### TTUHSC School of Nursing
ATTACHMENT J

**Guidelines for Qualification of Faculty Rank**
**Clinical Service Focus**
**Non-Tenure Acquiring**

**Educational Preparation and Professional Experience**

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Instructor¹, ³</th>
<th>Assistant Professor¹, ³</th>
<th>Associate Professor¹, ³</th>
<th>Professor¹, ³</th>
</tr>
</thead>
</table>
| **Educational Preparation and Professional Experience** | • Current license to practice professional nursing in Texas, including continuing education requirements or licensure in area of expertise, as appropriate.  
• Master’s degree in area of clinical expertise, required for nursing faculty. In area of teaching or clinical service responsibilities.  
• Minimum of two (2) years clinical experience. | • Current license to practice professional nursing in Texas, including continuing education requirements or licensure in area of expertise, as appropriate.  
• Master’s degree in area of clinical expertise, required for nursing faculty.  
• Minimum of two (2) years teaching experience.  
• Achieve state recognition or national certification in area of clinical expertise, recognition as an Advance Practice Nurse required for nursing faculty.  
• Continued formal and informal education in clinical service area. | • Current license to practice professional nursing in Texas, including continuing education requirements of licensure in area of expertise, as appropriate.  
• Earned doctorate.  
• Minimum of three (3) years’ experience at Assistant Professor rank.  
• Maintain state recognition or national certification in area of clinical expertise, recognition as an Advance Practice Nurse required for nursing faculty. | • Current license to practice professional nursing in Texas, including continuing education requirements or licensure in area of expertise, as appropriate.  
• Earned doctorate.  
• Minimum of four (4) years’ experience at Associate Professor rank.  
• Maintain state recognition or national certification in area of clinical expertise, recognition as an Advance Practice Nurse required for nursing faculty. |

---

¹ Criteria illustrate progression of responsibilities subsumed under each rank.
² Only members of the faculty who are employed full-time with the rank of Associate Professor and Professor are eligible to apply for tenure.
³ All publications and scholarly activity are during period of particular time of initial appointment or tenure. Please note that chapter reviews and case studies are not acceptable at the Associate Professor or Professor ranks.
## Guidelines for Qualification of Faculty Rank

### Clinical Service Focus

#### Non-Tenure Acquiring

#### Teaching

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Instructor(^1,3)</th>
<th>Assistant Professor(^1,3)</th>
<th>Associate Professor(^1,3)</th>
<th>Professor(^1,3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching</td>
<td>• During first year of appointment seeks mentorship to develop faculty role. • Demonstrates evidence of basic knowledge of instructional process and basic knowledge of educational evaluation techniques. • Receives positive student and teaching Course Satisfaction Analysis Reports.  • Demonstrates competency in content area, and in development, presentation, and evaluation of instruction. • Provides structured learning experiences for students related to clinical service area. • Successfully fulfills role of course or co-course facilitator. • Participates as a contributor in curriculum delivery/development/evaluation. • Obtains satisfactory ratings in teaching activities from students and/or faculty peers. • Demonstrates progressive development of course material based on feedback. • Demonstrates innovation in content area, and in development, presentation, and evaluation of instruction. • Provides structured and develops unstructured learning experiences for students related to clinical service area. • Acts as internal mentor/consultant/innovator. • Successfully fulfills role of course facilitator. • Assumes leadership in curriculum delivery/development/evaluation. • Obtains satisfactory ratings in teaching activities from students and/or faculty peers. • Demonstrates progressive development of course material based on feedback. • Mentors faculty members in content area, and in development, presentation, and evaluation of instruction. • Develops, provides, and evaluates structured and unstructured learning experiences for students related to clinical service area. • Acts as external mentor/consultant/innovator. • Provides leadership in curriculum delivery/development/evaluation. • Promotes use of evidence based content and teaching/learning approaches. • Obtains satisfactory ratings in teaching activities from students and/or faculty peers. • Demonstrates progressive development of course material based on feedback.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

1. Criteria illustrate progression of responsibilities subsumed under each rank.
2. Only members of the faculty who are employed full-time with the rank of Associate Professor and Professor are eligible to apply for tenure.
3. All publications and scholarly activity are during period of particular time of initial appointment or tenure. Please note that chapter reviews and case studies are not acceptable at the Associate Professor or Professor ranks.
### Guidelines for Qualification of Faculty Rank
#### Clinical Service Focus
#### Non-Tenure Acquiring

**Academically – Related Public Service**

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Instructor(^1,3)</th>
<th>Assistant Professor(^1,3)</th>
<th>Associate Professor(^1,3)</th>
<th>Professor(^1,3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academically-related public service</td>
<td>During the first year of faculty appointment:</td>
<td>Serves as a committee member in a local/state professional organization.</td>
<td>Serves as elected or appointed committee member or officer of a state/national professional organization.</td>
<td>Serves as elected or appointed committee member or officer of national/international professional organization(s).</td>
</tr>
<tr>
<td></td>
<td>- Explores membership on school/institutional committees and task forces.</td>
<td>Serves as an active member of school/institutional committees/task forces.</td>
<td>Serves as committee member of a state/national professional organization.</td>
<td>Demonstrates leadership as chair or officer on more than one (1) school/institutional committee/task force.</td>
</tr>
<tr>
<td></td>
<td>- Member of local professional organization.</td>
<td>Assists with faculty recruitment and/or interviewing.</td>
<td>Serves as an elected officer or appointed member of a school/institutional committees or task force.</td>
<td>Consistently assists with faculty recruitment and/or interviewing.</td>
</tr>
<tr>
<td></td>
<td>During second and successive years of faculty appointment:</td>
<td>Assists with faculty mentoring.</td>
<td>Consistently assists with faculty recruitment and/or interviewing.</td>
<td>Consistently assists with faculty mentoring.</td>
</tr>
<tr>
<td></td>
<td>- Serves as a member of more than one (1) professional organization.</td>
<td></td>
<td></td>
<td>Serves as a consultant in area of expertise at the state and/or national rank.</td>
</tr>
<tr>
<td></td>
<td>- Serves as a member of at least one (1) school or institutional committee.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

