

**Clinical Faculty – Non-Tenure Track (NTT)
Graduate School of Applied and Professional Psychology**

The purpose of hiring under the non-tenure track clinical titles is to enrich the faculty with individuals whose main contribution will be the dissemination of information and training in clinical expertise. External funding for salary, clinical and scholarly operations of a clinical faculty member must be maintained by the faculty member or through other clinical services through a GSAPP Center (e.g., DDDC, RCAAS). In addition, clinical faculty members are expected to contribute to the teaching and service missions of GSAPP, as further specified in individual appointment letters. **Determinations of appointment, reappointment, and promotion of NTT Clinical Faculty should be made with due consideration of the differences between these positions and tenure track positions.**

Appointment, Reappointment, and Promotion Criteria (examples of evidence are given below)

Criteria for appointment at the rank of Assistant Clinical Professor

- a doctoral degree
- license eligibility or documentation of other relevant clinical credential
- a beginning record of productivity in conference presentations and contributions toward publications. (peer-reviewed preferred)
- Evidence of teaching and student training and supervision experience
- Capacity for obtaining external funding for clinical services
- a clearly articulated area of clinical expertise
- demonstrates the potential to add value to GSAPP students and other faculty in their clinical initiatives

Criteria for reappointment at the rank of Assistant Clinical Professor

- continued need for and availability of external funding for the position
- satisfactory performance of duties as determined by the supervising Center Director and the department chairperson
- a growing record of dissemination of clinical findings and scholarly endeavors through and/or conference presentations and publications
- evidence of contributions to the teaching and service missions of GSAPP

Criteria for promotion to Associate Clinical Professor

- an emerging national reputation for high quality clinical expertise
- excellence in clinical training and related scholarship as evidenced by publications in peer-reviewed journals, books, book chapters, and presentations at national or international conferences
- evidence of contributions to the teaching and service missions of GSAPP

Criteria for appointment at the rank of Associate Clinical Professor

- a doctoral degree

- license eligibility or documentation of other relevant clinical credential
- an emerging national reputation for excellence in clinical work and scholarship
- articulates a compelling clinical agenda and demonstrates strong potential to support external funding through the provision of services
- demonstrates the potential to add value to GSAPP students and other faculty in their clinical initiatives

Criteria for reappointment at the rank of Associate Clinical Professor

- continued need for and availability of external funding for the position
- satisfactory performance of duties as determined by the supervising Center Director and the department chairperson
- a record of conference presentations and publications (e.g., journal articles, book chapters)
- evidence of continued contributions to the teaching and service missions of GSAPP

Criteria for promotion to the rank of Clinical Professor

- a national reputation for excellence in clinical work and related scholarship
- a continued and substantial record of securing external funding for research
- significant contributions to the teaching and service missions of GSAPP

Criteria for appointment at the rank of Clinical Professor

- a doctoral degree
- evidence of a national reputation for excellence in clinical work and scholarship
- a compelling agenda of clinically-based case study work that is based on an outstanding body of work, and which demonstrates exceptional potential for advancements in clinical service delivery in the field
- demonstrates potential to add value to GSAPP students other faculty in their clinical initiatives

Criteria for reappointment at the rank of Clinical Professor

- continued need for and availability of external funding for the position
- Sustained clinical service models to fund both their own faculty position and other related positions
- a continued record of excellence in research and scholarship as evidenced by presentations at national or international conferences and contributions to peer reviewed publications (e.g. journal articles, books, book chapters)
- Sustained contributions to the teaching and service missions of GSAPP

Examples of Evidence Used to Evaluate Excellence in Clinical Work/Scholarship, Teaching, and Service

Clinical Work/Scholarship

- articles in peer-reviewed journals
- book chapters
- books

- scholarly conference presentations
- grant proposal applications
- funded grants
- awards, competitive fellowships

Teaching

- guest lectures in courses
- presentation of colloquia
- teaching and co-teaching of courses
- supervision of student research and dissertations
- student mentorship

Service to the University, the Academic Profession, and to Society

- active participation in departmental and GSAPP activities and committees
- leadership positions in professional and scholarly associations
- reviewer of manuscripts, member of editorial boards, editor of professional/scholarly journal
- member of grant review or other expert committees
- application of clinical expertise to the solution of local, state, national, and international problems through service to governmental and community committees, boards, and organizations.
- Service on GSAPP or Center task forces or committees
- delivery of continuing education events or training institutes
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Process and Procedures

Appointment

- Core tenured faculty member or Center Director with external funding for the position recommends candidate for appointment to the Dean.
- Dean requests review of the candidate's credentials by the Department Chairperson.
- Department Chairperson requests review of the candidate's credentials by the tenured members of the department.
- Department Chairperson forwards the recommendation of the Department to the Dean.
- If the Department's recommendation is positive, the Dean requests that the GSAPP Committee on Appointments and Promotions (A&P) review the candidate's credentials.
- The Dean makes the appointment with the advice of the A&P committee.

Reappointment

- Director of the Center that funds the position informs candidate of the reappointment process and timelines. The time of the reappointment review is based on the terms of the appointment letter, but must be done prior to the notice period for non-reappointment in the case of one or two year appointments, and at least twice for three, four, or five year appointments.

- Candidate prepares a written report of his/her performance for review. The report should include information about their clinical services, publications, conference presentations, contributions to teaching at GSAPP, contributions to the service mission of GSAPP, information about their performance of other contractual responsibilities, and goals for the coming year.
- The A&P committee reviews the reports, consults with the faculty in the department in which the candidate has been appointed, consults with the faculty member Center Director who provides funding for the position, and makes its written report and recommendation to the Dean.
- The Dean then makes a decision about reappointment and completes reappointment forms.

Promotion

- The normative time in rank before promotion is six years, although candidates may ask to be considered earlier than this.
- The Dean, the candidate, the Center Director, or the department chair initiates a request for promotion.
- The candidate submits a personal statement, providing information about their clinical work and scholarly accomplishments, record of publications, record of conference presentations, contributions to teaching at GSAPP, contributions to the service mission of GSAPP, receipt of awards and honors, and other relevant supportive material. The candidate also submits a curriculum vitae and Form 1-A.
- The Director of the Center where the faculty member is appointed reviews the candidate's materials and makes a written report and recommendation to the department.
- The department in which the faculty member is appointed reviews the candidate's materials and makes a written report and recommendation to the A&P committee.
- The A&P committee reviews the candidate's materials, and the departmental recommendation, and makes a written report and recommendation to the Dean.
- The Dean reviews the candidate's materials, the departmental recommendation, the A&P committee recommendation, and then makes a decision on the request for promotion.