



University of New Mexico  
Department of Speech and Hearing Sciences

Criteria for Annual Performance Reviews  
And  
Promotion

Clinical Faculty – Lecturer

Revised and Approved  
March 2014

UNM Speech and Hearing Sciences  
Guidelines for Evaluation and Promotion of Clinic Faculty

**PROCEDURES**

- The Clinic Director and Department Chair will review criteria, procedures, forms, guidelines, and due dates with all non-tenure track (lecturers) faculty members.
- Each lecturer is assigned a reviewer (i.e., Clinic Director or Department Chair)
- Each reviewer meets with CI to review Performance Review (need to decide on form) and learner objectives for the year. (For the first year, use the objectives from previous year). CI and reviewer discuss documented evidence for CI to gather. CI and reviewer determine date for PR meeting and due dates prior to the meeting.
- Reviewer will set up at least 1 observation of CI supervising a session and at least 1 observation of CI meeting with a student clinician.
- At least 2 weeks prior to the Performance Review meeting, CI will submit to the reviewer the following: a) Self evaluation; b) evidence of effectiveness and productivity for performance review criteria.
- The department chairperson and clinic director will meet to review all evidence and complete the performance review for the CI.
- The department chairperson and clinic director will meet with CI to review performance.

**UNM Lecturer Promotion Information:**

<http://artsci.unm.edu/for-faculty/review-and-promotion-of-lecturers.html>

**PROMOTION TO SENIOR LECTURER II:**

1. At least 5 years of full-time clinical experience post-certification.
2. At least 5 years of clinic teaching in an academic clinic setting (or other comparable supervisory experience in the field).
3. Evidence of professionalism and ethical behavior

**CRITERIA FOR PROMOTION RECOMMENDATIONS**

1. Evidence of teaching effectiveness in clinical instruction. Includes evidence and materials indicating command of the academic and clinical subject matter, ability to motivate and mentor students, and creative and effective use of teaching methods.

a. Information to submit:

- Courses taught Student evaluations
- Training packets developed
- Clinic services developed
- Specialty certification or recognition

- Peer evaluations of teaching

2. Evidence of teaching effectiveness with classroom instruction. (consistent with above)

3. Evidence of service of a professional nature to the institution, the community and state. Examples of service include:

- Participation in Department and University committees
- Membership and leadership roles in professional organizations at the local, state, national and international levels
- Service or outreach to the larger society. For example, presentations related to one's discipline or providing professional advice and counsel.
- Mentorship to peers and colleagues
- Honors and awards

4. Evidence of scholarly or creative activity. This category includes activities that have resulted in the generation of new ways of conceptualizing some aspect of the clinic process, or in areas of expertise. Generally these activities have yielded some body of knowledge that will be potentially valuable for presentation to peers at local, regional or national conferences. Candidates should include records of such activities, for example:

- New or modified clinical protocols or therapeutic techniques
- Presentations at professional meetings
- Papers presented at professional meetings
- Research in progress
- Publications and authorship of manuscripts

5. Demonstrates adherence to the highest standards of ethical conduct, collegiality, and professionalism

## **Clinical faculty performance review**

- Meets expectations = performance in each criterion for clinic instruction, teaching class, service, personal characteristics PLUS one of the concentration areas

### **Concentration Area Indicators**

#### **Clinic instruction**

Extraordinary clinical instruction across 2 semesters

- Obtains ratings (adjusted scores) consistently 4.0 or above in 3 of the 5 scores (progress on relevant objectives; excellent teacher; excellent course; average of B & C; summary evaluation) or 2.5 and above (CALIPSO form)

Mentorship/Training/Presentation

- Serves as mentor to other clinicians
  - External to the department – clinicians in the community
  - Internal to the department – other Clinical faculty members
- Provides ongoing consultation, trainings and presentations in a mentorship role

Development of tools/techniques

- Leads in the development of clinical tools and techniques that are integrated into:
  - UNMSLHC practices
  - Other clinical settings

Clinical Instructor Award

- Receives recognition for outstanding clinical teaching
- The award is external to the department

Invited Presentation

- Accepts an invitation to present on an area of expertise
- Presentation is external to the department

Develops new clinic

- Prepares and implements a new specialty clinic offered by the UNMSLHC
- Clinic is sustained for more than 2 semesters

## **Teaching**

### Teaching Award

- Receives recognition for outstanding classroom teaching
- The award is external to the department

### Develop and present a new course (3-credit hour)

- Undergraduate or graduate-level 3 credit hour course

### Extraordinary teaching

- Receives IDEA ratings consistently above 4.0 Adjusted IDEA scores

## **Service**

### Serves as chair or officer of a local professional organization

### Serves as chair or officer of state or national level organization (e.g., NMSHA or ASHA – SIG or other committees)

### Extraordinary university service

- Serves in a leadership role for university committees

### Extraordinary departmental service

- Provides consistent leadership on a number of departmental committees (more than 2)

## **Scholarship/Research**

### Presentation (external)

- Presents research findings at a venue outside of the department

### Co-author on paper or proposal

- Serves as a co-author on a peer-reviewed publication or proposal for external research funding

### Participation in research

- Engages in the research enterprise in collaboration with a tenure-track faculty member through the completion of the research project (sustained)
- Engages in a research collaboration with a tenure-track faculty member for a semester

### Mentorship or training for research

- Provides mentorship for other clinical faculty participating in research studies

- Completes the training necessary to implement clinical program associated with the research aims

## **Professional Development**

### ASHA ACE Award

- Achieves an ASHA Award for Continuing Education (ACE) which is a formal recognition of professionals who have demonstrated their commitment to lifelong learning by earning 7.0 ASHA CEUs (70 contact hours) within a 36-month period.

### Continuing education

- Earns 15 contact hours of professional development within a calendar year

### Integration of Continuing Education

- Provides evidence of modifications to classroom teaching or clinical practice that result from professional development activities

### Specialty certification/recognition

- Achieves board specialty recognition through ASHA or state licensure board

### Information sharing

- Presentations of information from professional development experiences to SHS faculty and staff. (Presentations should be formal, in nature, rather than informal conversations)