

**Clemson University**  
**College of Health, Education, and Human Development**  
**School of Nursing**  
**Promotion, Tenure, and Appointment Renewal Guidelines**

The School of Nursing Promotion, Tenure and Appointment Renewal Committee is responsible for making appointment renewal, promotion and tenure recommendations in accordance with the procedures set forth in the Clemson University Faculty Manual and the School of Nursing By-laws. These guidelines and procedures share a common philosophy with the College of Health, Education and Human Development and Clemson University through which the performance of all tenure track faculty applicants for promotion, tenure and/or reappointment may be equitably evaluated.

The guidelines establish School of Nursing criteria and performance standards as indicators of Achievement with Distinction (referred to as Distinction), Achievement and Competence in the areas of teaching, research/scholarship and service. The primary goal of these guidelines is to establish standards and expectations that will enable the School of Nursing and the College of Health, Education and Human Development to achieve regional and national recognition for excellence. The guidelines are also intended to promote faculty career planning and development.

**Tenure**

The granting of tenure requires that the applicant meet performance criteria for promotion to the rank of Associate Professor. The awarding of tenure on appointment requires that the applicant meet the performance criteria of professor.

**Appointment**

Appointment to a tenure track faculty position as Assistant Professor in the School of Nursing requires an earned doctorate in nursing or related field from a college or university accredited by the National Association of Schools and Colleges. The PTAR committee will be involved in the review and determination of rank of all new tenure track appointments.

**Reappointment and Promotion**

**Assistant Professor**

Reappointment requires:

- A consistent and progressive record of meeting indicators of Competence in each of the three areas of evaluation
- A demonstration of potential for continued advancement in rank through a progressive record by meeting indicators at the level of Achievement in each of the three areas of evaluation

**Associate Professor**

Appointment or promotion requires:

- A consistent and progressive record of meeting indicators at the level of Achievement in all three areas of evaluation during prior-six years.
- Demonstrated accomplishments in meeting indicators of Distinction in one of the three areas of evaluation.
- Demonstrated potential for continued advancement in rank.  
[Note on Authorship: For evaluation at the level of Achievement with Distinction, it is expected that the applicant will demonstrate a consistent record of primary authored publications in refereed journals in the following patterns: a minimum of 10 articles in 9 years; 7 articles in 6 years; or 4 articles in 3 years.]

**Professor**

Promotion requires:

- Consistent and progressive record of meeting indicators at the level of Achievement in each of the three areas of evaluation during the prior 9 years
- Demonstrated progressive accomplishments at the level of Distinction

**External Review**

Promotion to the rank of Associate Professor or Professor and the awarding of Tenure require internal review by the Promotion Tenure and Appointment Renewal Committee and external peer review by faculty of equal rank in a comparable School of Nursing. Names of three external reviewers will be solicited from the candidate and two names of reviewers from the PTAR Committee. From this list of five potential reviewers, three persons will be selected by the PTAR Committee to review the dossier, one of whom must be from the candidate's list. Materials that will be submitted for external review are: 1) the candidate's narrative statement, 2) the candidate's vitae, 3) copies of two to three publications of candidate's selection, 4) a copy of the School of Nursing Guidelines for Promotion, Tenure and Appointment Renewal, and 5) a letter from the PTAR Committee containing a statement that supportive materials, if needed, will be forwarded at the reviewer's request.

**Performance Criteria and Standards**

The following definitions of performance standards will be used in evaluating faculty petitions for promotion, tenure and reappointment. Each criteria cited in the faculty narrative must be documented within the dossier.

**Competence** refers to activities expected of faculty members and demonstrated effort and ability in a particular area of performance.

**Achievement** refers to substantive contributions to one's discipline and/or to one's academic and professional specialty area and which have an extended impact or influence.

**Distinction** refers to significant contributions to one's discipline and one's academic or professional specialty area and which have expansive or far-reaching impact or influence to the discipline and profession.

