

ADMINISTRATIVE MEMORANDUM

OFFICE OF THE VICE CHANCELLOR FOR ACADEMIC AFFAIRS

July 13, 2010

No. 1-2010

CLINICAL/PROFESSIONAL FACULTY RESPONSIBILITIES

- I. POLICY STATEMENT:** Purdue University defines Clinical/Professional faculty as a category of faculty that are non-tenure track with the opportunity for career advancement through the ranks and who focus on excellence in clinical/professional instruction and who serve as outstanding role models to students. These individuals will engage in activities essential to the missions of programs that include a large component of clinical/professional education and supervision of students. Purdue policy is provided at <http://www.itap.purdue.edu/web/apm/docs/010-Code-SectE.pdf>.
- II. EXPECTATIONS:** Clinical/Professional faculty must hold professional or state licensure and/or other qualifications necessary to practice in the field. Appointment to a Clinical/Professional faculty position at Purdue University North Central entails acceptance of responsibility to the University for the activities of learning including instruction of clinicals/courses on an ongoing basis, and performing other appropriate and necessary duties relating to courses, students and the University's instructional programs. Clinical/Professional faculty are responsible for meeting these assignments and activities during the academic year (and, if under contract, in the summer) as authorized by the Board of Trustees, President of the University, Chancellor, Vice Chancellor for Academic Affairs, Dean, and their respective Department Chairs. Department Chairpersons, in consultation with the Dean, determine and assign all faculty obligations and responsibilities. These responsibilities include:
- A.** Teaching clinicals/courses within the range of 14-16 contact hours per week per semester during the academic year, with appropriate adjustment during summer sessions as determined by the Chair in consultation with the Dean. This shall include the following:
1. Meeting all scheduled class and examination periods, including scheduling appropriate make-up time for any class or examination periods that might be missed during the course of a given semester. If absence from class becomes necessary, the faculty member must notify the department chair at the earliest possible opportunity and, unless in extreme emergency, prior to the beginning of the class to be missed. Course assignments must be planned so that no examinations or quizzes are given during the 15th week of classes. The only exceptions are laboratory examinations.
 2. All assigned clinicals/courses are to be conducted in accordance with the catalogue description, the current clinical/course outline, and stipulations of the Department Chair.

3. Federal regulations require that faculty maintain accurate attendance records. Faculty *must* report all students who miss more than three successive class sessions to Student Support Services. Faculty teaching courses that meet only once each week should report absences for each class since each class constitutes one week of academic work.
 4. Participation in the student evaluation process in accordance with established policies and procedures.
 5. In consultation with the appropriate Department Chair, provide to all students in each course taught, and to the appropriate Department Chair, a syllabus that complies with the guidelines for syllabi issued by the office of the Vice Chancellor for Academic Affairs. All syllabi should include at a minimum the professor's contact information, office hours, course outline, grading policy, absence policy and reading list.
 6. Submission of all grade reports, student absence from class reports, or other required documentation within the established timelines. In particular, final grade reports must be submitted on time.
 7. Upon completion of teaching assignment, grading records, grade books, homework, attendance records, and other class-related records must be submitted to the Department Chair.
- B.** Availability on campus for interactions with students, which in general assumes at least four days per week of direct campus activities (includes off-campus assignments such as clinical labs and continuing education) during the academic year, with appropriate adjustment during summer sessions.
- C.** Maintaining regularly scheduled office hours each week during the semester, as determined by department needs.
- D.** Academic advising of students assigned within the department.
- E.** Participation in department meetings.
- F.** Clinical/professional faculty shall be considered members of the University Faculty and be given full voting rights as instructional faculty. By University regulation, Clinical/professional faculty with the rank of professor will sit on Primary and Area Committees in review of documents of Clinical/Professional faculty being considered for promotion.
- G.** Engaging in activities to promote individual professional development appropriate within the faculty member's primary discipline.
- H.** Attendance at official University functions.
- I.** Engaging in activities to promote the overall advancement of the Campus such as involvement in educational programs, community service (University engagement activities), and student activities.

Within the mission, goals and needs of the department, at this Campus and of the University, the particular skills, talents and inclinations of each faculty member will be respected, subject to the overall fulfillment of aggregate responsibilities.

III. APPOINTMENT: The initial period and subsequent periods of appointment may be for nine months or for two years beginning one week prior to the start of regular classes in the fall and ending after commencement at the end of the spring semester. Clinical/Professional faculty shall be provided the same fringe benefits as tenure-track faculty; the salary supplement for promotion to a higher rank shall be the same as that for tenure-track faculty. There shall be no transfers between Clinical/Professional faculty and tenure track appointments. However, faculty holding a position of one type will be allowed to apply for a declared, open position of the other type and be considered through the normal national search and screening process.

IV. TENURE AND/OR SABBATICAL LEAVE: Clinical/Professional faculty are not eligible for tenure; however, they are eligible for sabbatical leaves.



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