

Commission on Faculty Affairs

**RESOLUTION TO AMEND THE FACULTY HANDBOOK DESCRIPTION OF
CLINICAL FACULTY RANKS**

CFA 2024-25A

Draft Notice Sent to University Council Cabinet	September 4, 2024
First Reading by Commission on Faculty Affairs	October 4, 2024
Approval by Commission on Faculty Affairs	November 1, 2024
First Reading by Faculty Senate	October 25, 2024
Approval by Faculty Senate	November 8, 2024
Staff Senate Comment	October 21, 2024
Administrative and Professional Faculty Senate Comment	October 30, 2024
Graduate and Professional Student Senate Comment	October 12, 2024
Undergraduate Student Senate Waived Right to Comment	November 8, 2024
First Reading, University Council	December 2, 2024
Approved, University Council	Date
Approved, President	Date
Approved, Board of Visitors	Date
Effective Date	Upon Approval or Date

WHEREAS, the Faculty Handbook describes all position titles and duties for faculty; and

WHEREAS, the clinical instructor and clinical professor series require additional detail regarding the expectations of these positions and the distinctions between the two; and

WHEREAS, ranks within the clinical instructor track need to be brought in alignment with the non-clinical instructor track;

NOW, THEREFORE, BE IT RESOLVED that the Faculty Handbook, section 5.1.4, be revised as shown below with changes noted in red.

5.1.4 Clinical Faculty Series

Faculty members with responsibilities primarily in instruction and/or service in a clinical setting such as veterinary or human medicine are considered clinical faculty. Clinical faculty appointments are intended to promote and retain clinical educators and to complement the clinical activities of the university. The clinical faculty ~~track series~~ provides for long-term, full-time, or part-time faculty appointments to individuals whose primary responsibilities are in clinical settings and in ~~the~~ instructional programs.

Clinical faculty with distinctive assignments and work schedules will have these responsibilities conveyed upon their initial appointment. While initial appointment is typically at the entry rank, prior experience may be considered for a recommendation of appointment at a higher rank with the approval of the Promotion and Tenure departmental committee and head, chair, or school director.

Promotion in rank is neither a requirement of continued employment, nor an entitlement for continued years of service. Tenure is not awarded at any of these ranks and all service at any clinical instructor or professor rank is excluded from the pre-tenure probationary period if the faculty member is subsequently appointed to a tenure-track position. Faculty members within the clinical instructor ranks may not chair a graduate committee. ~~Time spent in one of these ranks is not applicable toward pre-tenure probationary tenure-track faculty service.~~

The clinical faculty series is divided into two tracks: clinical instructor and clinical professor.

5.1.4.1 Clinical Instructor Track

~~**Clinical Instructor:** Persons appointed to this rank must have the appropriate professional degree. Preference is given to individuals eligible for, or certified by, the most appropriate specialty college or organization recognized by the profession. Appointments at this rank are typically for one year and are renewable.~~

The responsibilities of a person appointed to one of the clinical instructor ranks in an academic department are focused on service and professional instruction in a clinical setting, with no expectation for development of an independent program of research or scholarship. Clinical instructors may have additional instructional duties in classroom and laboratory settings, typically related to clinical practice. A professional degree is the usual minimum educational credential for an appointment to the clinical instructor ranks. Clinical instructor series faculty are generally appointed to 1-, 3-, or 5- year renewable contracts depending on their rank.

The clinical instructor ranks include clinical instructor, advanced clinical instructor, and senior clinical instructor.

Clinical Instructor: Persons appointed to this rank must have the appropriate professional degree. Primary responsibilities are to clinical service and the clinical instructional program, but assignments vary depending on the faculty member's expertise and experience and departmental needs. Duties may include clinical service, teaching professional and graduate students in clinical settings, advising clinical interns and residents, and lecturing in professional courses. Appointments at this rank are typically for one year and are renewable. A minimum of five years at the clinical instructor rank is required before consideration for promotion to advanced clinical instructor.

Advanced Clinical Instructor: In addition to the requirements for Clinical Instructor, persons appointed or promoted to this rank must demonstrate significant evidence of related professional growth such as advanced clinical training and continued professional development. Advanced clinical instructors are expected to demonstrate mastery in experiential education with significant impact on student learning in a clinical setting. Promotion to the advanced clinical instructor rank is generally accompanied by a renewable three-year contract. A minimum of five years at the advanced clinical instructor rank is required before consideration for promotion to senior clinical instructor.

Senior Clinical Instructor: Senior clinical instructor is the capstone rank in the clinical instructor series and promotion to this rank denotes exemplary clinical service and instruction. Senior clinical instructors may have considerable responsibility in mentoring colleagues or professional clinical trainees, overseeing clinical service activities, or other responsibilities reflecting their role as clinical service and instructional leaders. Promotion to the rank of senior clinical instructor is generally accompanied by a renewable five-year contract.

Further detail on the duties and responsibilities of these ranks, criteria and the process for promotion, and the terms and conditions of employment for clinical faculty are established by the respective academic departments or schools and approved by an appropriate college-level committee and the dean and shared with the faculty member upon their initial appointment.

