Case Western Reserve University
Frances Payne Bolton School of Nursing
Appointment, Reappointment, Promotion and Tenure Committee
Annual Performance Review, Promotion and Tenure: Process and Performance Indicators
(updated January 25, 2017)

This guide is designed to assist all faculty members with timely submissions of documents that are required for annual performance review, appointment, reappointment, and/or tenure and promotion in the Frances Payne Bolton School of Nursing. The submission content in the document was generated from the information that appears on the FPB website that also include the Provost's and Dean's letter, and the FPB Criteria for Appointment, Reappointment, Promotion and Tenure. We hope this document will assist you in compiling your packets of information as you transition from one year to the next and from one rank to another. The guide includes (1) Tenure Track and Non-Tenure Track Required Document Submissions and (2) ARPT Criteria across ranks with some performance indicators for each. The performance indicators are intended as a guideline.

Materials for Submission

I. Before you complete these documents, it is recommended that you review the Provost's Letter and the Dean's letter that are displayed on the FPB website.

Tenure Track Faculty

Annual Performance Review	3rd and 6th Year	Promotion & Tenure
• The Annual Performance Review (APR), evidence based, uses updated versions of the FAS, the CV, and current course evaluations along with a scheduled meeting with the faculty member	• Using the criteria for tenure and/or promotion, the faculty member will prepare a self assessment appraisal addressing his/her academic achievements in the areas of teaching, research, service and scholarship	• Using the criteria for tenure and/or promotion, the faculty member will prepare a self assessment appraisal addressing his/her academic achievements in the areas of teaching, research, service and scholarship.
• Updated FAS	• Updated FAS	• Updated FAS
• An updated electronic copy of CV	• Updated electronic copy of CV	• Updated electronic copy of CV.

- Electronic copies of teacher and course evaluations

- Electronic copies of teacher and course evaluations

- All letters from previous Faculty Annual Performance Reviews

- Candidate selects 3 manuscripts to be considered during the review process and adds them to the portfolio.

- Electronic copies of teacher and course evaluations.

- All letters from previous Annual Performance Reviews will be included in the portfolio

- Dean will solicit numerous letters (sufficient to get a good return response) from randomly selected students regarding the faculty member's teaching.

- Candidate and Dean will generate names of professional colleagues to be considered as referees (outside of the School of Nursing) for the candidate.

- Dean requests six reference letters from independent, external referees to comment on the candidate's impact on teaching, research, service, and scholarship as guided by the FPB criteria for ARPT. Reference letters from research collaborators (a maximum of 4); only if necessary to delineate candidate's role in collaborative research.

- Candidate selects 3 manuscripts to be considered during the review process and adds them to the portfolio.

Non-tenure Track Faculty

Annual Performance Review

- The Annual Performance Review (APR), evidence based, uses updated versions of the FAS, the CV, and current course evaluations along with a scheduled meeting with the faculty member

- Updated FAS

- An updated electronic CV

- Electronic copies of teacher and course evaluations

Promotion

- Using the criteria for tenure and/or promotion, the faculty member will prepare a self assessment appraisal addressing his/her academic achievements in the areas of teaching, research, service and scholarship.

- Updated FAS

- An updated electronic CV

- Electronic copy of teacher and course evaluations.

- All letters from previous Faculty Annual Performance Reviews will be included in the portfolio.

- Dean will solicit numerous letters (sufficient to get a good return response) from randomly selected students regarding the faculty member's teaching.

- Dean and faculty candidate will generate names of professional colleagues to be considered as referees (outside of the School of Nursing) for the candidate.

- Dean requests six reference letters from independent, external referees to comment on the candidate's impact on teaching, research, service, and scholarship as guided by the FPB criteria for ARPT.

- Candidate selects 3 manuscripts to be considered during the review process and adds them to the portfolio.

II. ARPT Criteria along with Performance Indicators for Annual Review and Promotion and Tenure

The criteria for tenure track and non-tenure track faculty as stated in the Appointment, Reappointment, Promotion and Tenure documents are explicated in Box 1 and Box 2, respectively. Performance is expected to be in accord with Faculty Handbook Articles on Appointments, Reappointments, Resignations, Promotions, and Tenure. Following the criteria are lists of "Performance Indicators" for both tenure track and non-tenure track. The indicators on the left are relevant for yearly performance reviews; the indicators in the right-hand column provide guidance regarding indicators that will be considered in application for promotion and/or tenure.

