**General Criteria and Guidelines for Promotion to the Rank of Clinical Professor**

1. The criteria for promotion from the rank of Clinical Associate Professor to the rank of Clinical Professor are as follows:

A full-time faculty appointment outside the tenure stream for individuals with an outstanding track record of leadership, clinical program support, clinical supervision of students, and teaching contributions. Clinical Professor is a title reserved for faculty of considerable professional attainment, sustained excellence, and exemplary performance in clinical activities and highly impactful service contributions to the unit, Dietrich School, University, community, and/or profession. Highly impactful scholarship that supports the University’s Clinical and/or service missions may be considered for appointment to the rank of Clinical Professor.

2. Review for possible promotion begins at the unit level, normally after five years in rank. Units may have their own criteria and guidelines for promotion that do not conflict with the DSAS criteria: [Criteria for Promotion, Appointment, Evaluation, and Reappointment of Appointment Stream Faculty | Kenneth P. Dietrich School of Arts & Sciences | University of Pittsburgh](https://www.as.pitt.edu/faculty/governance/criteria-promotion-appointment-evaluation-and-reappointment-appointment-stream)

3. The selection of external reviewers to provide letters of support is extremely important to the strength of a unit’s recommendation concerning promotion to the rank of Clinical Professor. The selection process should be objective and fair, and it should be well documented. The unit head should contact the candidate to request a list of up to three potential reviewers from outside the primary unit appointment (at Pitt or elsewhere). Using this list as a guide, the unit head should then procure one review letter (see template). Additionally, the unit head should choose at least two other external reviewers who are not included on the candidate's list. Publications or other relevant materials from the candidate may be submitted to reviewers. If unit-specific guidelines are available, they should be provided. A minimum of three total letters of support is required, with only one coming from the candidate’s initial list. Including 1-3 additional review letters (from reviewers selected by the unit) can further strengthen the promotion case.

4. A unit review committee of rank-appropriate faculty (Clinical Professors and tenured faculty) may be charged with assembling a promotion dossier, or a unit may function as a promotion committee of the whole.

5. Recommendation for promotion to Clinical Professor may be made by a vote of tenured faculty, and AS faculty at the rank of Clinical Professor.

6. The unit head should submit a recommendation to the Associate Dean of Faculty Affairs on behalf of the unit, with an appropriate supporting dossier.

**Checklist for dossier for promotion to Clinical Professor**

1. \_\_\_\_ Cover letter from the unit head to the Associate Dean for Faculty Affairs, which includes the promotion process, internal committee recommendation and vote (if applicable), faculty recommendation and vote, and unit head’s own recommendation.

2. \_\_\_\_ Candidate’s current curriculum vitae (date-stamped), with time in professional positions clearly delineated. Evidence of current licensure or certification in the specialty should be included.

3. \_\_\_\_ Candidate's personal statement with respect to demonstrated excellence regarding the criteria for promotion delineated above. If the candidate’s clinical activities and service encompasses community engagement (CE) or diversity, equity, inclusion, and accessibility (DEIA), the personal statement may also include a synopsis of these activities.

4.\_\_\_\_ Clinical materials (e.g. clinical services provided through training program, documentation of clinical student supervision, clinical training materials, development of clinical and community program(s) increasing access to community service, publications, grants, etc).

5. \_\_\_\_ A minimum of three external review letters from outside the unit of primary appointment (can be from inside or outside Pitt) is required, with one coming from the candidate’s initial list of reviewers.

6. \_\_\_\_ List of external reviewers with a brief description of each reviewer and how and why they were selected, as well as a list of those who declined to write.

7. \_\_\_\_ Unit committee report (if reviewed prior to discussion by all voting faculty).

8. \_\_\_\_ Copies of annual letters of evaluation by unit head since the time of initial appointment in rank.

9. \_\_\_\_ Course Enrollment Sheets (requested from the data team: [Request Form - Arts & Sciences/CGS Data](https://services.pitt.edu/TDClient/33/Portal/Requests/TicketRequests/NewForm?ID=243&RequestorType=Service)).

10. \_\_\_\_ Clinical supervision performance, course materials, and course teaching performance:

1. \_\_\_\_ Peer evaluation of non-clinical courses (a minimum of two peer evaluations from at least two different courses over multiple years are required). Letters should be signed and dated.
2. \_\_\_\_ OMETs for all non-clinical courses, including summary sheets, since most recent reappointment. Note: OMETs cannot be used as the primary source for evaluation of Clinical performance.
3. \_\_\_\_ Anonymized survey data and results from students enrolled in clinical coursework, administered by the department chair.
4. \_\_\_\_ Candidate’s response to peer evaluations, OMETs, and student surveys (may be in personal statement).
5. \_\_\_\_ Any other materials the candidate wishes to include about clinical supervision or course teaching performance.
6. \_\_\_\_ Selected course materials (i.e., syllabi for new courses, assignments, assessments, student performance, curriculum resources, etc.).

11. \_\_\_\_ Ballots/Signature Sheet (use key coded tabulation without faculty names because the candidate is allowed access to personnel files).

12. \_\_\_\_ Draft of promotion and reappointment letter.

Revised March, 2025

Template for Letter of Reference for Promotion to Clinical Professor:

Dear \_\_\_\_\_\_\_\_\_:

Dr. \_\_\_\_\_\_\_\_\_\_\_\_\_\_, who holds a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (insert position title) position in the Department of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Program at the University of Pittsburgh, is being considered for promotion to Clinical Professor. I am writing to ask you to provide a letter in support of this promotion based on your interactions with Dr. \_\_\_\_\_\_\_\_\_\_\_ or your knowledge of their clinical activities, service, and/or scholarly work.

As background, the rank of Clinical Professor in the Dietrich School of Arts and Sciences is defined as follows:

A full-time faculty appointment outside the tenure stream for individuals with an outstanding track record of leadership, clinical program support, clinical supervision of students, and teaching contributions. Clinical Professor is a title reserved for faculty of considerable professional attainment, sustained excellence, and exemplary performance in clinical activities and highly impactful service contributions to the unit, Dietrich School, University, community, and/or profession. Highly impactful scholarship that supports the University’s Clinical and/or service missions may be considered for appointment to the rank of Clinical Professor.

Our department/program has identified you as someone who has interacted with Dr. \_\_\_\_\_\_\_\_\_\_\_or someone who may be well qualified to judge their accomplishments. We are asking you to provide a brief description of these interactions and their value, as a way to provide supporting evidence of impact in the University’s clinical and/or service missions.

Recommendation for promotion to Clinical Professor may be made by a vote of tenured faculty and appointment stream faculty at the rank of Clinical Professor, and your letter will be included in the dossier that will be made available to them. If these faculty endorse the promotion, a recommendation will be sent to the Associate Dean for Faculty Affairs of the Dietrich School of Arts and Sciences for review, along with the dossier that includes your letter. The Associate Dean will forward it to the Provost along with a recommendation regarding this promotion.

I am aware that this is a demanding request, one which takes time from your already busy schedule, and I thank you in advance for your help. We would very much appreciate hearing from you by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. If this date is a problem for you, please let us know. If you have any questions, please contact me at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You may email your letter to me at \_\_\_\_\_\_\_\_\_\_\_\_.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Revised March, 2025