5.1.4.2 Clinical Professor Track

~~Clinical Professor Series.~~ The clinical professor ~~series track~~ is designed for clinical faculty members who have extended appointments and who are expected to interact with graduate or professional students/residents and interns, serving on committees or supervising their training. ~~While clinical faculty may~~ Persons appointed in the clinical professor ranks are expected to ~~conduct~~ engage in scholarship and research and present their findings in professional venues, though there are no expectations ~~for~~ of an extensive research program as is typical of tenure-track faculty appointments. Appointment to one of these ranks may be from one to five years and is renewable without limit. Usually, a national search is conducted for appointment at one of these ranks (or an approved exemption sought for exceptional skills or similar justification).

A record of significant professional achievement is expected for appointment at the clinical associate professor or clinical professor level; initial appointments at such ranks require approval of the appropriate departmental or school committee and head, chair, or school director. The clinical professor ranks include clinical assistant professor, clinical associate professor, and clinical professor.

Clinical Assistant Professor: Persons appointed to this rank must have the appropriate professional or terminal degree and evidence of related professional qualifications or activities (including but not limited to activities or certification by a relevant professional organization and eligibility for, or certification by, the most appropriate specialty college recognized by the professional organization). Credentials shall be consistent with those for appointment to a tenure-track assistant professor, with an expectation for primary commitment to the instructional and clinical teaching setting. Duties may include clinical service, teaching professional and graduate students in clinical settings, advising clinical interns and residents, and lecturing in professional courses. Clinical assistant professors are expected to engage in scholarship and research and present their findings in professional venues, though there is no expectation of an extensive research program as is typical of tenure-track faculty appointments.

Clinical Associate Professor: Persons appointed to this rank must have the appropriate professional or terminal degree and continued evidence of related professional qualifications or activities, including but not limited to activities or certification by a relevant professional organization and, when relevant to their discipline, be a diplomate in the appropriate specialty college recognized by their professional organization. Credentials shall be consistent with those for appointment to associate professor, with an emphasis on clinical accomplishments. Duties may include a caseload at or above the average for assistant professors within the same clinical service, mentoring colleagues or clinical residents, student advising, course or curriculum development, and/or exemplary service or outreach. Clinical associate professors are expected to engage in scholarship and research and present their findings in professional venues, though there is no expectation of an extensive research program as is typical of tenure-track faculty appointments. Distinguished professional achievement and evidence that their scholarly activities enhance their clinical discipline is expected. This evidence should include activities and accomplishments demonstrating a trajectory towards national reputation and impact.

Clinical Professor: Persons appointed to this rank must have the appropriate professional or terminal degree and continued evidence of related professional qualifications or activities, including but not limited to activities or certification by a relevant professional organization and, when relevant to their discipline, be a diplomate in the most appropriate specialty college recognized by their professional organization. Credentials shall be consistent with those for appointment to professor, with an emphasis on clinical accomplishments. Clinical professors may have considerable responsibility in mentoring colleagues or professional clinical trainees, overseeing clinical service activities, or other responsibilities reflecting their role as clinical service and instructional leaders. Clinical professors are expected to engage in scholarship and research and present their findings in professional venues, though there is no expectation of an extensive research program as is typical of tenure-track faculty appointments. Distinguished professional achievement and evidence that their scholarly activities enhance their clinical discipline is expected. This evidence should include activities and accomplishments demonstrating achievement of a national or international reputation and impact.

Further detail on the duties and responsibilities of these ranks, criteria and the process for promotion, and the terms and conditions of employment for clinical faculty are established by the respective academic department or school and approved by an appropriate college-level committee and the dean and shared with the faculty member upon their initial appointment.



Graduate and Professional Student Senate (GPSS)

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Comment on CFA 2024-25A:

The Graduate and Professional Student Senate waives its right to comment on CFA 2024-25A:
RESOLUTION TO AMEND THE FACULTY HANDBOOK DESCRIPTION OF CLINICAL FACULTY RANKS.

On behalf of the Graduate and Professional Student Senate,
Ronnie Mondal
President



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Staff Senate

<http://www.staffsenate.vt.edu/>

October 21, 2024

To: Vice President of Policy and Governance

The Staff Senate Committee on Policy and Issues has reviewed and approves CFA Resolution 2024-25A. However, we do have a few questions.

First, in the third paragraph of section 5.1.4 it states that prior experience may be considered for a recommendation of appointment at a higher rank with the approval of the departmental promotion and tenure committee and the head or chair. To whom should this recommendation be made?

Second, in the following fourth paragraph it states that faculty in the clinical instructor ranks cannot chair a graduate committee. Are they allowed to serve on graduate committees? If so, can this be stated here? If not, is there any exception to this and can that be stated here?

Third, in section 5.1.4.1 the ranks of clinical instructors are detailed. Advanced clinical instructors must have a minimum of 5 years of completed service in the advanced clinical instructor rank before they can be considered for promotion to senior clinical instructor. Is there a minimum or recommended number of years required in rank as a clinical instructor before a person would be considered for the rank of advanced clinical instructor? If there is no expectation or recommendation for the amount of time in rank for a clinical instructor before consideration for promotion, for clarity and consistency, can that be stated?

We have no further comment.

**Thank you,
Amber Robinson, Chair Staff Senate Policies and
Issues Committee**



Administrative and Professional Faculty Senate

<https://governance.vt.edu/ap-faculty-senate.php>

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October 30, 2024

To: Vice President of Policy and Governance

From: A/P Faculty Senate Polices and Issues Committee

The A/P Faculty Senate Polices and Issues Committee has reviewed and approves/endorsees the Commission on Faculty Affairs Resolution 2024-25A to Amend the Faculty Handbook Description of Clinical Faculty Ranks.

We have no further comment.