1 Criteria illustrate progression of responsibilities subsumed under each rank.
2 Only members of the faculty who are employed full-time with the rank of Associate Professor and Professor are eligible to apply for tenure.
3 All publications and scholarly activity are during period of particular time of initial appointment or tenure. Please note that chapter reviews and case studies are not acceptable at the Associate Professor or Professor ranks.
### Guidelines for Qualification of Faculty Rank

**Clinical Service Focus**

**Non-Tenure Acquiring**

**Clinical Service**

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Instructor(^1,(^3)</th>
<th>Assistant Professor(^1,(^3)</th>
<th>Associate Professor(^1,(^3)</th>
<th>Professor(^1,(^3)</th>
</tr>
</thead>
</table>
| Clinical Service     | During the first six (6) months of faculty role implementation:  
  • Seeks mentorship to establish a program of clinical service.  
  • Participates as a member of an established clinical service team.  
  • Explores development of an income-generating clinical service.  

   During the second six (6) months and successive years of faculty role implementation:  
  • Assists in an established program of clinical service.  
  • Submits abstracts for presentation and/or publication.  
  • Develops an income-generating clinical service within an approved position which supports the Mission of the School of Nursing as evidenced by annual productivity report.  
  • Mentors students in clinical service arena.  
  • Demonstrates expertise in area of specialty documented by clinical service facility.  
  • Maintains an income-generating clinical service within an approved position which supports the Mission of the School of Nursing as evidenced by annual productivity report.  
  • Provides mentorship to nurse colleagues and/or students in clinical service role.  
  • Collaborates with team members in developing new approaches to providing care.  
  • Assists in developing additional clinical services.  
  • Demonstrates expertise in area of specialty documented by clinical service facility.  
  • Maintains an income-generating clinical service within area of certification and licensed expertise and pertinent to geographic area.  
  • Mentors, colleagues and students in clinical service roles.  
  • Applies quality improvement approaches to assess clinical service area and create innovations in clinical service program.  
  • Evaluates own clinical performance for improvement or new service areas.  
  • Provides leadership in developing/implementing/evaluating innovative approaches to care.  
  • Contributes to the development of national practice guidelines.  
  • Provides leadership for use of research findings in clinical service.  
  • Demonstrates expertise in area of specialty documented by clinical service facility.  |

---

\(^1\) Criteria illustrate progression of responsibilities subsumed under each rank.  
\(^2\) Only members of the faculty who are employed full-time with the rank of Associate Professor and Professor are eligible to apply for tenure.  
\(^3\) All publications and scholarly activity are during period of particular time of initial appointment or tenure. Please note that chapter reviews and case studies are not acceptable at the Associate Professor or Professor ranks.
## Guidelines for Qualification of Faculty Rank
### Clinical Service Focus
#### Non-Tenure Acquiring
### Scholarship

<table>
<thead>
<tr>
<th>Performance Category</th>
<th>Instructor¹, ³</th>
<th>Assistant Professor¹, ³</th>
<th>Associate Professor¹, ³</th>
<th>Professor¹, ³</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
|                      | • Demonstrates at least two (2) scholarly activities within past three (3) years (e.g., contribution to book, article submission, media development, web-based continuing education development, innovative approaches to direct/indirect care of clients, and/or poster or presentation at local/state rank). | • At least one (1) article accepted to peer-reviewed journal every two (2) years.  
• Demonstrates at least two (2) scholarly activities within past two (2) years (e.g., write or edit a book, write a book chapter, media development, web-based continuing education development, innovative approaches to direct/indirect care of clients, submission and receipt of grant funding, or poster podium presentation at state/national rank).  
• Involves students in scholarly activities  
  *A letter stating a publication has been accepted to a peer reviewed journal is sufficient to meet the requirement of publication.* | • At least one (1) article accepted to peer-reviewed journal every year.  
• Demonstrates consistent (e.g. at least [1] per year) record of scholarly activity (write or edit a book; write a book chapter, media development, web-based continuing education development, innovative approaches to direct/indirect care of clients, poster or presentation at national/international rank).  
• Involves students in scholarly activities |

¹ Criteria illustrate progression of responsibilities subsumed under each rank.

² Only members of the faculty who are employed full-time with the rank of Associate Professor and Professor are eligible to apply for tenure.

³ All publications and scholarly activity are during period of particular time of initial appointment or tenure. Please note that chapter reviews and case studies are not acceptable at the Associate Professor or Professor ranks.

---

Revised: FAC/lk/csh 01-29-02
Adopted by GFM 03-18-02
Revised: FAC/co/w 09-21-09
Adopted by FAC:sh 01-11-10
Approved: FAC 5-21-12
Approved: FAM 9-25-12
Reviewed: PDC/ljt 10-20-14
Approved: PDC/ljt 9/1/2015
Revised: PDC/ljt 9/1/2016
Reviewed: PDC 090117

---