

CLINICAL TRACK FACULTY APPOINTMENT AND PROMOTION POLICIES AND PROCEDURES

Individuals who provide student education and training in experiential learning courses on a regular basis are required to hold a faculty appointment with the School of Pharmacy. Such part-time faculty appointments include the ranks of Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor and Clinical Professor.

Individuals seeking a Clinical Track faculty appointment must submit evidence of professional qualifications including information regarding their education, training, experience, service, scholarly activities, awards, and licensure. The initial rank of newly appointed Clinical Track faculty shall be consistent with the definitions outlined in University of Maryland Policy on Appointment, Rank, and Tenure. Specifically, Clinical Instructors shall hold, as a minimum, a terminal professional degree in pharmacy (a B.S. or Pharm.D. degree).

The appointee must have clearly demonstrated potential in the practice of pharmacy, and experiential teaching. To be appointed at the rank of Clinical Assistant Professor, the appointee shall hold, as a minimum, a terminal professional degree in pharmacy, with appropriate experience or advanced training in an area of pharmacy or other health care discipline. In addition to the requirements of clinical instructor, there must be clear evidence of a high level of ability in the practice of pharmacy and the potential for excellence in pharmacy or some other health care discipline. The appointee shall also have demonstrated scholarly and/or administrative ability. Recommendations for initial Clinical Track faculty appointment and rank shall be made by the Director of Experiential Learning and the Chair of the Pharmacy Practice and Science Department. The Faculty Affairs committee must review and approve any initial appointment at the Associate Professor or Professor level. The final offer of appointment shall be made by the Dean.

Clinical Track appointments shall be effective for a maximum of two (2) years. Re-appointment of Clinical Track faculty shall be made by the Dean at the recommendation of the Director of Experiential Learning and Department Chair. To be re-appointed, Clinical Track faculty must submit up-dated information regarding their professional qualifications, accomplishments, and licensure. Individuals at the rank of Clinical Instructor who meet the qualifications for Clinical Assistant Professor at the time of re-appointment may be appointed to the higher rank at the recommendation of the Director of Experiential Learning and Department Chair. In general, Clinical Track faculty who do not make themselves available for clinical teaching assignments during the previous appointment period will not be re-appointed in the absence of extenuating circumstances. However, Clinical Track faculty who are not re-appointed may request reinstatement at any time.

Clinical Track Faculty seeking promotion should demonstrate a record of active, consistent, ongoing activity in teaching within the experiential portion of the school's curriculum. Substantial contact time with students, including consistent student interaction, is important.

The promotion process may be initiated by the Director of Experiential Learning in conjunction with the Chair of Pharmacy Practice and Science, or it may be initiated by the Clinical Track faculty member.

Clinical Track faculty independently seeking promotion to the rank of Clinical Associate Professor or Clinical Professor must submit a written request to the Director of Experiential Learning in accordance with the School's faculty promotion and review annual time table. The Director of Experiential Learning will forward appropriate documentation to the Chair of the Department of Pharmacy Practice and Science.

The procedures and criteria for promotion of Clinical Track faculty shall be those outlined below. The Department of Pharmacy Practice and Science is responsible for the detailed evaluation of the candidate's credentials. The Department Chair will establish the review process and will forward a letter of recommendation to the Faculty Affairs Committee with accompanying documentation. The Faculty Affairs Committee will review the documentation and forward a letter of recommendation to the Dean.

THE FOLLOWING SPECIFIC GUIDELINES WILL BE USED IN ASSESSING THE PERFORMANCE AND CONTRIBUTIONS OF CLINICAL TRACK FACULTY.

1. TEACHING

Teaching is the primary function of the clinical track faculty and is an important criterion in promotion. Every effort is made to recognize and emphasize excellence in teaching.

Evidence of teaching competency shall include but not be limited to teaching evaluations, visits by the Director of Experiential Learning or designee, teaching aids and documents developed by the clinical track faculty and peer review.