Please note that these indicators are intended to provide examples of possible metrics for use in addressing accomplishments; not all indicators will be relevant for every faculty member. While non-tenure track faculty are expected to identify two of the three areas (teaching, research, service) as their primary focus, all faculty are expected to have evidence of effective teaching, scholarly productivity and some service to the profession or community.

Box 1 Tenure Track	
Assistant Professor	1. Earned doctorate 2. Experience in teaching and research in area of expertise 3. Scholarly productivity as evidenced by research, publications in refereed journals, presentations, school/professional committee memberships, state and local recognition .
Associate Professor	Fulfillment of all criteria at Assistant Professor level with addition of the following: 4. Expertise in teaching 5. Evidence of academic leadership 6. Research productivity and scholarship (e.g. publications in refereed journals, co-investigator on funded research grants, textbooks, etc.) 7. Contribution to international scholarship through publications and presentations 8. University, School and professional organization committee membership 9. Contributions to national organizations
Professor	Fulfillment of all criteria at the associate professor level with the addition of fulfilling recognition as a scholar/specialist in nursing: 10. Major University, School and professional organization committee leadership 11. Substantive scholarly contributions nationally and internationally as evidenced by publications in refereed journals, consultations at prestigious institutions, honors, election to scientific bodies, P.I. funded grants, authorship of textbook 12. Influence in public policy on a national and international level, through serving on national boards, being consultant or government or scientific bodies, holding office in professional/scientific organizations

Performance Indicators for Annual Review and Promotion and Tenure for Tenure Track

Annual Review

Promotion & Tenure

Consistent pattern of the following noted in the annual reviews

Teaching

- Workload (number of courses, credits, students, and clinical hours; coordinator responsibilities)
- Teaching evaluations
- Course evaluations
- Guest lectures
- Innovations in teaching
- Mentoring (junior faculty, dissertation committees, research mentoring)
- Advising activities, including number of advisees by program
- Publications with students
- Awards and honors

Teaching

- Workload (number of courses, credits, students, and clinical hours; coordinator responsibilities)
- Teaching evaluations
- Course evaluations
- Guest lectures
- Innovations in teaching
- Mentoring (junior faculty, dissertation committees, research mentoring)
- Advising activities, including number of advisees by program
- Publications with students
- Training grants
- Awards and honors

Research

- Progressive evolution from small pilot grants, small grants, and multiple research initiatives that will lead toward large extramurally funded research grants from federal agencies (e.g. NIH), professional organizations (e.g. American heart Association, American cancer Society), foundations (e.g. RWJ), or other sources.

- Evidence of impact of research (e.g. policy or practice impact; publication in peer reviewed journals, citation and journal impact numbers)

Research

- Progression from small grants to major extramural research funding. For tenure, a **pattern** of substantial extramural funding (e.g., an NIH R01 or a major foundation or professional association grant). More than one funding award is required.

- Evidence of a national impact of research for promotion to associate rank or tenure (e.g. policy or practice impact; publication in peer reviewed journals, citation and journal impact numbers)

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- Establish and maintain an active program of research that extends knowledge in a focused area.

- Awards and honors

- Establish and maintain an active program of research that extends knowledge in a focused area.

- For promotion to professor, evidence of international impact of research is required.

- Recognition of achievement by peers

Service	Service

- Progression 1) from membership in professional organizations to committee service to leadership roles and 2) at local, regional, national and international levels

- Abstract or manuscript reviewer or member of an editorial board

- Grant reviewer (NIH, major foundation)

- Evidence of academic citizenship within the School of Nursing, University and larger community (attendance at meetings, volunteerism, participation in school and university initiatives, and fulfillment of committee responsibilities)

- Leadership of professional organizations at the state, national or international levels

- Consistent pattern as manuscript reviewer, grant reviewer or editorial board member

- Leadership in School, University and community initiatives and committees

Scholarship/scholarly activity/scholarly productivity	Scholarship/scholarly activity/scholarly productivity
• An average of 2 publications as primary or senior author in peer reviewed journals each academic year Additional indicators: • Co-author on data based publications • Non-data based publications • Systematic reviews of the literature • Book chapters (textbook or clinical) • Edited or authored books • Clinical manuscripts, clinical guidelines • Awards and honors • First authored presentations: Invited presentations, Keynote, Podium and Poster presentations	• An average of 2 publications as primary or senior author in peer reviewed journals each academic year Additional indicators: • Co-author on data based publications • Non-data based publications • Systematic reviews of the literature • Book chapters (textbook or clinical) • Edited or authored books • Clinical manuscripts, clinical guidelines • Awards and honors • First authored presentations: Invited presentations, Keynote, Podium and Poster presentations

