

FACULTY APPOINTMENTS AND PROMOTIONS COMMITTEE		
Committee Charges		
<ol style="list-style-type: none"> 1. Develop uniform policies and procedures for appointment, reappointment and promotion of faculty members, and recommend to faculty for approval. 2. Assist departmental chairpersons to implement these policies and procedures. 3. Review recommendations of candidates for faculty appointments and promotions and to forward the committee's recommendations to the dean. 		
Membership		
Faculty	Students	Ex-Officio
<p>Five members (2 professors, 2 associate professors, and 1 of either rank)</p> <p>Elected for 3 year terms.</p>	None	Representative of the Office of the Dean

Operational Guidelines

Committee Structure and Function

1. Committee members are elected by the faculty according to the College of Nursing's policies and procedures for the Rules of Governance. If a committee member seeks promotion during his or her tenure on the Appointments and Promotions Committee, that faculty member must be recused during deliberations. Committee members also serve on their Departmental Faculty Advisory Committees (FACs).
2. The Committee is responsible for reviewing recommendations of candidates for faculty appointments and promotions for senior rank and forwarding the recommendations to the Dean for transmission to Faculty Senate for action. Department Chairpersons who are uncertain as to whether a faculty member meets rank criteria for appointment or promotion may consult with the Appointments and Promotions Committee. However, this consultation does not preclude the Department Chairperson's authority to deny recommendation for appointment, reappointment, or promotion.
3. The Committee does not review recommendations for appointment or reappointment of Instructors, Assistant Professors, Adjunct/Complemental

Faculty, Clinical Teaching Associates or Clinical Instructors. These appointments and reappointments are reviewed and dispositions made at the department level by the Department Chairperson and FAC.

4. The Dean will communicate senior rank appointment decisions in writing to faculty applicants. A copy of the Dean's letter is sent to the Faculty Appointments and Promotions Committee and the department Chairperson.
5. All new appointments and promotions of members of the faculty that have been approved by the Dean will be sent to the Faculty Senate. Upon approval by the Faculty Senate, the Dean will forward a recommendation for approval to the Provost.

Procedures for Appointment, Reappointment, and Promotion

Appointment Requests for Faculty

1. Faculty appointments are made by rank with an attached term: Instructors, 1 year; Assistant Professors, 1-3 years; Associate Professors and Professors, 5 years. See [Rank Criteria](#).
2. The Department Chairperson seeking appointment of new faculty at senior ranks should submit to the department FAC:
 - a. a letter of recommendation
 - b. a copy of the applicant's current curriculum vitae
 - c. documentation of eligibility/qualifications for rank
 - d. an applicant profile that addresses how each rank/track criterion is met
3. After the FAC's review and recommendation, the Department Chairperson will submit the materials to the Chairperson of the Faculty Appointments and Promotions Committee. External review letters addressing rank criteria may be requested at the discretion of the FAC or the Faculty Appointments and Promotions Committee. The reviews by the department FAC and Faculty Appointment and Promotions Committee should be completed prior to the offer of appointment for new faculty members.
4. The Faculty Appointments and Promotions Committee conducts an overall evaluation of a person's performance that requires evidence of achievement in each category of criteria. The expectations for the educational and clinical/scholarly categories are that the majority of the criteria will be met by the candidate, dependent upon the applicant's track

(educator/clinical practice; educator/researcher; researcher/clinical practice).

5. Following review by the Faculty Appointments and Promotions Committee, recommendations are forwarded to the Dean, for transmission with a recommendation to Faculty Senate. The Dean and Chairperson use this information as a basis for their decision for appointment. Following Senate approval, the Dean will then communicate the appointment in writing to the faculty applicant. Copies of the Dean's letter are sent to the Faculty Appointments and Promotions Committee and Department Chairperson.

In the event that the Committee does not recommend a faculty member for appointment at the stated rank, the Committee Chairperson prepares a memo to the Dean and Department Chairperson which clearly specifies the need for additional evidence.

6. Recommendations for appointment to faculty rank of Chairperson, Associate Dean, or Director are submitted by the Dean directly to the Chairperson, Faculty Appointments and Promotions Committee.
7. An appointment as University Professor shall originate with the department Chairpersons in at least two Colleges and after approval by the Appointments and Promotions Committees of the respective Colleges, shall be presented to the Deans of the appropriate Colleges for transmission with conjoint recommendations to the University Council.
8. Nurses who are employed by Rush University Medical Center or its affiliates may be appointed as Clinical Teaching Associates or Clinical Instructors by the Department Chairperson in consultation with the FAC. Nurses who hold a Bachelor's Degree (in nursing) are eligible for appointment as Clinical Teaching Associate. Nurses who hold a Master's degree or Doctorate in nursing or a related field are eligible for appointment as Clinical Instructor. The following criteria must be met:
 - a. Minimally, a Bachelor's degree in nursing or its equivalent
 - b. Attainment of clinical proficiency equivalent to the RUMC second practice level
 - c. Demonstrated excellence, enthusiasm, and leadership in clinical nursing practice
 - d. Expressed interest in serving as a guide/preceptor/tutor for students in their clinical practice.