## Research/Scholarship

### Distinction

- Principal investigator or significant contributor of major externally funded grant
- Principal investigator or significant contributor in multidisciplinary research team of externally funded research grant
- Publication as primary-author of scholarly publications in refereed journals
- Editorial board member or editor for refereed journal or scholarly book in print
- Author/co-author-of scholarly book or published monograph
- Citations of work in published articles (refereed journal) or books
- Nationally recognized scholarly contribution to electronic media development
- Invited keynote speaker at national or international professional conferences
- Attained national certification from an approved primary certifying body of the specialty

### Achievement

- Scholarly paper or symposium presented at national or international professional conference
- Publication as primary author of scholarly publication in a refereed journal
- Principal investigator or significant contributor of internally funded University research grant
- Principal investigator or significant contributor of internally funded College or School research grant
- Principal investigator or significant contributor of major externally funded research grant proposal submitted for funding (evidence of recent grant submission, significant involvement)
- Invited Reviewer for book, book chapters, or journal manuscripts
- Appointment on review panel for major professional conference
- Citation of work in dissertation, technical report or non-refereed article
- Contribution to electronic media development or informatics
- Paper or symposium presented at state or regional conference
- Grant reviewer for national research organization
- Primary author of poster presentation at national or international professional conference
- Activities to maintain expertise as evidenced by a regular practice plan at the level of certification

### Competence

- Book or chapter in progress
- Scholarly manuscript submitted to refereed journal
- Chapter in published textbook
- Paper or symposium presented at local meeting
- Article or paper in progress (evidence of substantial effort)
- Research grant proposal in progress (evidence of substantial effort)
- Investigator of College or School funded research grant
- Primary author of poster presentation at university or college conference

## **Teaching**

### **Distinction**

- Mastery of subject matter and course content (state or national recognition)
- Curriculum consultant to Schools and Colleges of Nursing
- Recipient of professional, University, or College teaching awards
- Recognition for development of innovative pedagogical methods and materials
- Publication of widely adopted or acclaimed textbooks, cases, books of readings, simulations or other instructional materials
- Significant leadership and contributions to curriculum development, including electronic delivery
- Recipient of competitive grant supporting innovations in teaching and instruction
- Leadership in generation of significant grant funding which supports new programs or instructional programs
- College or University recognition for teaching performance

### **Achievement**

- Serve as national or international evaluator of educational programs
- Consistent above average teaching evaluations as reported by standardized evaluations
- Chair of thesis, clinical problem committees or other special projects committees
- Recognition by peers and students for superior clinical laboratory teaching and mentoring
- School recognition for outstanding teaching performance
- Contributions to curriculum through membership of College or University Curriculum Committee
- Directing innovative, independent student projects
- Coordination of multi-section courses
- Development of new courses
- Significant advising of students
- Delivers subject matter clearly, concisely and in an organized manner

### **Competence**

- Average evaluations of teaching performance as reported by standardized evaluation forms
- Activities to improve and refine of teaching performance and effectiveness
- Membership on thesis or special projects committees
- Contributions to curriculum through membership on department curriculum committee
- Major revisions of existing courses, including conversion for web-based/distance education
- Advising of students

## Service

### Distinction

- Officer in national or international professional organization
- Member of national policy-making and /or advisory board
- Program chairperson of a national or international meeting
- Appointed or elected to a major state or national commission or task force
- National or international recognition
- Chairperson of University, College or School Committee
- Development of significant faculty practice opportunities as evidenced by awards, contracts or grants to the school, which support the faculty practice mission of the School.
- Recognition by profession or peers for clinical contributions, clinical expertise and clinical competence
- Recognition by peers as an authority in area of specialized clinical practice
- Serving on boards of directors or trustees of health related organizations
- Invited expert to present current practice, standards for clinical protocols and current research relative to medical and nursing therapeutics to clinical peers at professional meetings
- Demonstrates major faculty leadership role responsibility at the University level

### Achievement

- Officer in state or regional professional organization
- Program Chairperson of a state or regional meeting
- Appointment or elected position on local commission, taskforce or board
- Presentation or coordination of in-service or continuing education to other professionals at state or national level
- Service on College or University committees
- Development of current practice guidelines and practice standards
- Demonstrates major faculty leadership role at the School or College level

### Competence

- Faculty representative to student organizations
- Demonstrates contributions through membership on School committee
- Writes health-related information for clinical agency brochures, newspapers, newsletters
- Participates in health-related professional and/or community activities
- Presents health-related topics to community groups at local level
- Demonstrates contributions to the profession through active membership and participation in professional organizations
- Participates regularly in faculty practice to maintain and enhance clinical skills

Approved School of Nursing Faculty September 18, 2000

Approved Dean of College of Health, Education, and Human Development, November 8, 2000