



Faculty Appointment, Promotion & Tenure

Policy Number	School of Nursing 60-01.10	Page	1	of	5
Original Adoption	July 1, 2008	Revised	June 2012		
Responsible Department/Office	School of Nursing Office of Academic Affairs				
Responsible Department/ Office Contact	Office of the Dean				

Applies to: All faculty in paid service to the School of Nursing

1.0 POLICY STATEMENT

This document addresses faculty appointment and advancement procedures within the School of Nursing. Refer to Appendix A: OHSU School of Nursing Promotion & Tenure Guidelines for specific criteria

APPOINTMENTS:

Initial & Multi-Year Appointments: All initial single and multi-year contracts and contract renewals, at the level of Associate Professor or above, are considered jointly by the OHSU School of Nursing (SON) Appointment, Promotion, and Tenure (APT) Committee and the SON Office of the Dean. If a search committee has been involved, they will make recommendations about rank, series, and mission(s) to the Dean and subsequently to the Provost. Joint faculty appointment with rank is granted to selected qualified colleagues in the University to recognize their commitment and service to the School of Nursing (see SON policy 10-09.06: Affiliate & Joint Faculty Appointment).

All SON faculty must negotiate with their Associate Dean for assignment to one series track (academic, clinical, or research). Faculty members may elect to change series one time over their OHSU careers. This change can be from either the clinical or research series to the academic series or from the academic series to a single mission, practice, teaching, or research. In all cases, the applicant must meet the qualifications for the selected mission or missions.

Faculty who are denied tenure following tenure review may continue on a fixed-term contract under the academic or clinical series at the discretion of the SON Office of Dean. Any other series changes require a special exception to be reviewed by the APT Committee (see the APT Policy Procedures document outlining series change options and processes).

Lecturer Rank: Campus Associate Deans will recommend rank to the Dean for faculty appointed or reappointed. Per OHSU definition (OHSU 03-10-020), the rank of Lecturer is a special faculty appointment for persons with limited formal academic preparation, but outstanding professional accomplishment and whose faculty activities are supportive and consistent with the mission(s) of the school or university. Lecturers are paid faculty members. Associate Deans may offer unpaid affiliate appointments for non-OHSU personnel, (Affiliate & Joint Faculty Appointment policy SON 10-09.06).

Appointments at the rank of Lecturer take into account both the teaching faculty requirements of the Oregon State Board of Nursing (OSBN) and the faculty definitions of the Commission on Collegiate Nursing Education (CCNE). Per CCNE accreditation standards, the school will provide a rationale for the use of any faculty who do not have a graduate degree.

PROMOTION & TENURE:

Instructor through Full Professor. The elements of scholarship, effectiveness/competence, and service provide a guiding framework for promotion and tenure in the school of nursing. Faculty will meet specified criteria corresponding to these elements in their respective missions including scholarly teaching, clinical practice, and research.

Faculty in the academic series seeking promotion and/or tenure must meet selected criteria in two or more mission area . Although faculty in the clinical and research professor series may choose to engage in more than one mission, they are required to meet rank criteria for one mission area only. Meeting criteria at rank assumes that the faculty member has already met the criteria specified at lower ranks.

Promotion from Instructor to Assistant Professor Upon Completion of Earned Doctorate.

Faculty at the Instructor rank, following completion of an earned doctorate, may request an expedited process for promotion to Assistant Professor following the established guidelines for academic or clinical tracks.

The APT Committee will review the application and make a recommendation to the Dean.

TENURE. Tenure ensures the academic freedom that is essential to an atmosphere conducive to the free search for knowledge and the attainment of excellence in the University. Granting tenure implies a commitment by the University to defend academic freedom. Tenure is the right of a faculty member to hold his or her position without discriminatory reduction of salary and not to suffer loss of such position, except for cause, financial exigency, or program/department reductions or eliminations.

The awarding of tenure is a significant University commitment to a faculty member who has devoted their professional energies to activities that further the goals of the University and School of Nursing. Granting tenure is regarded as the University's most critical personnel decision—more significant than promotion in academic rank. The tenure decision is based on legitimate intellectual and professional criteria. It is awarded to faculty members whose character, performance, and accomplishments in serving the institution's mission, strategic goals and core themes, and potential effective long-term performance warrant the institution's long-term commitment. In accepting tenure, a faculty member makes an explicit commitment to serve their students, their colleagues, their profession, and the University in a manner befitting a responsible academic person. Tenured faculty members also make a commitment to engage in continued professional and pedagogical improvement.

