

**BAGLEY COLLEGE OF ENGINEERING OPERATING POLICY AND PROCEDURE
FOR CLINICAL FACULTY
EOP 19**

Promotion Policies and Procedures

I. Scope

This document defines promotion policies and procedures for clinical faculty appointments in the Bagley College of Engineering (BCoE) at Mississippi State University (MSU), for the following levels:

Assistant Clinical Professor
Associate Clinical Professor
Clinical Professor

This policy supplements the Bagley College of Engineering Operating Policy EOP 18 on Promotion and Tenure Policies and Procedures.

MSU Operating Policy 56.06 (<https://www.policies.msstate.edu/policypdfs/5606.pdf>), should be consulted for complete expression of promotion policies, and specifically for (a) general discussion of faculty performance standards and the evaluation of professional activities, (b) duties and responsibilities of the University, College, and Departmental Promotion and Tenure Committees, (c) general outline of the procedures for application and review for promotion, (d) description of the appeals process.

Each department within the BCoE has, or should prepare, a separate promotion document for non-tenure track faculty, which should be consulted to determine (a) more specific departmental requirements for performance standards, (b) specific departmental procedures for application and review for promotion, and (c) procedures for the election and operation of the departmental promotion committee.

Most decisions on specific promotion policies and procedures are left to the discretion of faculty in individual departments, with the understanding that the departmental policies and procedures must agree with those outlined in MSU OP 56.06 and the BCoE Promotion Policies and Procedures Operating Policy, EOP 19. Departmental guidelines can be more rigorous than the college or university guidelines, but not less rigorous.

II. Criteria for Earning Promotion

True to the mission of MSU, it is the level of achievement and the indication of continued accomplishments in these areas, rather than simply years of service to the institution, that determine whether or not a clinical faculty member is granted promotion. The responsibilities of clinical faculty in the BCoE are teaching and service. Clinical faculty are encouraged to pursue opportunities in research, but engagement in research is not required or expected. Furthermore, clinical faculty in the BCoE should meet high standards of professional integrity, collegiality and objectivity, and further the goals of his/her unit(s) and the University. In addition, a person of

clinical rank must have an appropriate terminal degree, or its equivalent in training and experience; a strong commitment to higher education, and in particular to the mission of Mississippi State University; and a willingness to assume the responsibilities and obligations appropriate to a professional or faculty university employee (see Faculty Handbook, http://www.msstate.edu/web/faculty_handbook).

For promotion to Associate Clinical Professor, the incumbent must have met the criteria for Assistant Clinical Professor and consistently demonstrated an ability to perform at a high level in clinical achievements within his/her assigned duties. For Associate Clinical Professors in the BCoE, this is normally demonstrated by consistent demonstration of an ability to perform at a satisfactory level in teaching/instructional service; university/professional service; and research, excelling in at least one of these areas. The area of excellence should be consistent with the faculty member's assigned duties as stated in the offer letter. Based upon criteria established in the departmental promotion documents, an Associate Clinical Professor is developing a national and/or international reputation, and is showing a potential for making sustained contributions to the university and to his or her profession, field, or discipline.

For Clinical Professors, the expectation is to consistently demonstrate an ability to perform at a satisfactory level in teaching/instructional service; university/professional service; and research, excelling in at least two of these areas. Based on criteria established in the departmental promotion documents, a Clinical Professor must have a national and/or international reputation within his or her profession, area of expertise, or discipline.

The rank will reflect comparable stature and achievement with peers at other universities. Hence, policies aimed at establishing standards of performance necessary for the attainment of promotion are to be interpreted not only in view of accomplishments of a faculty member at MSU but also in view of current accomplishments of those in the academic community at large.

The parties involved in evaluating a clinical faculty member's application for promotion include the following: (a) Department Head or School Director, (b) Departmental PTC, (c) College PTC, (d) Dean of Engineering, (e) Provost and Executive Vice President, and (f) President. In addition, external reviewers will evaluate a candidate's credentials and provide comments to assist promotion decisions at all levels.

III. Application and Review Procedures for Promotion

For this section, please refer to EOP 18, with the following change: The decision to grant promotion is made by the MSU president.

IV. Role of the College PTC in the Review Process

For this section, please refer to EOP 18.

V. Time Table for the Promotion Process

The chronology and deadlines for promotion of clinical faculty in the BCoE are identical to those for tenure-track faculty as listed in EOP 18.

VI. Organization of the College Promotion and Tenure Committee (PTC)

The responsibilities and procedures of the BCoE PTC follow the guidelines set forth in MSU OP 56.06.

EOP 19 establishes the option for BCoE clinical faculty to elect a representative on the BCoE PTC formed according to EOP 18, subject to the following conditions:

- If the BCoE PTC will consider applications for promotion of BCoE clinical faculty members, then the clinical faculty representative must be an Associate Clinical Professor or Clinical Professor.
 - Only a Clinical Professor may vote on promotion of an Associate Clinical Professor to Clinical Professor.
- If there are no applications for promotion of BCoE clinical faculty, the elected clinical faculty representative may be a clinical faculty member of any rank.
- The clinical faculty representative to the BCoE PTC cannot participate in deliberations and voting concerning tenured/tenure-track candidates.
- Each clinical faculty representative is elected to a two-year term. A member may be reelected, but he/she cannot serve more than two consecutive terms (four years).

VII. Reviews and Amendments

The BCoE PTC, including its clinical faculty representative, will review the departmental and college clinical faculty promotion documents on an annual basis for consistency with the BCoE and the university policies and procedures.

All faculty members in the BCoE are eligible to submit, individually or as a group, a request to amend this document or any of the promotion policies and procedures following the procedure prescribed in EOP 18.

VIII. Appeals Process

For this section, please refer to EOP 18.

APPROVED:

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Date