

**COLLEGE OF DENTAL MEDICINE
REAPPOINTMENT, PROMOTION AND TENURE
POLICIES AND PROCEDURES**

I. General Statement

This document sets forth the criteria and procedural guidelines to be used in the College of Dental Medicine (CDM) for the appointment of new faculty, and the interim and final reviews toward the recommendation for reappointment and promotion of non-tenured faculty. Each of these shall be conducted in accordance with the policies set forth in the University of New England, *Faculty Handbook*. All faculty hired by the College should be provided a copy of the *Faculty Handbook* and asked to read the document carefully prior to a formal meeting with the CDM Faculty Assembly Chair. At this meeting, the Chair will discuss the UNE RPT process in detail and answer any questions the new faculty member may have regarding the *Faculty Handbook*. This meeting will normally take place within the first month of being hired as part of the new faculty orientation. The faculty orientation will also include an introduction to axiUm, Blackboard, CoursEval, VitalSource, the CDM Faculty Handbook, the Clinic Manual and the clinic system in addition to the orientation conducted by Human Resources for all new UNE employees. The CDM Faculty Affairs and Development Committee will oversee the new employee orientation and assign faculty and staff to conduct the orientation.

A. Overview

In developing these Guidelines, the College of Dental Medicine has made certain basic assumptions. These are:

1. University salaried faculty appointments are made by the President upon recommendation of the Provost, who will act upon recommendation of the respective academic dean(s) and academic units(s) (college, school, or department). The faculty hire letter generated by the Dean of CDM will provide details regarding individual faculty workloads to ensure that all the goals of the College in the areas of teaching, scholarship, service and patient care are met. Currently, all of the faculty members in the College are hired as non-tenured clinical track positions. As such, this document does not describe the tenure track process because a faculty member cannot switch tracks after their initial appointment. If in the future, a faculty member is hired as a tenure track professor, this appendix will be amended accordingly. For further information on attaining tenure, please refer to Section Three: Reappointment, Promotion and Tenure in the Faculty Handbook.

2. Terminology - As used in this document:

- a. A “sustained record of accomplishment” is demonstrated by the continual development of a faculty member with regard to teaching, scholarship, service and patient care by demonstrating excellence in one or more of these areas.
- b. “Excellence in teaching” is demonstrated by a faculty member who guides students to think critically, communicates effectively, mentors students, promotes the highest standards of professionalism, keeps informed about new developments in his/her specialty and related fields, strives continuously to broaden and deepen his/her knowledge, formulates and implements

innovative teaching approaches, and continually contributes to improving the methods of teaching his/her subject matter.

c. “Excellence in scholarship” is demonstrated by the faculty member’s accomplishments/expertise, attainment of regional, national and/or international recognition, through impact to the profession and/or area of specialty practice, and/or equivalent level of acknowledgement. Scholarship as defined by the UNE Faculty Handbook is “evidence of a creative program of independent inquiry constituting a credible body of work that is peer-reviewed and disseminated”. Scholarship and specifically research is not a formal requirement for reappointment or promotion for non-tenure track faculty but scholarship conducted by faculty members in the CDM will be evaluated during the reappointment and promotion process.

d. “Excellence in Service” is demonstrated by attainment of institutional, regional and/or national recognition in areas including, but not limited to; College service, University service, patient care and service in state, regional or national organizations.

3. The Guidelines in this document are specific to the University of New England, College of Dental Medicine and are valid to the extent that they comply with the University of New England, University Faculty Handbook.

B. Academic Ranks

Academic ranks used in the College of Dental Medicine will be consistent with Section Two of the most current version of the University of New England, Faculty Handbook, (The Nature of Faculty Appointments and Academic Ranks and Classifications).

II. Initial Appointments (Also reference UNE Faculty Handbook, Section Two IV.)

A. Academic Rank - The criteria for appointment at a particular rank are the same as those for promotion to that rank.

B. Half-Time and Full-Time Faculty Appointments – Salaried, Non-Tenure Track

1. Appointment Criteria- Full-Time Faculty

Members of the faculty appointed to this track will be individuals who devote the majority of their time to teaching, scholarship, service and patient care.

2. Appointment Criteria- Half-Time Faculty

These are individuals who maintain a regular weekly schedule on campus. Half-time faculty members must meet the same criteria as full-time, non-tenure track faculty members for appointment.