- e. If recommended by the Department Chairperson and Department FAC, successful completion of an online clinical teaching course, offered by Rush University College of Nursing.
9. Appointment as Clinical Teaching Associate or Clinical Instructor may be self-initiated or initiated through recommendation from a member of the regular, or emeritus faculty.
- a. Nominees will submit a curriculum vitae, a letter of intent and recommendations from the Unit Director and a faculty sponsor to the Department Chairperson for consideration in consultation with the FAC.
 - b. Upon approval from the Department Chairperson and FAC, the application materials and letter of recommendation from the Department Chairperson are presented to the Dean for approval.
 - c. Appointments are three years in length and renewable. All clinical appointments are contingent upon employment in RUMC or its affiliates.
10. Nurses at RUMC holding a master's degree or doctorate in nursing or the equivalent, who prefer to pursue or continue a ranked appointment on the regular faculty, will be reviewed, appointed, and promoted in accordance with their educational and professional achievements,.

Faculty Reappointment Requests

1. Faculty will be reviewed for reappointment according to the term attached to their rank: Instructors, annually; Assistant Professor, 1-3 years; and Associate Professors and Professors, 5 years, by the Department Chairperson and FAC. Reappointment is made based upon current departmental/college needs and continued productivity of the faculty member. In very exceptional circumstances, upon recommendation of the Department Chairperson and the Department FAC, a one-year extension of reappointment to Junior rank may be approved by the Dean due to a faculty member's inability to apply for rank reappointment at the designated time.

Upon recommendation of the Departmental Chairperson, the Department FAC, and the Faculty Appointments and Promotions Committee, a one-year extension of reappointment to Senior rank may be approved by the Dean due to a faculty member's inability to reapply for Senior rank reappointment at the designated time. The faculty member's rank reappointment will be retroactive to include the extension year.

2. Faculty at both junior and senior rank shall submit a current curriculum vitae and letter of request for reappointment documenting their continuing efforts in each category of criteria of the appropriate rank and track to the Department Chairperson and FAC. The reappointment materials for faculty at senior rank will be forwarded to the Faculty Appointments and Promotions Committee for review and approval.
3. Reappointment recommendations for junior faculty are sent by the Department Chairperson to the Dean who sends a recommendation to the Faculty Senate. The Department Chairperson will communicate in writing to the faculty member the reappointment decision.

Reappointment recommendations for senior faculty are sent by the Faculty Appointments and Promotions Committee to the Dean who sends a recommendation to the Faculty Senate. The Dean will communicate in writing to the faculty member the reappointment decision.

4. Faculty who are not recommended for reappointment are notified in writing by the Department Chairperson. For Instructors and Assistant Professors this notification must be at least 3 months prior (by April 1) to expiration of the appointment. For the rank of Associate Professor and Professor, the notice should be at least 6 months (January 1) prior to expiration if the appointment has been held for 3 years or less; 1 year (July 1 of preceding calendar year) if the appointment has been held more than 3 years.
5. If these deadlines are missed, see University Rules of Governance, Article II, Section 3(b).
6. A faculty member may be suspended, be discharged or not be reappointed for: *a)* institutional economic difficulty; *b)* nonperformance of duties/non-productivity; *c)* lack of congruence with department/college mission; *d)* neglect of duties including serious violation of faculty rules for governance or corporate by-laws, rules, and regulations; *e)* violation of generally accepted standards of professional ethics; *f)* material breach of contract with the Medical Center; *g)* conviction of a crime deemed to render the faculty member unfit to conduct their professional activities; *h)* professional incompetence; *i)* conduct that is seriously and clearly prejudicial to the best interest of Rush University Medical Center.
7. A faculty member whose request for reappointment has not been approved by the Department Chairperson or Dean, has the right to appeal the decision according to the procedures stipulated in the University and College of Nursing Rules of Governance and College of Nursing Policies and Procedures.

8. Reappointments of Chairpersons, Associate Deans, and Directors are submitted directly to the Committee Chairperson by the Dean.

