

**Policy Number:** 60-01.10**Policy Title:** Faculty Appointment, Appointment Renewals, Promotion & Tenure**Effective Date:** May 3, 2023Page 1 of 7

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## 1. Policy Statement

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

SON faculty's contribution to the education mission is valued and expected.

### **APPOINTMENTS:**

All initial single and multi-year appointments and appointment renewals, at the level of Associate Professor or above, are considered jointly by the 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 and series, and mission(s) to the Dean who will subsequently make them to the Provost. Secondary faculty appointments with rank are granted to selected qualified colleagues in other OHSU schools or colleges to recognize their commitment and service to the School of Nursing (see OHSU policy 03-15-020 Faculty Series and Ranks -09.06: Affiliate & Joint Faculty Appointment). All Notice of Appointment are issued by the Provost on behalf of OHSU after approval of the faculty hire by the Dean.

Within the professorial series there are two tracks, academic and clinical. All appointments with assignment to the teaching mission need to be consistent with Oregon State Board of Nursing and/or the Commission on Collegiate Nursing Education (CCNE) accreditation standards. Notice of appointment letters will identify faculty rank, series and track consistent with OHSU Policy 03-15- 025, Faculty Appointments.

### **SERIES:**

The following series will be used for all SON faculty in paid service to OHSU and are defined in Table 1.0. The OHSU Clinical Series defined in Policy 03-15-025 is an unpaid volunteer faculty appointment and not covered in this policy.

**The Professorial Series** is the most common appointment used for faculty who have an earned doctorate. This series has two tracks. The Academic Track is a career pathway for faculty with a focus on research and scholarship and the Clinical Track is a career pathway for faculty with a focus on clinical care. Academic Track titles include Assistant Professor of Nursing, Associate Professor of Nursing, and Professor of Nursing. Faculty in the Academic Track are eligible for tenure. Clinical Track titles include Assistant Professor of Clinical Nursing, Associate Professor of Clinical Nursing and Professor of Clinical Nursing. Faculty in the Clinical Track are not eligible for tenure.

**The Instructional Series** is for faculty primarily engaged in teaching and/or clinical care/practice. Titles include Lecturer and Instructor.

**The Research Series** is for faculty primarily engaged in research who are externally funded. Titles include Research Professor, Research Associate Professor, and Research Assistant Professor. Faculty assigned to the Research Series are not eligible for tenure.

**Series and/or Track Change:** Faculty members may apply to change series or tracks one time over their OHSU careers. In all cases, the applicant must meet the qualifications for the selected mission or missions. Changes requested at the Associate Professor or Professor ranks require the recommendation of the SON APT Committee. A series change request from Instructor to Assistant Professor of Clinical Nursing for master's prepared faculty requires a review of the SON APT Committee and faculty vote. Faculty at the Instructor rank, following completion of an earned doctorate, may request a series change to the Professorial Series. This request requires a review and recommendation by the program director or Campus Associate Dean to the Dean.

#### **PROMOTION:**

**Faculty in the professorial series** seeking promotion must meet selected criteria in two or three mission areas (teaching, clinical care/practice, research and scholarship, service) as noted in Table 1.0. Meeting criteria at rank assumes that the faculty member has already met the criteria specified at lower ranks.

**Faculty in the research series** seeking promotion must meet selected criteria in research and scholarship mission and show evidence of satisfactorily contributing to OHSU's and/or School of Nursing's broad education and service missions. Meeting criteria at rank assumes that the faculty member has already met the criteria specified at lower ranks.

**Promotion Eligibility Upon Earned Degree.** Faculty at the Lecturer rank following completion of an earned master's degree may request a promotion to Instructor. The application will include how the applicant meets the criteria for promotion to instructor in the areas of teaching, scholarship, service and clinical care/practice (if applicable). Program directors/Campus Associate Deans 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 at OHSU. Granting tenure implies a commitment by OHSU 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 demonstrates commitment to a faculty member who has devoted their professional energies to activities that further the goals of OHSU and the SON. Granting tenure is regarded as one of OHSU's most critical personnel decision—more significant than promotion in academic rank. It is awarded to faculty members whose character, performance, and accomplishments that serve 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 OHSU in a manner befitting a responsible academic person. Tenured faculty members also make a commitment to engage in continued professional and pedagogical improvement.

