

**Policy for Transitioning Individuals from Non-tenure Track or Non-faculty
Appointments to Clinical Rank Faculty Appointments**

Approved by Policy Council on 3/22/2000

The School of Education policy regarding clinical faculty rank appointments was established through a March 30, 1999, referendum. The policy is set forth in a document titled: Clinical Faculty Ranks Policy Statement-School of Education, IUB and IUPUI. The entirety of Items I through IV of that document are taken directly from the Indiana University policy statement regarding clinical faculty in addition to University policy statements. Included in Item V are University policy statements regarding the following: a) the appointment (to probationary status or with long-term contract) of clinical rank faculty; general procedures for merit review and promotion in rank; b) procedures for dismissal; and c) procedures for the renewal or extension of clinical faculty members' long-term contracts. Missing from this document is a statement of procedures for transitioning a School of Education employee from non-tenure track or non-faculty appointment to a clinical faculty rank appointment. This document is a supplement meant to fill that void. Once approved by Policy Council, the document will be entered as a supplement to the existing School of Education Clinical Faculty Ranks Policy Statement.

**Procedures for Transitioning Individuals from Non-tenure Track or Non-faculty
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The questions to be answered in the course of these procedures are three: 1) Does the program area qualify for awarding a clinical rank appointment based on the conditions established by Indiana University and the School of Education? 2) Does the individual under consideration qualify for a clinical rank appointment? 3) If so, what rank (lecturer, assistant professor, associate professor) should go along with the appointment. In the paragraphs below, a set of procedures and an outline of steps to be followed are established to facilitate the implementation of the School of Education policy regarding clinical faculty rank appointments.

Prior to inviting an application for a transition from non-tenure track or non-faculty ranks, the department chair will seek approval of the Council of Chairs based in the staffing needs of the School. Given that such approval is granted, the academic department is charged with the responsibility to identify and invite an application from a non-tenure –track or non-faculty employee of the School who is interested in being considered for a clinical rank appointment. The application shall consist of a dossier documenting the applicant's qualifications in teaching and service for the clinical ranks appointment. The dossier shall include a personal statement, complete curriculum vitae, course syllabi, and teaching evaluations as well as other material required by the department. The appropriate program area within the academic department has the initial responsibility to review the application and to make a recommendation to the department. The department will meet to deliberate on the application and the program area

recommendation, to conduct a written ballot of the department faculty, and then to prepare a statement that endorses, amends, or rejects the program area's recommendation. Before the dossier and the department's position on the application are forwarded to the Dean's office, they must be reviewed and evaluated by the Faculty Affairs Committee for an IUB appointment or the Budgetary Advisory Committee for an IUPUI appointment with respect to existing School of Education and University policy regarding clinical faculty rank appointments. An especially important criterion for consideration is the requirement that all times at least 80% of faculty appointments in a department and a majority of faculty appointments in a program area must be tenure track. The Dean of the School of Education will make the final decision about the application, based on the department's and the Faculty Affairs committee's recommendations, the School's Clinical Ranks Policy Statement, and the School's long-term budgetary situation.

Outline of Procedures for Transitioning Individuals from Non-tenure Track and Non-faculty Appointments to Clinical Faculty Rank Appointments

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| Step One | A department seeks approval for a potential transition for the Council of Chairs |
| Step Two | If approved, the department identifies a non-tenure track or non-faculty employee who is interested in and potentially qualified for a clinical rank faculty appointment |
| Step Three | The department invites an application from the identified individual |
| Step Four | Program area evaluates the application and makes a recommendation to the department |
| Step Five | Department faculty meet to discuss the application, and a written ballot is conducted |
| Step Six | Department chair summarizes faculty vote and prepares a written department recommendation |
| Step Seven | The department submits its recommendation to the Faculty Affairs Committee for an IUB appointment or the Budgetary Advisory Committee for an IUPUI appointment |
| Step Eight | The Faculty Affairs Committee or Budgetary Advisory Committee submits its recommendation to the Dean's office |
| Step Nine | Dean makes a final decision on the application |
| Step Ten | Dean informs the applicant in writing of the final decision |