**PROBATIONARY REVIEW FORM FOR CLINICAL INSTRUCTORS**

**REPRESENTED BY THE UDMPU**

Name: Click or tap here to enter text.

Department/Discipline: Click or tap here to enter text.   
College/School: Click or tap here to enter text.

Rank: Click or tap here to enter text.

Years in Rank: Click or tap here to enter text.   
Highest Degree: Click or tap here to enter text.

Date Degree Granted:Click or tap here to enter text.

Hire Date: Click or tap to enter a date.   
Probationary Year: Click or tap to enter a date.

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Directions: The Collective Bargaining Agreement between the University of Detroit Mercy and the UDMPU requires that the University, once each academic year, notify each Clinical Instructor as to their progress towards continuing employment. Please comment on the probationary Clinical Instructor’s success or failure in meeting the University's criteria for performance in the areas of teaching, student supervision, and currency in discipline/practice (licensure and professional membership(s)). Although not required, if the Clinical Instructor has engaged in scholarly work or creative activity, please provide feedback. In addition, please comment as to the prospects for continued employment for the Clinical Instructor within the department or discipline. **Please attach school or college evaluation forms, vitae, or supporting documentation relevant to this review.**

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**Detroit Mercy/UDMPU 2021-2026 Agreement References for Clinical Instructor Positions**

**Clinical Instructors:**

A Clinical Instructor is a full-time non-tenure, clinical faculty position. Clinical Instructor positions cannot replace full-time tenure/clinical-track positions. A Clinical Instructor is not eligible for tenure. The primary role of Clinical Instructors is the supervision of students and provision of clinical teaching in collaborating agencies (Article 5.14)

**Article 5.5**

1. **Clinical Instructor Positions:**

(iv) **Clinical Instructor:** The criteria for the rank of Clinical Instructor are possession of a minimum of a master’s degree in Nursing; evidence of potential for effective clinical instruction either as attested to by those who recommend the candidate or by virtue of having successful clinical teaching experience (clinical teaching experience preferred); a minimum of two (2) years clinical experience in the area of expertise; membership in professional organization; and licensed as an RN in the State of Michigan. Clinical Instructors will teach the maximum teaching load as specified in Article 6.3(a)(i).

**Article 5.6**

**Probationary Period:** The Employer requires all non-tenured employees to serve a probationary period of six (6) contract years. For the purposes of this paragraph a contract year shall be a twelve (12) month period commencing on August 16 following the employee's original date of hire, or the date of re- employment following loss of tenure as the case may be.

**Article 5.7**

**Completion of Probationary Period:** The probationary period as specified in Article 5.6 shall be deemed successfully completed by an employee being retained in employment other than on a one-year terminal contract after the maximum probationary period; by being granted tenure for those employees covered by Article 5.5(b) and Article 5.5(c) above; or by being granted continuous employment for those employees covered by Article 5.5(d) above at any time prior to the expiration of the probationary period; or, by being granted renewable- year contracts for those employees covered by Article 5.5(c). During the probationary period, an employee's employment may be terminated at the sole discretion of the Employer. In faculty/library faculty cases, except in the instance of discharge for just cause, the termination of a probationary employee shall not become effective before the end of the contract year in which the termination is to occur.

**Article 5.8**

Please read the Procedures for Annual Reviews outlined in Article 5.8 of the 2021-2026 Detroit Mercy/UDMPU Agreement. Some excerpts are provided here:

