion. Letters from the candidate's major professor for a graduate degree,

or professional degree faculty, post-doctoral residents or fellows, from former graduate students, and from ongoing research partners and past collaborators are unacceptable.

7) *A record of the vote of the eligible faculty.*

Consideration of the Candidate

The candidate's dossier (consisting of the information supplied by the candidate and the information supplied by the department chair) and supporting material shall be available for review exclusively by faculty eligible to vote on the candidate (e.g., eligible tenured, tenure-track, instructional, and clinical track faculty). After the faculty review the dossier and supporting material, the department chair shall convene a meeting of all eligible faculty to discuss nomination of the candidate.

Recommendation of the Department and the Dean's Final Determination

The candidate's dossier and credentials will be presented to all faculty of the Psychological Sciences department eligible to vote (e.g., eligible tenured, tenure-track, instructional, and clinical track faculty) on the candidate's application for promotion. After the faculty who are eligible to vote have discussed the candidate's qualifications in a closed meeting, a secret ballot shall be taken at the meeting of eligible faculty to determine the final recommendation of the faculty. Faculty members may participate in the promotion recommendation in one of the following ways: present and voting, present and abstaining, absent but submitting a written vote prior to the meeting, or absent and not voting (the latter does not count as part of the total vote).

The eligible faculty members who voted on a candidate's promotion will write a summary letter that reflects the vote and represents all aspects of the discussion leading to that vote. The department head will also write an evaluative letter with a recommendation for or against promotion. In addition to these two required letters, individual faculty members may write letters explaining why they do or do not favor promotion.

The department chair shall announce the vote at the meeting and communicate the department's recommendation to the candidate so that the candidate can make an informed decision about whether or not to continue with the process of seeking promotion. If the candidate wishes to continue the process despite a negative recommendation, the department chair shall honor the candidate's request, and the vote shall be sent in writing, to the College of Liberal Arts Promotion and Tenure Committee along with the other information requested in this document.

The Dean will then make a final determination on promotion and communicate the decision to the candidate in writing, with a courtesy copy to the department chair.