3. Initial half-time and full-time, faculty appointments will not exceed three years.

III. Procedural Guidelines for Half-Time and Full-Time Faculty (Also reference UNE Faculty Handbook, Section Three)

A. Reappointment

Half-time and full-time faculty will participate in a college-level review in the third full year of employment and then every three years until promotion to the associate level. Once the Clinical Associate Professor level has been achieved, this review will occur every six years and whenever a promotion is being sought. After promotion to Clinical Professor, a reappointment review will occur every six years. Reappointment and promotion are based on merit and earned by achievement as evidenced by the faculty member's total contribution to the overall mission of the College.

B. Promotion

Promotion of half-time and full-time faculty is based on merit and is earned by achievement of excellence as defined by the College for the faculty member's particular rank and evidenced by the faculty member's total contribution to the overall mission of the College. Half-time and full-time faculty must normally hold each academic rank for a minimum of six full years prior to being promoted.

Decisions regarding individual recommendations for promotion in the College of Dental Medicine are made at four successive levels: (1) Subcollege Reappointment Promotion and Tenure Committee (RPTC); (2) Assistant/Associate Dean/Department Chair; (3) College RPTC; and (4) Dean. Specific requirements for the Subcollege and College RPTC's can be found under Section IV. of this document. Additionally, the following evaluations and potential time factors leading up to a review will be considered:

1. Annual Evaluation - Each full-time and half-time faculty member participates in an annual evaluation and development process consistent with the policies of UNE that is structured to support the faculty member's professional growth including reappointment and/or promotion. This evaluation is performed by the faculty member's direct supervisor or supervisors (for faculty who have both didactic and clinical responsibilities). The direct supervisor will schedule a meeting to discuss and assess the faculty member's teaching and/or clinical responsibilities. The faculty member will receive a notice prior to the evaluation in accordance with the policies of UNE's Human Resources' department. A signed digital copy of the annual evaluation will be provided to the faculty member for inclusion into their reappointment and promotion portfolio. This process is goal-oriented and ensures that each faculty member:

- a. Establishes and accomplishes goals and objectives that contribute to the UNE's and CDM's mission, vision, values and goals;
- b. Is provided the opportunity for personal and professional growth and development, thereby making him/her more effective in the position; and
- c. Understands the continual expectation for professional growth, productivity and achievement in teaching, scholarship, service, patient care and collegiality in the reappointment and promotion process.

2. Requests for Early Consideration – In cases of special merit a half-time or full-time faculty member may request early consideration for promotion. Petition for early consideration for Promotion and/or Tenure must be approved by the Associate Dean/Department/Program Chair and the Dean.

3. Termination – Please refer to current language in the UNE Faculty Handbook in Section Four

IV. Criteria for Promotion for Non-tenure track Half-time and Full-time Faculty (Also reference UNE Faculty Handbook, Section Three. III.)

Faculty members applying for promotion must demonstrate excellence in assigned areas. Non-tenure track faculty will be expected to demonstrate excellence in teaching and service including patient care when applicable.

A. Teaching Activities - It is assumed that all faculty members will participate in the teaching program and mission of the College.

1. Criteria and Achievements

The degree of involvement in pre-doctoral and post-doctoral dental education will vary from one individual to another and may be clinical, didactic, or modular in nature depending on the needs of the College. The criteria and achievements may include, but are not limited to:

- a. Develops, organizes, oversees, and/or delivers didactic, experiential or clinical content and assessments for courses, training exercises, and/or clinical demonstrations
 - i. Organizational and administrative duties associated with being a Course Director or Group Practice Leader
 - ii. Supervises students in simulation and clinical settings or at community-based education sites
 - iii. Collaborates with community-based extern sites, such as creating and delivering faculty calibration content
 - iv. Develops and/or delivers continuing education courses
 - v. Develops and/or delivers hybrid or other distance learning programs
 - vi. Presents seminars or workshops
- b. Demonstrates depth of knowledge, currency of information and mastery of the subject matter taught
- c. Demonstrates the ability to lead students to think purposefully and critically
- d. Demonstrates the ability to interrelate material by showing applications and correlations (e.g., between basic science principles and their clinical applications)
- e. Presents organized, lucid and challenging presentations of subject matter
- f. Creates new, combined or integrated courses or other educational experiences
- g. Develops mentoring relationships with other faculty and/or students
- h. Contributes to program development and program implementation in ways consistent with the mission of the College and University
- i. Demonstrates critical perceptiveness in evaluating students' skills
- j. Demonstrates innovative approaches to content delivery
- k. Demonstrates outstanding quality of teaching in pre-doctoral, post graduate or continuing education programs
- l. Engages in planned activities to improve teaching effectiveness