Promotion Requests to Senior Faculty

1. Faculty members seeking promotion to senior rank are strongly encouraged to meet with their Department Chairperson by October 1st to begin planning for faculty review.

For persons seeking promotion to senior rank (Associate Professor and Professor), the faculty applicant and Department Chairperson should identify a minimum of 3 persons who are from outside Rush University Medical Center (one of whom must be a nurse), to write letters of recommendation. These persons must be knowledgeable in the applicant's field, of equal or higher rank than the one being sought, and can evaluate the individual's accomplishments. These reviewers should be able to provide an objective evaluation of the applicant's scholarly work; they would not include previous/current supervisors, employers, or faculty peers of the applicant. The Department Chairperson contacts at least two of these persons, sends copies of Rush CON appointment/promotions criteria, the candidate's CV and documentation of qualifications for rank, and 2-3 representative articles authored by the candidate. The Department Chairperson requests a letter of recommendation and a copy of the reviewer's CV. Letters of recommendation should clearly and specifically state how our promotion criteria are met and should be returned to the Department Chairperson.

2. The Department FAC, which functions as an evaluative body of peers, recommends departmental faculty members for promotion to the Department Chairperson. Recommendations are based on the FAC's professional judgment of the quality as well as quantity of accomplishments according to rank criteria at the level of promotion being sought. There is an overall evaluation of a person's performance that requires evidence of achievement in each category (educational, clinical/scholarly, and college/ professional). The expectations for the educational and clinical/scholarly categories are that the majority of criteria for rank will be met by the applicant.

The Department FAC should review all submitted documentation for completeness. Any incomplete dossiers (such as missing letters of reference; documentation of eligibility for rank) should not be forwarded to the Faculty Appointments and Promotions Committee.

- a. The letter should clarify and expand upon how the candidate meets the educational, clinical/scholarly, and college/professional criteria of the requested rank and track.
 - b. The Faculty Appointments and Promotions Chairperson will review the submitted materials for adherence to the guidelines and follow-up as necessary.
 - c. The Faculty Appointments and Promotions Chairperson will assign each candidate's materials to a committee member for an in-depth review. It is preferable that the committee member reviewing a candidate should be from a department other than that of the candidate under review.
3. Following favorable Departmental FAC review, the Department Chairperson forwards a letter of support and the applicant's materials to the Chairperson of the Faculty Appointments and Promotions Committee by **March 1st**.
4. The Appointments and Promotions Committee will solicit additional letters of review from outside Rush University Medical Center for persons recommended for promotion at a senior rank if additional information is required.
5. Following review by the Faculty Appointments and Promotion Committee, recommendations are forwarded to the Dean who will send a recommendation to the Faculty Senate for approval. Upon approval by the Faculty Senate, the Dean will forward a recommendation for approval to the Provost. The Dean will communicate in writing to the faculty member and the Department Chairperson, the promotion decision.
6. In the event that the Committee does not recommend a faculty member for promotion, the Committee Chairperson prepares a memo to the Dean and Faculty Senate which clearly specifies the faculty member's need for additional evidence. The Dean and Faculty Senate use this information as a basis for their decision for promotion. A copy of the Dean's letter is sent to the Chair, Faculty Appointments and Promotions Committee, and the Department Chairperson.
7. An individual may be reviewed for promotion at any time during the year at the discretion of the Departmental FAC. Promotions become effective the beginning of the upcoming fiscal year - July 1.
8. Recommendations for promotion of a Chairperson, Associate Dean, or Director are submitted directly to the Faculty Appointments and Promotions Committee by the Dean.
9. A faculty member whose request for promotion has not been approved by the Faculty Appointments and Promotions Committee and/or the Dean

has the right to appeal the decision according to the procedures stipulated in the University and College of Nursing Rules for Governance and College of Nursing Policies and Procedures.

FACULTY ADVISORY COMMITTEE (DEPARTMENTAL) OPERATIONAL GUIDELINES

Committee Structure and Function:

1. Committee members are elected by the Department according to the College of Nursing's policies and procedures for the Rules of Governance. The Departmental representative serving on the Faculty Appointments and Promotions Committee shall also serve on the Departmental FAC.
2. The FAC is responsible for reviewing recommendations of candidates for faculty appointments, reappointments, and promotions. Recommendations for junior rank appointments, appointments of clinical faculty and all reappointments are presented to the Dean for transmission with a recommendation to the Faculty Senate. Recommendations for appointment to senior rank are transmitted to the Faculty Appointments and Promotions Committee.
3. Department Chairpersons and the Dean will communicate in writing appointment decisions at junior rank and all reappointments. Appointments at senior rank are communicated in writing by the Dean of the College of Nursing.
4. All new appointments and promotions of members of faculty that have been approved by the Dean and Faculty Senate. Upon approval by the Faculty Senate, the Dean will forward a recommendation for approval to the Provost.

