Physical Therapy Program
Promotion and Tenure Policies*

Adopted June 1, 2017; Revised April 24, 2019

Introduction

The purpose of this policy and procedure is to make clear the expectations of the Doctor of Physical Therapy (DPT) Program regarding progress towards tenure and promotion. Candidates should also refer to the Faculty Handbook, Sections 2.7 and 2.8, for eligibility requirements, University-wide criteria and procedures. This document will be reviewed and approved annually by the Doctor of Physical Therapy Program Promotion and Tenure (P&T) Committee to ensure that these Policies and Appendices remain appropriate and reflect the most current departmental and university practices.

Tenure

Tenure for an Assistant Professor is normally applied for at the same time as for promotion to Associate Professor and is initiated the fall of the sixth year of full time employment unless extenuating circumstances arise. Persons hired as an Associate Professor or Professor should refer to the Faculty Handbook for eligibility rules and discuss their conditions of hire with the Provost.

Promotion (Tenure track and Clinical Faculty)

Assistant Professor to Associate Professor: In general, assistant professors are eligible to apply for promotion in the sixth year of appropriate teaching experience in higher education, three of which must be at PSU. More specifically, upon initial hiring, the Vice President of Academic Affairs/Provost will review the candidate’s qualifications and indicated the timeline within which the candidate can apply for tenure and/or promotion. When this timeline is less than 6 years, all work in credited years together with years at PSU will be considered in the review process. The successful tenure track candidate will document their excellence in teaching and provide evidence of an emerging body of scholarship, as well as demonstrating meaningful contributions to the program, and university and have provided expertise to serve the local/regional community.

Clinical Assistant Professor to Clinical Associate Professor: The successful clinical candidate will demonstrate distinction in the performance of their clinical responsibilities, document their excellence in teaching, provide evidence of professional leadership and scholarly activity as well as demonstrate meaningful contributions to the program and university. Scholarly activity for Clinical Faculty in Physical Therapy is guided by the Commission on Accreditation in Physical Therapy Education (CAPTE) and includes having a scholarly agenda that advances the knowledge and clinical expertise of the physical therapy profession through practice or educational research.
Associate Professor to Professor: It is generally expected that promotion to Professor (tenure track) will be based on evidence of continued excellence, evolution and growth in teaching, excellence in service through leadership within and beyond the university, and demonstration of a well-developed and sustained body of scholarship that indicates maturity in one’s field.

Clinical Associate Professor to Clinical Professor: Promotion to clinical professor will be based on evidence of professional leadership marked by the perspective of maturity and experience in clinical practice, continued excellence and growth in teaching, and the demonstration of a well-developed and sustained scholarly agenda that advances the knowledge and clinical expertise of the physical therapy profession through practice or educational research.

Candidate Responsibilities for Initiation of the P&T Process

1. Indicate in writing to the Program Director and the Vice President for Academic Affairs (VPAA) the intent to apply for tenure and/or promotion no later than April 15 of the academic year prior to the year of application.
2. Obtain the proper filing forms from the Office of the VPAA.
3. Sign a permission form to allow PT P&T Committee members to view appropriate Human Resources materials.
4. Submit application and portfolio materials to the PT P&T Committee prior to the October 15 deadline (See Elements to support Tenure and Promotion)

The Promotion and Tenure Committee Composition

P & T policy reviews and annual reviews will be conducted by the P & T Committee which is comprised of 3 senior faculty (tenured Associate Professor; Clinical Associate Professor, tenured Professor or Clinical Professor) from the program. Promotion and tenure portfolio reviews and recommendations require 5 faculty members from the DPT program that hold a rank at least equal to the rank for which the candidate is applying. Additional composition requirements of this P & T review committee will be dependent on the candidate’s faculty status. For tenure track faculty, all members of the committee must be tenured. For clinical faculty, the committee will have at least one clinical faculty and at least one tenured faculty member from the DPT program. If there are insufficient numbers of qualified committee members to serve on the promotion and tenure review committees, then additional qualified members from the Health & Human Enrichment (HHE) Cluster may be selected. The P&T Committee will annually elect its own committee chair who will call meetings, organize annual reviews and serve as liaison to the DPT Program Director. The committee will (1) perform an annual review of tenure-track faculty to determine their progress towards tenure/promotion and to provide constructive, ongoing formative feedback and guidance prior to application for tenure and/or promotion, (2) provide, upon request, written, formative feedback to tenured or clinical faculty seeking promotion, (3) develop written recommendations pertaining to
faculty members who are seeking promotion and/or tenure based on the candidate’s portfolio and program criteria; (4) review and revise tenure and promotion procedures as needed to ensure procedural consistency, clarity and compliance with University policy.

Elements Supporting Promotion and Tenure

Candidates will prepare and organize statements and supporting evidence of their activities and development in the areas of teaching, scholarly activity, service, outreach and clinical responsibilities (if applicable) based on their annual Faculty Workplans. Prompts for statements are included in the action materials provided by the Provost. It is understood that professional activities may span across these areas and candidates are encouraged to note this crossover. The following are general descriptions relative to faculty members in the Doctor of Physical Therapy Program. When applying for tenure and/or promotion candidates should supply statements about, and documentation of, activities in all three focus areas (and clinical responsibilities for clinical faculty). Evidence of development over time are desirable. Candidates should refer to the University Promotion and Tenure Guidelines for examples.