2. Evidence and Documentation

- a. Written student and peer evaluations of lecture, seminar and clinical teaching including written and/or oral evaluations by assisting faculty in the simulation lab and evidence that feedback from such evaluations has been incorporated into faculty member's teaching
- b. Evaluations by community-based oral health professionals
- c. Examples of syllabus material, self-instructional instruments, audio-visual and computerized educational aids
- d. Invitations to present in educational conferences, workshops, or continuing education courses at other academic institutions or external audiences
- e. Evidence of use of educational developments or advancements beyond UNE's College of Dental Medicine
- f. Requests from educators for training in or exposure to teaching procedures
- g. Competitively awarded teaching prizes, special honors or recognition
- h. Success of students in attaining professional goals (e.g. residencies)
- i. Grants or other support to conduct research in education or to attend and present the results of educational studies at scholarly meetings or conferences
- j. Advising graduate students and serving on thesis committees
- k. Preceptorship activities
- l. Adoption of innovative teaching methods
- m. Improved methods for evaluation of student performances
- n. Demonstrated ability of students to provide patient care in an organized manner with skill and compassion
- o. Evidence of increased student learning effected by the faculty member
- p. Participation in teaching workshops, conferences, formal peer assessment, and other activities designed to increase teaching knowledge including evidence of how the experiences affected one's teaching
- q. Letters of support from international, national and regional peer reviewers

B. Service Activities

1. Criteria and Achievements may include, but are not limited to:

- a. It is expected that each faculty member will serve on at least one of the CDM's standing committees
- b. Participation in the CDM Faculty Assembly or University Faculty Assembly,
- c. Participation in search committees
- d. Serving as a student mentor or academic advisor
- e. Demonstrates excellence and innovation in patient care.
 - i. Formulates, implements and sustains innovative practice models or clinical service
 - ii. Provides direct dental and medical care to patients;
 - iii. Provides indirect dental and medical care through supervision of student clinicians; and/or
 - iv. Provides administrative oversight of clinical patient care operations.
 - v. Providing patient care outside of the Oral Health Center (e.g. in a private practice setting), as frequently occurs with part-time and adjunct faculty members, would also fulfill this requirement.

- f. Develops and implements new educational or healthcare programs or improves existing programs
- g. Provides service to professional, civic and governmental organizations
- h. Provides service by assuming responsibilities in the planning and/or presentation at the Departmental, College or University level
- i. Contributes to the governance of the College or the University
- j. Provides service by assisting other educational or community oriented institutions
- k. Provides advising services to students beyond that involved in regular teaching assignments including as a student organization advisor.
- l. Provides editorial and/or peer review of books, journals or articles

2. Evidence and Documentation

- a. Student, peer and patient evaluations of clinical skills as well as patient referrals for special care
- b. Invitations to and presentations at regional, national and/or international conferences and symposia
- c. Invitations to serve as an expert witness, board examiner or evaluator of health-care quality
- d. Leadership roles in College, University, regional, national and/or international committees
- f. Editorial reviewer for professional books or journals
- g. Service as a reviewer for grants or contracts.
- h. Service as an examiner for specialty boards or licensure exams
- i. Honors and awards in recognition for outstanding contributions
- j. Demonstration of effective procedures for counseling students in their professional growth
- k. Letters of support from international, national or regional peer reviewers
- l. Demonstration of collaborative efforts, engagement in shared academic and administrative tasks, professionalism and integrity, and mentorship

C. Scholarly Activities - Excellence in scholarship is demonstrated by the faculty member's accomplishments, expertise, and attainment of regional, national or international recognition in their profession.

