

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

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

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 copy of CV
- Electronic copies of teacher and course evaluations

3rd and 6th Year

- 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 electronic copy of CV
- Electronic copies of teacher and course evaluations
- All letters from previous Faculty Annual Performance Reviews

Promotion & Tenure

- 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 electronic copy of CV.
- 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,

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

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.

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

4. Excellence 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

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

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

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 an impact of research (citation numbers, publication in peer reviewed journals, policy or practice impact)
- Establish program of research that extends knowledge in a focused area.
- Awards and honors

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 (citation numbers, data-based publications in peer reviewed journals, noting impact on policy or practice)
- Establish 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

- 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
- Grant reviewer (NIH, major foundation)
- Evidence of academic citizenship within the School of Nursing and the University (attendance at meetings,

Service

- Leadership of professional organizations at the state, national or international levels
- Consistent pattern as manuscript reviewer, grant reviewer, etc
- Leadership in School and University initiatives and committees

volunteerism, participation in school and university initiatives, and fulfillment of committee responsibilities)

- *Engagement in community activities (does not count toward promotion and tenure)

Scholarship/scholarly activity/scholarly productivity

- Two data-based publications as 1st 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

Scholarship/scholarly activity/scholarly productivity

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Additional indicators:

- Co-author on data-based publications
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- Awards and honors
- First authored presentations: Invited presentations, Keynote, Podium and Poster presentations

Box 2

Non-Tenure Track

Instructor

1. Master's degree in nursing with preparation as an advanced practice nurse or a Master's degree in a field of special need
2. Evidence of competence in teaching and in the practice of nursing or in a field of special need
3. Recognized professional expertise and leadership in a specialty area

Assistant Professor

4. Earned doctorate
5. Excellence in clinical practice and teaching
6. Scholarly productivity as evidenced by publication in clinical and professional journals, presentations, school/professional committee membership, and state and local recognition

Associate Professor

7. Expertise in clinical practice
8. Evidence of academic and clinical leadership
9. Clinical scholarship (e.g., publications in refereed journals, co-investigator on funded training grants, authorship of clinical textbook, or education, etc.)
10. National and international recognition in the profession
11. University, School and professional organization committee membership
12. Contributions to national organizations

Professor

13. Major University, School and professional organization committee leadership
14. Substantive scholarly contributions nationally and internationally as evidenced by publications in refereed journals, consultations at prestigious institutions, honors, recognized trendsetters, election to scientific bodies, PI funded grants, authorship of clinical textbook
15. Influence in development of professional policies through national or international leadership activities

Performance Indicators for Annual Review and Promotion for Non Tenure Track

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.

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.

Teaching

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

- 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

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

Research

- 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

Service

- Progression 1) from membership in organizations to committee service to leadership roles and 2) at local, regional, national and international levels
- Manuscript reviewer or member of editorial board
- Evidence of academic citizenship within the School of Nursing and the University (attendance at meeting, volunteerism, participation in school and university initiatives, and fulfillment of committee responsibilities)
- *Engagement in community activities (does not count toward promotion)

Service

- Leadership of organizations at the national or international levels
- Consistent pattern as manuscript reviewer or editorial board member
- Leadership in School and University initiatives and committees

Scholarship/scholarly activity/scholarly productivity

- Publication(s) as first author in refereed journals or books each academic year

Additional Indicators

- Author of clinical guidelines, position statements or guideline critiques
- First authored presentations (podium and poster)

Scholarship/scholarly activity/scholarly productivity

- Consistent first authored publication(s) in refereed journals or books each academic year
- Consistent pattern as author of clinical guidelines, position statements or guideline critiques
- Consistent pattern of first authored presentations (podium and poster)
- Editor of journal issue or column editor