(c) Timelines for Annual Reviews of Probationary Faculty: Probationary employees will be evaluated and, where appropriate, probationary contracts offered according to the schedule below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Probationary Year (Starts August 16th)** | **Probationary Year Being Evaluated** | **Feedback/ Evaluation Deadline** | **Evaluation Action(s)** | **Dossier Submission Deadline\*\*** |
| Year 1 | None | None | None | May 15 |
| Year 2 | Year 1 | October 30 | Notice of termination at end of year 2 **OR** contract for 3rd and 4th contract year | May 15 |
| Year 3 | Years 1& 2 | October 30 | No employment status action required. May notify employee of termination of contract at end of year 4 | May 15 |
| Year 4 | Years 1-3 | October 30  [mid-tenure clock review] | Notice of termination at end of year 4 **OR** contract for 5th and 6th contract year | May 15 |
| Year 5 | Years 1-4 | October 30 | No employment status action required. May notify employee of termination of contract at end of year 6 | None. See Article 5.9 for  year 6 review |
| Year 6 | All Years (final tenure review) | See Article 5.9 (f) | Tenure & Promotion granted; or termination with 1-year contract unless employee has been previously notified of  non-renewal after the 6th year | See Article  5.9 for Year 6 review |
| \*\*Note: If a deadline falls on a weekend or a University holiday, the deadline shall be no later than the close of the previous business day. | | | | |

The Provost and Vice President for Academic Affairs will notify the employee in writing no later than October 30 as to their progress towards meeting the University, College, School and Department/Program or Library criteria for receiving continuing employment.

1. **Teaching**

A. **Evaluation of Past Achievements:** Is the Clinical Instructor making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Clinical Instructor’s performance.

provide specific evidence here

B. Rate the performance of the Clinical Instructor in this area of evaluation according to the following rubric:

Outstanding

Exceeds Expectations

Meets Expectations

Needs Improvement

Significant Concerns

C. **Recommendations for Future Goals**: If the Clinical Instructor is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Clinical Instructor is not making adequate progress, what recommendations should be given to the Clinical Instructor so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Clinical Instructor performance.

provide specific evidence here

1. **Student Supervision:**

A. **Evaluation of Past Achievements:** Is the Clinical Instructor making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Clinical Instructor performance.

provide specific evidence here

B. Rate the performance of the Clinical Instructor in this area of evaluation according to the following rubric:

Outstanding

Exceeds Expectations

Meets Expectations

Needs Improvement

Significant Concerns

C. **Recommendations for Future Goals**: If the Clinical Instructor is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Clinical Instructor is not making adequate progress, what recommendations should be given to the Clinical Instructor so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Clinical Instructor performance.

provide specific evidence here

1. **Currency in Discipline/Practice**

A. **Evaluation of Past Achievements:** Is the Clinical Instructor making adequate progress so that the result of the eventual evaluation for continuing employment is likely to be positive? Please provide specific evidence, citing examples of the Clinical Instructor performance, **currency of State of Michigan RN License, and** **membership(s) in professional organizations**.

provide specific evidence here

B. Rate the performance of the Clinical Instructor in this area of evaluation according to the following rubric:

Outstanding

Exceeds Expectations

Meets Expectations

Needs Improvement

Significant Concerns

C. **Recommendations for Future Goals**: If the Clinical Instructor is making adequate progress, what advice can be given so as to increase their likelihood of success? If the Clinical Instructor is not making adequate progress, what recommendations should be given to the Clinical Instructor so as to make a positive evaluation more likely? Please provide specific evidence, citing examples of the Clinical Instructor performance.

provide specific evidence here

1. **Other:** Clinical Instructors are not required to engage in scholarly work or creative activity. However, if they have, comments should be provided here.
2. **Recommendation to Continue Employment**   
   (To be completed for a Clinical Instructor in their first through fifth year.)

My recommendation is the following:

I recommend the Clinical Instructor be continued in employment in a probationary status.

I find the Clinical Instructor has not been progressing toward meeting the University's criteria for continuing employment and recommend that the Clinical Instructor be terminated effective Click or tap to enter a date.

The needs of the institution do not permit the offering of a continuing contract to this Clinical Instructor effective Click or tap to enter a date.

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Recommended by Dean:

Click or tap to enter a date. Signature

Date

Reviewed with Clinical Instructor:

Click or tap to enter a date.

Signature Date

Reviewed by the Provost and Vice President for Academic Affairs:

Click or tap to enter a date.

Signature Date

Rev. 9.22.08, 1.14.13

Rev. 10.19.17 ALT

Rev. 12.18.17 ALT  
Rev: 3.21.18 ALT

Rev. 2.3.2022