Qualifications and Application Procedures for
PTHMS Faculty Appointment for
RIC Physical Therapists

1. **Introduction**
   The 2013 collaboration agreement between the Department of Physical Therapy and Human Movement Sciences and the Rehabilitation Institute of Chicago (RIC) created an opportunity for RIC physical therapists whose predominant work at RIC is clinical or research, to earn a faculty appointment to the Northwestern University (NU) Feinberg School of Medicine (FSM) Department of Physical Therapy and Human Movement Sciences (PTHMS). This document is a guide to the faculty appointment process for RIC physical therapists.

   Feinberg School of Medicine faculty appointments are made in its departments only upon approval by the University provost. PTHMS will evaluate candidates for faculty appointment by considering the department’s needs and a candidate’s qualifications. Potential faculty appointees at the instructor and assistant professor levels must be recommended to the FSM dean by the department chair. Upon approval, the dean recommends them to the Provost. However, applications at the rank of associate professor or professor must be approved by the FSM Appointments, Promotions, and Tenure (APT) Committee prior to submission to the dean. Faculty members holding full-time appointments at Northwestern may not hold faculty appointments of any type at other educational institutions or organizations, except for adjunct or visiting appointments.

   Northwestern University is an Equal Opportunity, Affirmative Action Employer of all protected classes, including veterans and individuals with disabilities. Women and minorities are encouraged to apply. Hiring is contingent upon eligibility to work in the United States.

2. **Pathways to PTHMS Faculty Appointment**
   A. **By Invitation:**
      The PTHMS Chair, upon recommendation from the faculty or associate chairs, may invite an RIC clinical or research physical therapist to apply for a PTHMS faculty appointment. Typically such an invitation acknowledges an RIC physical therapist’s longstanding contributions to PTHMS as a contract educator or research collaborator. In inviting the individual to apply for faculty appointment the chair will consider the number of years teaching at PTHMS, the breadth and extent of teaching responsibilities, the reputation for excellence in teaching, and other qualifications known to the chair or faculty. Candidates who accept the invitation to apply for faculty appointment must then submit an application for faculty appointment to PTHMS (process described below).

   B. **By Request:**
      Any RIC physical therapist who aspires to a physical therapy and human movement sciences career that includes a long-term commitment to teaching and scholarship along with their clinical work is eligible and encouraged to make this known to PTHMS by submitting a letter of intent with a current CV to the Associate Chair of Professional Education. The letter of intent should describe the candidate’s career aspirations, the training and experience that have contributed to these aspirations, the scholarly course the candidate hopes to follow, and the talent and skills the candidate hopes to contribute to the mission and goals of PTHMS. The Associate Chair will review this request in light of departmental needs, and decide whether to recommend to the Chair that the candidate be invited to apply for faculty appointment.

3. **Qualifications:**
   In considering candidates for recommendation to the Dean for faculty appointment, PTHMS will evaluate qualifications that relate to the candidate’s anticipated teaching, research, and clinical responsibilities. PTHMS (i.e., the Chair, Associate Chairs, and the PTHMS APT Committee) will
consider the qualifications listed below when reviewing a candidate. Please note that a candidate need not excel in all areas listed. However, the rigor of a candidate’s credentials significantly impacts qualification for appointment and faculty rank (see below).

**A. Education**

a. Preferred credentials include:
   i. A terminal professional degree (DPT is the terminal professional degree for physical therapy), or a terminal academic degree (such as PhD, DSc, EdD, etc.).
   ii. Board certification in a physical therapy specialty.

b. Other educational credentials to be considered include:
   i. Physical therapists who originally qualified for physical therapist licensure on the basis of a professional bachelor’s or professional master’s degree must show evidence of more advanced education or specialty training to be recommended to the Dean for faculty appointment.
   ii. An example of additional education beyond a non-terminal professional degree would include a post-professional MS degree. Examples of specialty training include residency, fellowship, or similar endeavors.

**B. Clinical Expertise** will be evaluated by reviewing experience and training such as the following:

a. Breadth and depth of clinical experience related to teaching areas. Typically a minimum of five years of clinical experience will be expected.

b. Certification as a clinical specialist.

c. Residency or fellowship training.

**C. Scholarship** related to teaching areas will be evaluated by reviewing accomplishments such as:

a. Any published scholarly articles, book chapters, etc.

b. Experience participating in or contributing to research, including any applications for research grants, or having been awarded any research funding, etc.

c. Presentations at professional conferences, etc.

**D. Teaching:** Effectiveness as a teacher, including effective presentations of content, effective oral and written communication, interpersonal skills in and out of the classroom, and ability to assess student learning. Evidence of teaching expertise may include:

a. Number of years teaching at DPTHMS or other programs.

b. Breadth of courses taught.

c. Documented feedback from students or peers.

d. Experience as invited lecturer at conferences.

e. Experience as clinical instructor of physical therapy students (CI or CCCE) or as mentor of physical therapy residents.

**4. The application packet**

Only complete applications will be reviewed by the PTHMS APT Committee. A completed application packet includes all of the following:

A. The completed application form (see Addendum).

B. A current CV in the FSM format: [http://www.feinberg.northwestern.edu/faculty-staff/FAO/administrators/resources/CVs.html](http://www.feinberg.northwestern.edu/faculty-staff/FAO/administrators/resources/CVs.html).