Faculty who are denied tenure following tenure review may continue on a fixed-term contract 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).

**2. Definitions**

Table 1.0 Series Definition for Appointment and Promotion	
Series	Classification of how faculty are organized and include the Professorial, Instructional, Research, and Clinical series. The Clinical Series is an unpaid volunteer faculty appointment and not covered in this policy.
Track	The Professorial Series has two tracks: the Academic Track is a career pathway for faculty with a focus on research and scholarship and is tenure-track eligible. The Clinical Track is a career pathway for faculty, with a focus on clinical care and is not tenure-track eligible.
Teaching	Teaching facilitates the acquisition of the science and art of nursing knowledge by the learner. A learner-centered approach supports education that embraces diverse learning styles. The scholarship of teaching increases the effectiveness of the transfer of knowledge, produces insights about gaps in knowledge and conclusions about relationships among work from a variety of disciplines, generates a commitment to lifelong learning, and suggests future directions for scholarship and practice.
Research and Scholarship	Research and scholarship contribute to knowledge through rigorous inquiry that 1) is significant to nursing and health, 2) is innovative, 3) can be documented and disseminated, 4) can be replicated or elaborated, and 5) can be peer-reviewed through various methods.
Clinical Care/ Practice	Clinical Care/Practice is grounded in clinical excellence. Practice applies nursing and related knowledge. Scholarly practice encompasses all aspects of the delivery of indirect and direct nursing service, and is the method by which knowledge in the profession is both advanced and applied.
Service	Service is a contribution that promotes the general welfare of a program, campus, school, university, profession, or community.
Satisfactory Record	Evidence of expertise in the category locally recognized (within SON and/or community) as having a positive impact on the profession, university, or community
Substantial Record	Evidence of sustained expertise and leadership regionally recognized as having a substantial impact on the profession, university, or community.

Outstanding Record	Evidence of highly significant contributions and leadership nationally and internationally recognized as having an outstanding impact on the profession, university, or community.
<b>Professorial Series</b>	
<b>Academic Track</b> <b>For doctorally prepared faculty with a career pathway focused on research and scholarship.</b>	
Rank	Qualifications
Assistant Professor	Earned doctorate with a career pathway focused on research and scholarship; appropriate qualifications (educational background and/or professional experience; at least three years of nursing experience to teach clinical courses); evidence of competence and capacity for growth in three of the following categories: teaching, research and scholarship, clinical care/practice, and service. Eligible for tenure track.
Associate Professor	Earned doctorate with a career pathway focused on research and scholarship, a minimum of 3 years of experience at Assistant Professor rank; evidence of sustained good citizenship to the school and university; substantial record of accomplishment in one of the following categories, and either a substantial record in a second category, or a satisfactory record in at least two additional categories: teaching, research and scholarship, clinical care/practice, and service. Eligible for tenure track.
Professor	Earned doctorate with a career pathway focused on research and scholarship; a minimum of 5 years of experience at Associate Professor rank; evidence of sustained good citizenship to the school and university; outstanding record of accomplishment in one of the following categories, and either outstanding in a second, or substantial in one and at least satisfactory in another: teaching, research and scholarship, clinical care/practice, and service. Eligible for tenure track. The faculty member should have achieved national or international recognition in at least one of these categories.
<b>Clinical Track</b> <b>For doctorally prepared faculty with a career pathway focused on clinical care/practice.</b>	
Rank	Qualifications

