	Title: Senior Rank Clinical Educator Annual Contract Renewal	Review Frequency: Two Years	Effective Date: Approved 9/22/2014
	Document Category / Document Type: Policy and Procedure	Doc Control #	CON-307
		Revision #	1

1. Purpose/Objectives.
 - 1.1. Enhance retention of College of Nursing (CON) faculty who hold the rank of Associate or full Professor in the Clinician Educator (CE) track by providing longer appointment periods. This document outlines the policy, procedures, and timetable for annual contract renewal for Senior Rank Clinical Educator faculty.

2. Scope.
 - 2.1. This policy applies to clinician educator faculty at the College of Nursing holding the rank of associate professor or professor.

3. Content.
 - 3.1. General Policy.
 - 3.1.1. All CE faculty at the level of Associate or full Professor will be reviewed annually based on the CON Clinician Educator performance criteria. A satisfactory review is the result of meeting or exceeding criteria for continuing appointment. Each satisfactory annual review will result in a three-year appointment. Senior faculty whose overall performance remains satisfactory will thus continually be in year one of a three-year appointment.
 - 3.2. Procedures and Timetable.
 - 3.2.1. In the event that the annual review immediately following a satisfactory one is less than satisfactory the faculty member will be issued a two-year appointment.
 - 3.2.1.1. The specific details that led to the unsatisfactory review, and a plan for remediation, will be discussed and with the faculty member the appropriate supervisor, and the Dean. If the next annual review is satisfactory, the faculty member will be issued a three-year appointment.
 - 3.2.1.2. If problems persist, however, and the next annual review remains unsatisfactory, the faculty member will be reviewed at a mid-contract year performance review in December. If this review finds that the faculty member's performance is satisfactory, and if the Dean agrees with the review, the faculty member will be issued a one-year appointment. If, on the other hand, the review finds that there has been a significant decline or no improvement in performance since the last unsatisfactory annual review, a letter of non-renewal will be given to the faculty member. The dismissal must be based on evidence that the faculty member's performance is now consistently unsatisfactory. The dismissal will be effective at the termination of the current contract, which will therefore be a terminal contract.
 - 3.3. Relationship of this Policy to UNM Faculty Handbook.
 - 3.3.1. Nothing in this policy is intended to affect the procedures specified in the Faculty Handbook for disciplining or dismissing a faculty member for adequate cause, or the rights specified in the Handbook of all faculty members to academic freedom and to procedural due process. All faculty rights stated in the Faculty Handbook, including the right of appeal, are incorporated by reference in this policy.
 - 3.4. Faculty Hired Initially into the Senior Ranks.
 - 3.4.1. Clinician Educator faculty hired initially at the rank of Associate Professor or Professor will be issued a provisional appointment for usually no less than one year. For faculty hired between January 1 and June 30, the term of the provisional appointment will be extended up to six months. During the term of the provisional appointment the faculty member will be subject to the same policies that apply to Associate or Full Professors in the Clinician Educator Track.

4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
CON Clinician Educator Faculty	Responsible to understanding and adhering to this policy.
CON Faculty Supervisors	Responsible for assuring adherence to this policy and for completing annual reviews of direct reports. Supervisors will develop plans for remediation of faculty not meeting performance goals in conjunction with the dean.
Dean	Responsible for assuring adherence to this policy and for reviewing and approving any remediation plans associated with faculty not meeting performance goals based on annual reviews. The Dean will work with Human Resources to update faculty contracts in accordance with this document.

5. Records Applicability/Retention

5.1. "Documentation related to this policy will be maintained in accordance with UNM Administrative Policies and Procedures, UAPPM Policy 6020, and applicable requirements of the New Mexico Public Records Act, N.M.S.A § 14-3-1 et. seq."

6. External Reference(s).

6.1. None

7. Internal Reference(s).

7.1. UNM Faculty Handbook, <https://handbook.unm.edu/>

7.2. CON-304 Appointment and Promotion for Clinical Educator Professorial Ranks: <https://app.box.com/file/277729971238>.

7.3. UNM Administrative Policies and Procedures, [UAPPM](https://policy.unm.edu/university-policies/6000/6020.html) Policy 6020 <https://policy.unm.edu/university-policies/6000/6020.html>

8. Definitions.

8.1. Senior Clinician Educator Faculty: Those faculty members with the rank of Associate Professor or Full Professor in the Clinician Educator Track.

9. Key Words.

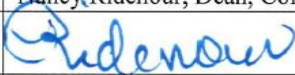
9.1.

10. Attachments.

10.1. Criteria For Clinical Educator Promotion Review

11. Approval Authority.

DOCUMENT APPROVAL & TRACKING

Item	Contact	Date	Approval
Owner	CON Faculty: Approved by CON Faculty on 9/22/2014		
Consultant(s)	CON Senior Faculty		2-17-14
Committee(s)	CON Faculty Affairs		9-8-14
Legal (if applicable)	Emma Rodriguez, JD and Leslie Morrison, MD		6-3-14
Official Approver	Nancy Ridenour, Dean, College of Nursing		9-8-14
Official Signature		Date: 8 Sept 14	
2 nd Approver (Optional)	President <i>pro tempore</i> of CON Faculty		
Signature		Date:	
Effective Date			[Day/Mo/Year]
Origination Date			[Month/Year]
Issue Date			

12. Document History.

HISTORY LOG				
Date and Date Type: (Specify: Origination, Effective or Retired Date) In addition: Add Review Date when Effective Date does not change due to no major updates.	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
9/22/2014	1	Senior Rank Clinical Educator Annual Contract Renewal	New Document	Dean, Nancy Ridenour
3/24/2020	2	Senior Rank Clinical Educator Annual Contract Renewal	Transferred original content for CON Policy #3.2.4 to revised HSC policy template and numbering system to #CON-307.	

Attachment

CRITERIA FOR CLINICAL EDUCATOR PROMOTION REVIEW

University of New Mexico College of Nursing

Approved 9/22/14

(For Individuals in current Clinical Educator Associate and Full Professor ranks and those Appointed and Promoted After September, 2014)

Refer to UNM Faculty Handbook for further information**Minimum evidence necessary for CE associate & full professor faculty to avoid a deficit review:**

	Criteria
Scholarship and Practice	<p>A continual record of scholarly education or practice productivity and dissemination.</p> <p>Specific criteria include: An average of one of the following would accomplished two out of three years:</p> <ul style="list-style-type: none"> ✓ Peer-reviewed publication or grant submission <ul style="list-style-type: none"> o If multiple authors on publications or multiple investigators on grants, explain contributions to publications or grants ✓ Poster or Podium presentation at local, state or national conferences ✓ Curriculum , teaching or practice development or innovation
Teaching	<ul style="list-style-type: none"> ✓ Teaching credits per calendar year as negotiated ✓ Evidence of teaching proficiency as evaluated by current CON norms
Service	<ul style="list-style-type: none"> ✓ Evidence of service and a pattern of leadership to the profession and/or the University