C. A statement of interest and teaching philosophy. The statement of interest is the candidate’s statement, up to a maximum of 750 words, explaining the basis for their interest in a faculty appointment, describing how this appointment reflects their professional and scholarly goals and career trajectory, and making the case for being able to substantially contribute to the mission of PTHMS.

D. A recommendation form signed by the RIC Level of Care Director.

E. Letters of recommendation

   1. Instructor and Assistant Professor: Three letters of recommendation are needed for instructor or assistant professor rank. At least two of the three letters must be written by individuals who, within the past seven years, have had oversight responsibility for the candidate’s work, or been a professional mentor, and who are well acquainted with the candidate’s clinical, teaching or research work.
2. For applications to a rank of associate professor or higher, five to six letters are required from sources external to NU.

5. Steps leading to PTHMS faculty appointment:
   A. The candidate responds to an invitation from the PTHMS Chair and requests an application form from PTHMS; or alternatively, the candidate initiates a request to be considered for faculty appointment by submitting a letter of intent with a current CV to the Associate Chair of Professional Education.
   B. The PTHMS APT Committee reviews all applications.
   C. Candidates may be invited to give a guest lecture to the PTHMS faculty and students, and/or participate in an interview with faculty or departmental leadership.
   D. If the PTHMS Appointments Promotion and Tenure Committee recommends the candidate, the application is sent to the PTHMS Chair. The decision to recommend a candidate to the Dean resides with the Chair.
   E. Upon review and approval by the PTHMS Chair, the application is sent to the FSM Faculty Affairs Office which reviews the application and forwards approved applications to the Dean.
   F. Applications for appointment as associate professor or professor are additionally reviewed by the FSM APT Committee prior to being sent to the Dean.
   G. Upon review and approval by the Dean, the application is sent to the University Provost who has final review and faculty appointment authority.
   H. Faculty appointment occurs when the Faculty Affairs office sends to the candidate a faculty appointment letter specifying faculty rank, track, and starting date.

6. Faculty Rank
   The Northwestern Feinberg School of Medicine faculty ranks are: Instructor, Assistant Professor, Associate Professor, and Professor. Typically a physical therapist's appointment to the faculty will be at the rank of Instructor or Assistant Professor in a non-tenure-eligible clinician-educator track.

7. Faculty Responsibilities
   Responsibilities of RIC physical therapists with faculty appointments are the same as those that apply to all FSM faculty. These are fully described in the NU-PTHMS faculty handbook and the NU faculty handbook. [http://www.feinberg.northwestern.edu/faculty-staff/FAO/appointments/faculty- resp.html](http://www.feinberg.northwestern.edu/faculty-staff/FAO/appointments/faculty- resp.html)

   In summary, RIC physical therapists who receive PTHMS faculty appointments are expected to:
   A. Be committed to the PTHMS mission and goals.
   B. Focus on two of the following four domains: Clinical, Education, Research, Health Services and Management. The typical RIC physical therapist faculty member will focus on Clinical and Education domains. Full description of these domains can be found in the FSM Information Guide for Appointment, Promotion and Tenure, [http://www.feinberg.northwestern.edu/faculty-staff/FAO/administrators/resources/glossary.html](http://www.feinberg.northwestern.edu/faculty-staff/FAO/administrators/resources/glossary.html)
   C. In addition to scholarly pursuits, FSM faculty members are expected to serve the school and University through committee and administrative work.

8. Benefits and Policies Pertaining to RIC Physical Therapists with Faculty Appointments
   A. RIC remains the primary employer with respect to payroll and employee benefits for any RIC physical therapist who receives a faculty appointment and whose predominant work effort continues to be at RIC.
   B. PTHMS will pay RIC for the RIC physical therapist’s academic activities performed at PTHMS, such as lecturing, lab-assistance, grading and research. The RIC physical therapist with a faculty appointment is paid for these duties as part of their salaried position at RIC.
   C. RIC physical therapists with a PTHMS faculty appointment are eligible for the following Northwestern University faculty benefits (see NU Faculty Handbook):
      a. Northwestern University photo-ID, aka NU WildCard.
      b. Library privileges both on-site and on-line.
c. Applicable faculty tuition benefits for self and family.
d. NU email address.
e. NU-PTHMS business card.
f. The privilege of using one’s faculty title in professional communications.
g. Eligibility to apply for faculty promotion in accordance with NU-FSM and PTHMS guidelines.

D. Terms of Appointment for Faculty
   a. Members holding non-tenure-eligible appointments at the rank of instructor are appointed for one-year. These appointments can be renewed annually at the same rank unless a department chair recommends promotion, or requests that the appointment be terminated.
   b. Faculty members at the rank of assistant professor are initially appointed for a three-year term. These appointments can be renewed annually for a one-year term until successfully approved for promotion to associate professor.
   c. Faculty members at the rank of associate professor and professor are appointed to three-year terms.

E. Voting Privileges
   Faculty voting privileges are as established in the Northwestern University Faculty Handbook.