

PRECEPTOR PROMOTION PROCESS

Eligibility for promotion

Preceptors who demonstrate active, consistent, ongoing activity in teaching within the experiential portion of the school's curriculum are eligible for promotion. Substantial contact time with students is important. In order to be considered for promotion from assistant to associate clinical affiliate professor, the preceptor must practice for a minimum of six years in his or her practice area. In order to be considered for promotion from associate to full clinical affiliate professor, the preceptor must practice for a minimum of 12 years in his or her practice area.

How to Apply for Promotion

The preceptor must electronically submit a written request to the Chairperson of the Department of Pharmacy Practice and Science along with an updated curriculum vitae, a description of practice, and demonstration of achievement of the practice. A teaching portfolio is not required, but, if submitted, it will be considered throughout the review process. Promotion materials are due by July 1 or December 1. Candidates should expect this promotion review process to take about 6 months.

Promotion Criteria

The areas to be evaluated are teaching, professional achievements and service. The criteria for the evaluation are presented in the following table. To achieve the rank of Clinical Associate Professor, the preceptor must be evaluated as at least "excellent with promise of distinction" in teaching, "excellent" in one other area and "good" in the remaining areas. To achieve the rank of Clinical Professor, a Clinical faculty member must be evaluated as "distinguished" in teaching, "distinguished" in one other area and "excellent" in the remaining area.

- **Experiential Teaching:** Evidence of teaching competency should include but not be limited to student evaluations, visits by the Experiential Learning Program members, teaching aids, and other factors such as:
 - a. Must precept students on a regular basis as detailed in the following table
 - b. Review of rotation objectives and expectations with the students where applicable
 - c. Provision of information to students concerning the goals, objectives and grading system of the course and the expectations of the faculty
 - d. The ability to organize the rotation in a reasonable manner consistent with the School's curriculum
 - e. Ability to convey knowledge to students in an understandable manner
 - f. The development of teaching aids and demonstrations
 - g. In clinical teaching, the candidate is proficient at the clinical skills he or she is teaching the student and demonstrates the ability to teach and guide students in acquiring these skills
 - h. The ability to evaluate performance and competencies using constructive feedback and in a timely manner
 - i. In clinical settings serving as a role model to students in dealing with patients and other health professionals
 - j. Evidence of ongoing assessment and improvement of the rotation
- **Professional Achievements, Innovative Practice and Publications:** An important factor in determining eligibility for promotion is contribution in the form of professional achievement, innovative practices and the dissemination of professional information to peers and other professionals.

Practice standards and innovation activities include:

- (i) Evidence of development and maintenance of new or innovative types of pharmacy services
- (ii) Evidence that the practice has had or continues to have demonstrable effect on health care outcome within a practice setting
- (iii) Evidence that the practice has influenced the nature of other types of health care delivery (e.g. prescribing of physicians or medication administration by nurses) toward more optimal delivery of health care
- (iv) Evidence that the practice has led directly to the establishment of new standards of care within the practice setting or within the profession b.

Presentations and Publications

- (i) Presentations to professional organizations
- (ii) Publications in peer reviewed journals/ professional organization publications.
- (iii) Other publications including non-peer reviewed journals, book chapters, etc

Other Professional Honors and/ or Awards

• Service

- a. Professional Participation: Recognition will be given to participation in the activities of professional societies in the form of membership on committees, service as an officer or in some other active participation role.
- b. University Service: Participation on committees and/or task forces: departmental, program, School, Campus, or University.
- c. Community Service:
 - (i) Community Development Organizations
 - (ii) Charitable Organizations
 - (iii) Fraternal Organizations

CATEGORY	ITEM(S)	GOOD	EXCELLENT	DISTINGUISHED
Experiential Teaching	(a), (b), (c), and (e)		Must precept a minimum of three students annually in five of of the last seven years	Must precept a minimum of six students annually in five of of the last seven years
	(d), (f), (g)and (i)		Must rate 3 or higher 75% of the time on the relevant items on student evaluations.	Must rate 4 or higher 75% of the time on the relevant items on student evaluation.
	(h)		Must consistently provide written feedback at both the midpoint and final evaluations and complete a majority of evaluations within five business days of the completion of the rotation in five of the last seven years	Must consistently provide written feedback at both the midpoint and final evaluations and complete 80% of evaluations within five business days of the completion of the rotation in five of the last seven years
	(j)			Must occur consistently as determined by the Director of Experiential Learning, the course managers, and a peer preceptor.
	(k)			See Appendix A; note peer observation is not required; see H.1.k
Practice Standards and Innovation	i) thru iv)	Evidence of activity i	Evidence of activity in areas iii.	As in excellent, plus evidence that practice has led directly to establishment of new standards of care on a regional or national level.
Presentations and publications	i) thru iii)	Evidence of sustained activity i	Evidence of sustained activity in areas i and ii.	As in excellent, plus evidence of sustained publication and presentation with a minimum of two annually on average.
Professional Honors and/ or Awards		Evidence of a local award or honor	Evidence of a state award or honor	Evidence of a national award or honor
Service	(a), (b), and (c)	Evidence of activity in any area.	Evidence of activity in more than one of the listed areas and leadership at a state level.	As in excellent, plus evidence of activity in more than one of the listed areas and leadership at a national level