

GUIDELINES FOR APPOINTMENTS AND PROMOTIONS
IN THE NONSALARIED CLINICAL PROFESSORIAL SERIES
IN THE SCHOOL OF NURSING

The criteria suggested here for non-salaried appointments of nursing services staff to the clinical professorial series in the School of Nursing are based on the general guidelines in the Administrative Manual, Chapter II, 22-4b, (6), which states: “Appointees in the Clinical Series teach the application of basic sciences and clinical procedures to clinical practice in all those areas concerned with the care of the patient.” Therefore, the major factors considered in the proposed criteria are clinical competence and teaching. University and public service, as well as research and writing, strengthen any appointment or promotion but are not required.

For appointment at the Clinical Instructor level a minimum of a B.S. degree in Nursing is preferred, with exceptions being made for other registered nurses who have demonstrated a high degree of clinical competence and ability to teach. For appointment at, or promotion to, the Assistant Clinical Professor level, a minimum of a masters degree is preferred. Appointment to rank of Associate Clinical Professor should be reserved for individuals who have contributed more than minimum service. They should be expert clinicians and accomplished teachers. Promotion to or appointment at Clinical Professor level should be reserved for individuals of exceptional stature who have unusual records of accomplishment in addition to teaching and professional competence.

It is recommended that a non-salaried clinical faculty contribute a minimum of 60 hours per year to the School. While a candidate will be sponsored by and appointed to one particular department, contributions may be to the programs of other departments. The minimum contribution will be in the form of some combination of the activities described under teaching below.

Examples of teaching activities to fulfill 60 hours contribution may include:

- a. Incidental or spontaneous teaching in the direct patient care setting, such as:
 - (1) Orientation of students to the unit
 - (2) Orientation of students to patient’s daily condition, or to unusual situations on the unit
 - (3) Day to day planning of students’ clinical assignments

- (4) Demonstration of new nursing procedures, equipment, medicines, etc. to students.
 - (5) Follow-up supervision and evaluation of students' patient care assignments
 - (6) Other
- b. Planned teaching activities in direct patient care setting, such as:
- (1) conducting team conferences as a teaching device
 - (2) attendance at clinical management rounds with students to teach interdisciplinary planning
 - (3) Individual conferences with students to plan educational experiences, discuss student projects, assist students with nursing care plans for individual patients, or assist senior students with problems of team leadership
 - (4) Work directly with students in patient care or team leading to provide on the spot teaching and supervision
 - (5) Conferences with faculty member to plan for student educational experience and assignments
 - (6) Conference with faculty to evaluate student performance
 - (7) Plan and conduct orientation program for new faculty assigned to the patient care unit
 - (8) Other
- c. Planning for Nursing Education Programs:

This category of activities seems appropriate to persons such as Directors and Assistant Directors of Nursing Service, In-Service Education staff, and supervisors who contribute time to the overall preparation of the agency as a suitable clinical laboratory for students.

- d. Planned teaching in the classroom setting in consultation with the faculty member responsible for the course. Clinical faculty may participate in any type of formal teaching such as seminars, skills, labs, or lectures, in addition to their primary clinical teaching roles.

Attendance at meetings, workshops or other activities which are part of the clinical appointee's own continuing professional education should not normally be counted as part of the minimum 60 hours per year.

Faculty with non-salaried clinical appointments will have a primary departmental affiliation and function as a member of that department. If service is contributed to another department, it is recommended that the non-salaried clinical faculty member:

1) confirm the feasibility of this with his or her department chairperson, and 2) at the annual review of service, report this contribution to the primary department, with a copy to any other department with which he or she has been involved.

Clinical faculty are reviewed and appointed according to the regular campus procedures.

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Entered in MICRO SOFT WORD with grammatical corrections:02/26/2003