Procedures for Appointment, Reappointment, and Promotion

Appointment Requests

1. Faculty are appointed to ranks with an attached term: Instructors, 1 year; Assistant Professors, 1-3 years; Associate Professors and Professors, 5 years.

2. The Department Chairperson seeking appointment of new faculty at all ranks should submit the materials described below along with a recommendation for the applicant's rank to the FAC.
 - a. Submit a copy of their current curriculum vitae.
 - b. Submit documentation of eligibility/qualifications for rank.
 - c. Documentation should include an application profile that addresses how the majority of rank/track criteria are met.

3. All recommendations for faculty appointments for Assistant Professor or below will be sent by the Department Chairperson to the Dean for transmission with a recommendation to the Faculty Senate.

The Department Chairperson will forward a letter of recommendation summarizing the applicant's qualifications for senior rank (Associate Professor and Professor) to the Chairperson of the Faculty Appointments and Promotions Committee. In the event that the Faculty Appointments and Promotions Committee does not recommend an applicant for appointment, the Committee Chairperson prepares a memo to the Department Chairperson and Dean which clearly specifies the applicant's need for additional evidence. Department Chairpersons use this information as a basis for their appointment decision.

4. With special written agreement, approved by the Dean with the consent of the appointee, a temporary appointment of an Assistant Professor or Instructor may be made for shorter terms than noted above.

Reappointment Requests:

1. The Department Chairperson will submit the materials described below along with a letter of recommendation summarizing the faculty member's activities for reappointment to the Department Faculty Advisory Committee for review. In very exceptional circumstances, upon recommendation of the

Departmental Chairperson and the Departmental FAC, a one-year extension of reappointment of rank may be approved by the Dean in the case of a faculty member's inability to reapply for rank reappointment at the designated time. The faculty member's rank reappointment will be retroactive to include the extension year.

- a. Copy of their current curriculum vitae.
 - b. Letter of request for reappointment documenting continuing efforts in each category of criteria of the appropriate rank and track.
2. Reappointment is made based on current departmental/college needs and continued productivity of the faculty member.
 3. Reappointment recommendations for Assistant Professor or below are sent by the Department Chairperson to the Dean for transmission with a recommendation to the Faculty Senate. The Department Chairperson will communicate in writing to the faculty member the decision to reappoint or not reappoint; if the faculty member has been reappointed, the letter should indicate when the next review for reappointment will occur.
 4. Reappointment recommendations with supporting documentation for Associate Professor and Professor are sent to the Chairperson of the Faculty Appointments and Promotions Committee for review. The Committee's recommendation is sent to the Dean for transmission with a recommendation to the Faculty Senate. Following this process, the faculty member receives a letter from the Dean confirming the reappointment and when the next review for reappointment will occur.
 5. A faculty member whose request for reappointment has not been approved by the Department Chairperson has the right to appeal the decision according to the procedures stipulated in the University and College of Nursing Rules of Governance.

Promotion Requests

1. Faculty members seeking promotion to Assistant Professor are strongly encouraged to meet with their Department Chairperson by October 1st to begin planning for Faculty Advisory Committee review. Faculty members should work with their Chairperson to submit the materials previously described.

2. The Faculty Advisory Committee, which functions as an evaluative body of peers, recommends departmental faculty members for promotion to the Department Chairperson. Recommendations are based on the advisory committee's professional judgment of the quality as well as quantity of accomplishments according to track and rank criteria at the level of promotion being sought. There is an overall evaluation of a person's performance that requires evidence of achievement in each category of criteria (educational, clinical/ scholarly, and college/professional).

3. Following favorable Department FAC review, the Department Chairperson forwards a letter of recommendation to the Dean for transmission with a recommendation to the Faculty Senate. For Assistant Professor and below, the Department Chairperson should communicate in writing to the faculty member the promotion decision.

For promotion to senior rank, refer to Faculty Appointments and Promotions Committee Operational Guidelines, Promotion Requests. After review and recommendation by the Faculty Appointments and Promotions Committee, the Dean, and Faculty Senate, the faculty member is notified in writing by the Dean of the promotion decision. A copy of the letter is sent to the Department Chairperson and Chairperson of the Faculty Appointments and Promotions Committee.

4. A faculty member whose request for promotion has been not approved by the Department Chairperson and Dean has the right to appeal the decision according to the procedures stipulated in the University and College of Nursing Rules for Governance and College of Nursing Policies and Procedures.