

**WESTBROOK COLLEGE OF HEALTH PROFESSIONS  
REAPPOINTMENT, PROMOTION AND TENURE  
POLICIES AND PROCEDURES  
(Revised May 2023)**

**INTRODUCTION**

The Westbrook College of Health Professions (WCHP) has established the following reappointment, promotion, and tenure standards. When a new faculty member is employed, the department chair/program director will give the faculty member the most recent Board of Trustees-approved version of the University of New England Faculty Handbook. The chair/director will meet with the new faculty member to discuss these standards and protocols and specifically advise the new faculty member on the explicit criteria for promotion within the department. Expectations in teaching, service, and/or scholarship should be outlined in the Letter of Hire and/or Annual Review documents, which will be used to standardize the review process. Every faculty member will receive a written annual review conducted by the chair/director according to the defined policies of the University Faculty Handbook. Percent effort allocation in teaching, service, and/or scholarship will be reviewed and re-documented in writing during the annual review

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college; c) service to university; and d) external service to the cand  
and/or scientific society. The college also values service to the community. All candidates  
must demonstrate excellence in service by providing evidence of generosity of time in

b) Scholarship of Integration: demonstrates a commitment to interpreting knowledge, making connections across disciplines, a

Every regular faculty member on the Non-Tenure Track Teaching Professor Classification will participate in a multi-level review every third year of employment until promotion to the Associate level. Multi-level review will include the sub-college RPT committee, chair/director, college RPT committee, college dean, and if needed, provost. Once promotion to the Associate level has been achieved, this review will occur again whenever a promotion is being sought.

Non-tenure track faculty members hired at the Associate Professor rank will undergo one multi-level review in their third year of employment and whenever promotion is sought.

Non-tenure track faculty members hired at the Professor rank will undergo one multi-level review in their third year of employment.

1. Third-Year Review:

Candidates standing for reappointment in the third year will demonstrate sufficient progress in teaching and service as defined by the aforementioned

will be indicative of sufficient potential providing reasonable assurance that the standards for promotion will be met at the sixth-year review. The recommendation of the College RPT Committee is critical for passage at third-year review, and only those candidates who have demonstrated promise will be allowed to progress towards sixth-year promotion.

2. Promotion to Associate Teaching Professor:

Promotion to Associate Teaching Professor will be considered after six years of service at the rank of Assistant Teaching Professor. Faculty standing for promotion must demonstrate excellence in teaching and service as defined in

sections. The recommendations of the Sub-college RPT Committee are critical for promotion, and only those candidates who have demonstrated excellence in teaching and significant service will be promoted. However, candidates should bear in mind that no amount of service can compensate for inadequate teaching.

4. Promotion to Teaching Professor:

Promotion to Teaching Professor typically will be considered after six years of service at the rank of Associate Teaching Professor for those faculty who:

Are among the most accomplished teachers; that is; those who demonstrate a record of continued excellence in teaching, including evidence of enhancement and evolution of teaching beyond that required at the rank of Associate Teaching Professor.

Demonstrate a record of continued excellence in service, including evidence of enhancement and evolvment of service beyond that required at the rank of Associate Teaching Professor.

C. Non-Tenure Clinical Professor Classification: Reappointment and Promotion Policies and Procedures

Demonstrated excellence in teaching, service, and appropriate credentialing is required of associate and teaching professors in the Westbrook College of Health Professions. Faculty members wishing to stand for early promotion are advised to consult with their department chair/director. Exceptions to policy will be stated at time of hire.

\*Credentialing:

Faculty members for whom licensure or certification is required for teaching are expected to maintain currency in their fields. The following examples may be considered as measures of such currency:

- Evidence of maintenance of unrestricted state licensure;
- Evidence of maintenance of all credentials and privileges associated with clinical practice, as appropriate to practicing responsibilities;
- Evidence of satisfactory completion of all continuing-education requirements associated with level of practice;
- Evidence of progress and success in certification and recertification with professional societies, as appropriate to discipline and practice responsibilities.

Candidates should document satisfaction of these to the extent possible.