Box 2 Non-Tenure Track	
Instructor	4. Master's degree in nursing with preparation as an advanced practice nurse or a Master's degree in a field of special need 5. Evidence of competence in teaching and in the practice of nursing or in a field of special need 6. Recognized professional expertise and leadership in a specialty area
Assistant Professor	8. Earned doctorate 9. Excellence in clinical practice and teaching 10. Scholarly productivity as evidenced by publications in clinical and professional journals, presentations, school/professional committee membership, and state and local recognition
Associate Professor	Fulfillment of all criteria at Assistant Professor level with addition of the following: 10. Expertise in clinical practice 11. Evidence of academic and clinical leadership 12. Clinical scholarship (e.g. publications in refereed journals, co-investigator on funded training grants, authorship of clinical textbook, or education, etc.) 13. National and international recognition in the profession 14. University, School and professional organization committee membership 15. Contributions to national organizations
Professor	Fulfillment of all criteria at the associate professor level with the addition of fulfilling recognition as a scholar/specialist in nursing: 25. Major University, School and professional organization committee leadership 26. Substantive scholarly contributions nationally and internationally as evidenced by publications in refereed journals, consultations at prestigious institutions, honors, recognized trendsetters, election to scientific bodies, P.I. funded grants, authorship of clinical textbook 27. Influence in development of professional policies through national or international leadership activities

Performance Indicators for Annual Review and Promotion for Non Tenure Track

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Annual Review

- Appointment to a non-tenure track requires evidence of impact on nursing through teaching, research, service, practice, contributions to professional organizations and scholarship. Evaluation is based on at least two of three: teaching, research, or service.
- All faculty are expected to demonstrate scholarly productivity.

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Promotion

- Appointment to a non-tenure track requires evidence of impact on nursing through teaching, research, service, practice, contributions to professional organizations and scholarship. Evaluation is based on at least two of three: teaching, research, or service.
- All faculty are expected to demonstrate scholarly productivity.

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Teaching

- Workload (number of courses, credits, students, and clinical hours; coordinator responsibilities)
- Teaching evaluations
- Course evaluations
- Guest lectures
- Continuous improvement in teaching approaches
- Mentoring (e.g. junior faculty, scholarly projects; dissertation committees, teaching & research mentoring)
- Advising activities, including number of advisees by program
- Publications with students
- Awards and honors

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Teaching

- Workload (number of courses, credits, students, and clinical hours; coordinator responsibilities)
- Teaching evaluations
- Course evaluations
- Guest lectures
- Innovations in teaching
- Mentoring (e.g. junior faculty, scholarly projects; dissertation committees, teaching & research mentoring)
- Advising activities, including number of advisees by program
- Publications with students
- Major role on training grants
- Awards and honors

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Research	**Research**
• Research (clinical, educational, other), beginning with small grants and building to larger funded grants. • Significant contribution (Co-I) on a research team within the School of Nursing or with another academic, clinical or professional organization • Awards and honors	• Progression from participation on small grants to larger grants. For promotion, a pattern of consistent leadership of large grants with major research funding. • For promotion, significant contribution to research that has a national or international impact • Recognition of achievements by peers • Awards and honors

Service	**Service**
• Progression 1) from membership in organizations to committee service to leadership roles and 2) at local, regional, national and international levels	• Leadership of organizations at the national or international levels
• Abstract and manuscript reviewer or member of editorial board	• Consistent pattern as manuscript and grant reviewer or editorial board member
• Evidence of academic citizenship within the School of Nursing and the University (attendance at meeting, volunteerism, participation in school, university and community initiatives, and fulfillment of committee responsibilities)	• Leadership in School and University initiatives and committees

Scholarship/scholarly activity/scholarly productivity	**Scholarship/scholarly activity/ scholarly productivity**
• Publication(s) as primary or senior author in refereed journals or books each academic year	• An average of one primary or senior authored publication(s) in refereed journals or books each academic year (excluding co-authored student publications)
Additional Indicators	
• Author of clinical guidelines, position statements or guideline critiques	• Consistent pattern as primary or senior author of clinical guidelines, position statements or guideline critiques
• First authored presentations (podium and poster)	• Consistent pattern of first authored presentations (podium and poster)