2.0 DEFINITIONS

Table 1.0 Series Definition	
Academic Series	
Rank	Qualifications
Assistant Professor	Earned doctoral degree; at least two of the three mission areas (teaching, research, and practice)
Associate Professor	Earned doctoral degree, a minimum of three years of experience at Assistant Professor rank, and evidence of sustained good citizenship to the school and university; at least two of the three mission areas
Professor	Earned Doctoral degree, a minimum of five years of experience at Associate Professor rank, and evidence of sustained good citizenship to the school and university; at least two of the three mission areas
Clinical Series	
Rank	Qualifications
Clinical Instructor	Faculty member with special skills or experience needed in a clinical-related instructional program but who would not normally meet the criteria to be promoted to any of the higher faculty ranks. Meets minimum qualifications (educational background and/or professional experience) to serve in this capacity. Must demonstrate the capability of providing the contribution to the teaching mission.
Clinical Assistant Professor	Masters degree and three years full time (or equivalent if part time) at instructor rank in a nursing bachelor-degree granting program or an earned doctorate. Junior to mid-level faculty rank reserved for faculty engaged primarily in clinical teaching and/or practice who meet the competencies at the Assistant Professor rank in scholarship, effectiveness and service. Must carry out assigned academic duties, develop and improve their professional abilities and supervise clinical students.. Not eligible for appointment to tenure track or tenure. Requirement to include an external reviewer for APT review is waived.
Clinical Associate Professor	Advanced degree at the doctoral level is required, a minimum of three years of experience at Clinical Assistant Professor rank. This rank is a mid-to-senior level faculty rank reserved for faculty engaged primarily in clinical teaching and/or practice who meet the competencies at the Associate Professor rank in scholarship, effectiveness and service. Must demonstrate the capability of providing the contribution to the educational program that may be required by the school. Not eligible for appointment to tenure track or tenure.
Clinical Professor	Advanced degree at the doctoral level is required, a minimum of five years of experience at Associate Professor rank. Highest academic clinical rank reserved for faculty engaged primarily in clinical teaching and/or practice who meet the competencies at the Professor rank in scholarship, effectiveness and service. Must demonstrate the capability of providing the contribution to the educational program that may be required by the school. Not eligible for appointment to tenure track or tenure.
Research Series	
Rank	Qualifications
Research Assistant Professor	Advanced degree at the doctoral level is required. Junior level academic research rank reserved for faculty engaged primarily in research, who meets competencies of faculty rank in scholarship and service, and receives his/her

	financial support primarily from external grants, contracts, or gifts. A contribution to the education program may be required by the school. Not eligible for appointment to tenure track or tenure.
Research Associate Professor	Advanced degree at the doctoral level is required, a minimum of three years of experience at Research Assistant Professor rank. Mid-level academic research rank reserved for faculty engaged primarily in research, who meets competencies of faculty rank in scholarship and service, and receives his/her financial support primarily from external grants, contracts, or gifts. A contribution to the education program may be required by the school. Not eligible for appointment to tenure track or tenure.
Research Professor	Advanced degree at the doctoral level is required, a minimum of five years of experience at Research Associate Professor rank. Highest academic research rank reserved for faculty engaged primarily in research who meet competencies of faculty rank in scholarship and service, and receives his/her financial support primarily from external grants, contracts, or gifts. A contribution to the education program may be required by the school. Not eligible for a tenure appointment.
Note: Faculty with substantial experience may apply for a waiver of time at rank. The process includes written support from the appropriate Associate Dean and a Curriculum Vitae submitted to the Academic Promotion and Tenure Committee for review at least three months before dossiers are due.	

3.0 RESPONSIBILITIES

N/A

4.0 PROCEDURES

See School of Nursing:

- Appointment, Promotion & Tenure Procedure Manual
- Guidelines for Promotion & Tenure

5.0 RELATED POLICIES

- SON 10-09.06: Affiliate & Joint Faculty Appointment
- OHSU 03-10-020: Academic and Research Institute Faculty Appointments
- OHSU 03-15-025: Faculty Employment Contracts/Appointments

6.0 KEY SEARCH WORDS

Appointment, Tenure, Promotion, Faculty, rank, School of Nursing
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7.0 REVISION HISTORY

07/01/2008	New policy effective
06/07/2010	Policy changes approved by SON Faculty Council
10/05/2020	Policy amendments and clarifications approved by SON Faculty Council
11/2010	Policy document vetted through Office of Administration, FAC, and APT chair
11/29/2010	Edits proposed to definition of "Sponsor" and "Sustained Citizenship" Edits agreed to by FAC chair.
05/02/2011	Proposed edits and revisions reviewed by APT & FAC Committee in conjunction with Asst. Dean for Evaluation Science
02/29/2012	Faculty Affairs Committee review & revisions
05/07/2012	Faculty Council approved

Responsible Officer: Dean, School of Nursing
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Supersedes: N/A

SIGNATURE PAGE:

Official signed copies are stored in the OHSU School of Nursing Office of Academic Affairs

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