<p>Assistant Professor of Clinical Nursing</p>	<p>Earned doctorate with a career pathway focused on clinical care/practice. Under certain circumstances, a master’s degree may be eligible for initial appointment. Junior to mid-level faculty rank is reserved for clinician educators (faculty engaged primarily in clinical teaching and/or practice) who meet the competencies at the Assistant Professor rank in three of the following missions: teaching, research and/or scholarship, clinical care/practice, and service. Must carry out assigned academic duties, develop and improve their professional abilities and supervise clinical students. Not eligible for tenure track.</p> <p>Under certain circumstances, a master’s prepared instructor in the instructional series may apply for a series change to Assistant Professor of Clinical Nursing after three years at Instructor level (See Appendix A for criteria for assistant professor). The term <u>certain circumstances</u> implies specific, measurable evidence of influence such as peer-reviewed innovations in scholarship and teaching (and other missions as relevant). Journal publications and presentations outside the SON are examples of peer-reviewed recognition of innovations. Requirement to include an external reviewer waived for in this circumstance.</p>
<p>Associate Professor of Clinical Nursing</p>	<p>Earned doctorate with a career pathway focused on clinical care/practice; a minimum of 3 years of experience at Assistant Professor of Clinical Nursing rank. Must have substantial record of accomplishment in one of the following categories, and either a substantial record in a second category, or a satisfactory record in at least two additional categories: teaching, research and/or scholarship, clinical care/practice, and service. 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. Must demonstrate the capability of providing the contribution to the educational program that may be required by the school. Not eligible for tenure track.</p>
<p>Professor of Clinical Nursing</p>	<p>Earned doctorate with a career pathway focused on clinical care/practice, a minimum of 5 years of experience at Associate Professor of Clinical Nursing rank. Must have outstanding record of accomplishment in one of the following categories, and either outstanding in a second, or substantial in one and at least satisfactory in another: teaching, research and/or scholarship, clinical care/practice, and service. The faculty member should have achieved national or international recognition in at least one of these categories. 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 tenure track.</p>
<p><b>Instructional Series</b></p>	
<p>Rank</p>	<p>Qualifications</p>

Lecturer	Bachelor's degree and minimum of two years professional experience. Experimentally prepared in areas assigned to teach. Must be able to contribute to the teaching mission. Able to serve as "faculty of record" for SON courses approved by the appropriate Graduate or Undergraduate Council.
Instructor	Master's degree and minimum of 3 years' professional experience. Experimentally prepared in areas assigned to teach. Must be able to contribute to the teaching mission. Able to serve as "faculty of record" for SON courses approved by the appropriate Graduate or Undergraduate Council.
<b>Research Series</b>	
Rank	Qualifications: Engaged primarily in research. Must receive at least 5% of salary from SON (but generally no more than 10%), with the remainder from external support. Supported on contracts. Eligible for Principal Investigator status.
Research Assistant Professor	Entry level academic research rank reserved for faculty with an earned doctorate engaged primarily in research who have appropriate qualifications (educational background and/or professional experience) and receive their financial support primarily from grants, contracts, or gifts. A contribution to OHSU's broad education mission is required. Not eligible for tenure track.
Research Associate Professor	Advanced degree at the doctoral level is required, a minimum of three years of experience at Research Assistant Professor rank. Faculty at this rank must have a substantial record of accomplishment in research. Contributions to OHSU's and/or School of Nursing's broad education and service missions are required. A satisfactory level of these contributions can be demonstrated by listing contributions for service on the citizenship table and listing contributions for education in a table (e.g. mentees, guest lectures). Not eligible for tenure track.
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 is reserved for faculty engaged primarily in research who receives his/her financial support primarily from external grants, contracts, or gifts. Faculty at this rank must have an outstanding record of accomplishment in research and achieved national or international recognition for their work. Contributions to OHSU's and/or School of Nursing's broad education and service missions are required. A satisfactory level of these contributions can be demonstrated by listing contributions for service on the citizenship table and listing contributions for education in a table (e.g. mentees, guest lectures). Not eligible for tenure track.
<b>Note:</b> 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.	

**Implementation Date:** July 1, 2008

**Revision History:** 06/07/2010, 11/29/2010, 05/02/2011, 02/29/2012, 03/15/2017, 06/19/2019, 02/08/2021

**Related Policies and Procedures:**

SON 10-09.06: Affiliate & Joint Faculty Appointment OHSU 03-10-020: Faculty Series and Ranks  
OHSU 03-15-025: Faculty Appointments

See School of Nursing:

- Faculty Appointment, Promotion & Tenure Procedures
- Appointment, Promotion, and Tenure Guidelines

**Responsible Office:** Dean, School of Nursing

**Supersedes:**

**Key Words:** Appointment, Tenure, Promotion, Faculty, Rank, School of Nursing