Experiential Teaching

- (a) Review of rotation objectives and expectations with the students where applicable
- (b) Provision of information to students concerning the goals, objectives and grading system of the course and the expectations of the faculty
- (c) The ability to organize the rotation in a reasonable manner consistent with the School's curriculum
- (d) Ability to convey knowledge to students in an understandable manner
- (e) The development of teaching aids and demonstrations
- (f) In clinical teaching, the candidate is proficient at the clinical skills he or she is teaching the student and demonstrates the ability to teach and guide students in acquiring these skills.
- (g) The ability to evaluate performance and competencies
- (h) In clinical settings, serving as a role model to students in dealing with patients and other health professionals
- (i) Evidence of ongoing assessment and improvement of the rotation

2. **PROFESSIONAL ACHIEVEMENTS, INNOVATIVE PRACTICE AND PUBLICATIONS**

An important factor in determining a Clinical Track Faculty's merit for promotion shall be his or her contribution in the form of professional achievement, innovative practices and the dissemination of professional information to peers and other professionals.

(a) Practice Standards and Innovation

Activities may include the following:

- i) Evidence of development and maintenance of new or innovative types of pharmacy services
- ii) Evidence that the practice has had or continues to have demonstrable effect on health care outcome within a practice setting
- iii) Evidence that the practice has influenced the nature of other types of health care delivery (e.g. prescribing of physicians or medication administration by nurses) toward more optimal delivery of health care
- iv) Evidence that the practice has led directly to the establishment of new standards of care within the practice setting or within the profession

(b) Presentations and Publications

- i) Presentations to professional groups (e.g. pharmacists, physicians and nurses)
- ii) Publications in appropriate journals as well as the less formalized print or electronic media.
- iii) Television and/or radio appearances and presentations relevant to pharmacy practice
- iv) Participation in the didactic program of the School of Pharmacy

3. **SERVICE**

(a) Professional Participation

Recognition will be given to participation in the activities of professional societies in the form of membership on committees, service as an officer or in some other active participation role.

(b) University Service

Participation on committees and/or task forces: departmental, program, School, Campus or University.

(c) Community Service

- i) Community Development Organizations
- ii) Charitable Organizations
- iii) Fraternal Organizations

4. **CRITERIA FOR PROMOTION**

The following is a description of what is required to achieve the rank of Clinical Associate Professor and Clinical Professor. The areas to be evaluated are experiential teaching, professional achievements and service.

(a) Clinical Associate Professor

To achieve the rank of Clinical Associate Professor, a Clinical faculty member must be evaluated as at least "excellent with promise of distinction" in experiential teaching, "excellent" in one other area, and "good" in the remaining area.

(b) Clinical Professor

To achieve the rank of Clinical Professor, a Clinical faculty member must be evaluated as "distinguished" in experiential teaching, "distinguished" in one other area, and "excellent" in the remaining area.

The criteria for the evaluations are presented in the following tables. Clinical Track Faculty shall be given a copy of these policies and procedures at the time of initial appointment and re-appointment if this document has been modified.

CLINICAL TRACK FACULTY
Criteria for Evaluation of Activities for Promotion

TEACHING

Category	Item(s)	Distinguished	Excellent	Good
Experiential Teaching	(a), (b), (c), and (e)	Must meet criteria for excellence.	Must occur on a regular basis.	-----
	(d), (f), and (h)	Must be rated 4 or higher 90% of the time on the relevant items on student evaluations.	Must be rated 3 or higher 90% of the time on the relevant items on student evaluations.	-----
	(g)	Must meet criteria for excellence.	Must consistently provide accurate evaluations of student performance and competencies as determined by the coursemasters.	-----
	(i)	Must occur consistently as determined by the Director of Experiential Learning and the coursemasters and a peer preceptor.		-----

PROFESSIONAL ACHIEVEMENTS, INNOVATIVE PRACTICE AND PUBLICATIONS

Practice Standards and Innovation	i) thru iv)	As in excellent, plus evidence that practice has led directly to establishment of new standards of care on a regional or national level.	Evidence of activity in more than one of the listed areas.	Evidence of activity in any area.
Presentation s and Publications	i) thru iv)	As in excellent, plus evidence of impact in area of excellence.	Evidence of activity in more than one of the areas.	Evidence of activity in any area.

SERVICE

Professional Participation	(a), (b), and (c)	As in excellent, plus evidence of leadership in any area.	Evidence of activity in more than one of the listed areas.	Evidence of activity in any area.
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