Every regular faculty member on the Non-Tenure Track Clinical Professor Classification will participate in a multi-level review every third year of employment until promotion to the Associate level. Multi-level review will include the sub-college RPT committee, chair/director, college RPT committee, college dean, and if needed, provost. Once promotion to the Associate level has been achieved, this review will occur again whenever a promotion is being sought.

Non-tenure track faculty members hired at the Associate Professor rank will undergo one multi-level review in their third year of employment and whenever promotion is sought.

Non-tenure track faculty members hired at the Professor rank will undergo one multi-level review in their third year of employment.

1. Third-Year Review:

Candidates standing for reappointment in the third year will demonstrate sufficient progress in teaching and service as defined by the aforementioned

will be indicative of sufficient potential providing reasonable assurance that the

standards for promotion will be met at the sixth-year review. Candidates must also demonstrate evidence of appropriate credentialing as described in the previous recommendation of the College RPT Committee is critical for passage at third-year review, and only those candidates who have demonstrated promise will be allowed to progress towards sixth-year promotion.

2. Promotion to Associate Clinical Professor

Promotion to Associate Clinical Professor will be considered after six years of service at the rank of Assistant Clinical Professor. Faculty standing for promotion must demonstrate excellence in teaching and service as defined in

sections. Candidates must also demonstrate ongoing and appropriate

recommendations of the sub-college committee are critical for promotion, and only those candidates who have demonstrated excellence in teaching, significant service, and continued credentialing will be promoted. Candidates should bear in mind that no amount of service can compensate for inadequate teaching.

3. Promotion to Clinical Professor

Promotion to Clinical Professor typically will be considered after six years of service at the rank of Associate Clinical Professor for those faculty who:

Demonstrate a record of continued excellence in teaching, including evidence of enhancement and evolution of teaching beyond that required by who:

Non-tenure track faculty members hired at the Associate Professor rank will undergo one



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## A. Formation of Sub-College Committees

1. The allocation of WCHP departments and schools into the sub-college committees will be determined by the Dean of WCHP in consultation with the Department Chairs/Program Directors.
2. The composition of the sub-college RPTC will be determined by the appropriate Department Chairs/Program discipline. The sub-college RPTC will have a minimum of three members with the total membership being an odd number as described in the UFH.
3. The sub-college RPTC should be representative of the candidates going up for review (clinical track, tenure track, etc.). Faculty members eligible to serve on the committee will (must) have, at minimum, undergone one level of RPT review at UNE. One member of the committee should hold at least an equivalent rank to what the candidate is going up for. If a candidate is going up for full/clinical professor, and no one is available within the program area, a full/clinical professor from the broader WCHP or UNE community should be identified to serve on the committee. The sub-college RPTC for tenure-track faculty must consist of at least one tenured faculty. If a candidate is going up for tenure and no one is available within the program area, a tenured faculty member from the broader WCHP or UNE community should be identified to serve on the committee.
4. The chair of the sub-

# **Westbrook College of Health Professions**

## **Annotated RPT Checklist**

The following RPT Checklist is an annotated version of the RPT Checklist described in the University Faculty Handbook (Attachment 1). The annotations are intended to help RPT candidates assemble a complete and well-constructed electronic portfolio.

Prior to submission, candidates are strongly encouraged to seek feedback about their portfolio from a UNE faculty member who has previously been through the RPT process.

\_\_\_\_\_ 1) Cover sheet with candidate's name, department, home college, action expected of RPTC, and date

\_\_\_\_\_ 2) RPT E-Binder Annotated Table of Contents

Annotations help the reader quickly understand the type of materials included in each section of the electronic portfolio  
Annotations may not be necessary if the materials in each section of the electronic portfolio are well organized using descriptive folder and filenames that clearly convey their contents.

\_\_\_\_\_ 3) Completed RPT checklist with faculty signature

\_\_\_\_\_ 4) Curriculum vitae (CV), and, as applicable, licensure documentation

CV should be constructed so that a reviewer can easily and quickly identify all relevant teaching, service, and scholarship accomplishments described elsewhere in the portfolio  
Licensure documentation, if applicable, should reflect continuous licensure throughout the period of review  
Licensure documentation should include evidence of continuing education, especially if required for licensure