Teaching: The Program recognizes that teaching is a primary focus of faculty members and that there are numerous approaches to pedagogy. Faculty in DPT are aware that striving for excellence in teaching includes the following criteria: (1) Scholarly Teaching, (2) Effective Instructional Design, (3) Appropriate Instructional Delivery, (4) Effective Instructional Assessment, and (5) Mentoring and Supporting Students. A candidate can demonstrate commitment to excellence in teaching in a number of ways. The program supports and recognizes a faculty member’s activities in gathering feedback from students, observation and evaluation from colleagues and administrators and for engaging in processes of reflection on this information for continuous quality improvement of teaching and courses across time.

For tenure and/or the rank of associate professor, candidates are required to demonstrate excellence in the criteria described above.

For the rank of professor, candidates are required to demonstrate excellence, evolution and growth in each of the criteria described above.

The program considers academic advising as an important element of teaching. All faculty members are expected to actively participate in advising students to support student’s adaptation and integration into the professional of physical therapy through mentoring students for professional development.

Scholarly Activity: University faculty members are encouraged and expected to participate in scholarly activities that will serve to sustain them as contributing professionals in their field of study. The Program values diversity in scholarship that is
informed by the Boyer Model of Scholarship. This framework considers the multiple forms that scholarship can take.

**Types of Scholarship:**

<table>
<thead>
<tr>
<th>Scholarship of Discovery</th>
<th>Building new knowledge through research or creating new works.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship of Teaching and Learning</td>
<td>Investigating teaching theory and processes for the purpose of optimizing learning.</td>
</tr>
<tr>
<td>Scholarship of Integration</td>
<td>Making connections across disciplines and advancing knowledge through synthesis.</td>
</tr>
<tr>
<td>Scholarship of Engagement</td>
<td>Utilizing relevant research by linking theory and practice in collaboration with community stakeholders to solve pressing social, civic, environmental, or ethical problems.</td>
</tr>
</tbody>
</table>

In the Doctor of Physical Therapy Program, these elements of faculty life are necessarily diverse and far-reaching. Candidates for tenure and/or promotion are expected to document scholarly activity through peer reviewed publication and presentation (individually, with students, and/or in professional collaboration).

Candidates should refer to the University Promotion and Tenure Guidelines for examples of materials that may be included as evidence of scholarship. Any evidence of scholarship used for promotion and tenure should reflect the appropriate following accepted quality standards:

1. The activities’ purposes, goals, and objectives are clear. The objectives are realistic and achievable. It addresses important questions in the field.
2. The activities reveal a high level of discipline-related expertise. The scholar brings to the activity a high level of relevant knowledge, skills, artistry, and reflective understanding.
3. Appropriate methods are used for the activities, including principles of honesty, integrity, and objectivity.
4. The methods have been chosen wisely, and applied effectively. It allows for replication or elaboration.
5. The activities achieve their goals and the outcomes have significant impact. They add consequentially to the field. They break new ground or are innovative. They lead to further exploration or new avenues for exploration for the scholar and for others.
6. The activities and outcomes have been presented appropriately and effectively to various audiences.
7. The activities and outcomes are judged meritorious and significant by one’s
8. The scholar has critically evaluated the activities and outcomes and has assessed the impact and implications on the greater community, the community of scholars and on one’s own work. The scholar uses this assessment to improve, extend, revise, and integrate subsequent work.

All faculty are expected to participate in scholarly and professional activities at a level consistent with their Faculty work plans and such activities should reflect the same accepted quality standards as identified above.

Service and Outreach: The Doctor of Physical Therapy Program values faculty members who understand that part of the academic life is participation in departmental and institutional governance, professional organizations at the local, regional and national levels, and/or in providing for, and participating in, outreach activities/partnerships to the region. A candidate can demonstrate his/her involvement in campus, professional organizations and community life in a number of ways. Service opportunities include departmental, university, and system-wide, and/or regional boards, committees and task forces, mentoring student projects or volunteering within one’s professional organization(s).

Annual Review

An annual review of all tenure-track faculty’s progress towards tenure and/or promotion will be conducted. Tenured and clinical faculty may choose to submit materials for review in preparation for their application for promotion.

Materials and Timeline for Submission
Candidates undergoing annual review will submit the following material to the Promotion and Tenure Committee following their year-end workplan meeting with the Program Director.

1. Current academic vita
2. The P & T Committee’s previous year’s annual review statement
3. The workplan with year-end self-evaluation and Program Chair comments of the current academic year
4. Summary of student evaluations from the immediate preceding summer, spring and fall semesters
5. Classroom observations from Program Chair and Office of Academic Affairs (when available). These materials are optional for tenured faculty seeking promotion.

Outcome
Candidates will be provided with a written statement addressing their progress towards tenure and/or promotion. Following receipt of the written statement, candidates may request a meeting with the P & T Committee to ask questions and/or provide
clarification. Amendments to the original statement can be made by the P & T Committee, if warranted, as a result of information exchanged at this meeting. Following the meeting candidates will sign the final statement to verify receipt and review. One copy will be retained by the candidate for his or her records and additional copies will be retained in each candidate’s personal file by the Program Director and the Office of Academic Affairs.

Additional PT Required Portfolio Contents and Submission Format

In addition to those materials outlined in section 2.8 G of the University Promotion and Tenure Guidelines, candidates seeking tenure and/or promotion to Associate Professor must include copies of all annual review statements from the PT P & T Committee since appointment. These annual review statements will become a permanent part of the candidate’s portfolio and be available at all levels of the promotion and/or tenure review process. Portfolios are to be submitted in appropriate electronic format.

*Adapted from the Department Promotion and Tenure Document for the Department of Health & Human Performance.