1. Criteria and Achievements may include, but are not limited to:

- a. Demonstrates steady, focused, continued productivity in research and scholarly activity
- b. Conducts and reports on formal research, including preparation and submission of manuscripts
- c. Develops theoretical or creative work that makes original contributions to the literature, including publications of clinical or scientific reviews, chapters, or monographs, case reports, improved methods of dental treatment, innovative solutions to special clinical problems, and new or improved dental instrumentation
- d. Develops and tests instructional materials and/or procedures for use in educational institutions
- e. Stimulates research efforts through consultation, coordination or directing research projects
- f. Contributes to compilations, reviews or textbooks
- g. Receives competitively awarded intra- and extramural grants
- h. Participates in basic science, clinical, educational or public health research.
- i. Participates in courses, seminars or workshops devoted to education and the advancement of their profession.

2. Evidence and Documentation

- a. Publications of basic science, clinical, educational or public health articles, chapters, or monographs, case reports, improved methods of dental treatment, innovative solutions to special clinical problems, and new or improved dental instrumentation.
- b. Documentation of major responsibility for published findings
- c. Invitations to present findings at regional, national and/or international conferences or symposia
- d. Evidence of continued, competitively awarded funding from institutional, federal, private, and/or industrial sources
- e. Evidence of impact on the field reflected by the frequency of citation of manuscripts
- f. Patent awards
- g. Competitively awarded research prizes
- h. Evidence of the success of students in achieving their professional or advanced training aspirations in research
- i. Letters of support regional, national or international peer reviewers

*Participation in at least one of the mentioned activities would be sufficient to meet the requirements of scholarly activity for the CDM.

V. College Specific Considerations: (Also reference UNE Faculty Handbook, Section Three)

A. Composition of the Subcollege and College RPTC

1. The Subcollege RPTC will have a minimum of three members with the total membership always being an odd number, and the College RPTC will have five members.
2. Members of the Subcollege RPTC will be appointed by the Dean, and may include, whenever possible, members from the candidate's discipline or specialty. The Faculty Assembly will appoint three members of the College RPTC and the Dean will appoint two members.
3. Members of the committees will serve two-year terms that are staggered, so that new members join at least one continuing member each year.
4. The Subcollege and College RPTCs will elect a chair. If the chair's two-year term is ending at the close of an academic year, the existing committee members will elect a new chair who will be a continuing member of the committee to provide continuity.
5. The College RPTC should be composed of members from all classifications of the candidates being reviewed (tenure track, if applicable; non-tenure clinical track; non-tenure track lecturer; non-tenure research track).

B. Supervisory and Peer Evaluations for Clinical and Teaching Responsibilities

The review process is intended to be both a formative and summative process. The formative component will consist of a didactic and/or clinical observation by the faculty member's direct supervisor as a component of the annual review process. In addition, each faculty member will undergo a minimum of one peer evaluation per year for both the clinical and didactic settings. During non-RPTC review years, three peer evaluators will be identified by the faculty member under review. One evaluator from the list will be approved by the Dean or a designee. It is the

responsibility of the evaluator, with the assistance of the Dean or designee to schedule the classroom or clinical visits in advance with the faculty member under review. Evaluators will complete a report for both didactic and clinical visits, using a written metric approved by the College and meet with the candidates after each didactic or clinical visit. The purpose of the meeting is to provide meaningful feedback from the evaluation and an opportunity to discuss goals, teaching strategies and the professional development of the faculty member under review. If the direct supervisor or peer evaluators identify clinical or teaching deficiencies that require more attention, additional class visits will be scheduled as needed. It is the responsibility of the evaluator to submit the signed reports to the Dean's office and send a digital copy to the faculty member under review for inclusion in their annual evaluations and RPT portfolio. The peer evaluations are not intended to replace the summative evaluations that occur during RPT review years.

C. Privileges – Full-time and half-time faculty appointments carry a certain status and privileges including but not limited to: the use of the title on his/her business cards, access to the library and associated online resources, use of University fitness facilities, cafeterias, etc.

VI. Adjunct Faculty Appointments

These appointments shall be used to confer faculty status to individuals who have credentials comparable to full-time and half-time faculty and require a faculty title to perform instructional, patient care and/or research service to the College.

A. Visiting Adjunct Faculty Appointment – Appointments reserved for individuals who have credentials comparable to full-time and half-time faculty that are faculty at another educational institution, and are currently employed by UNE on a short-term contract.

B. Adjunct Faculty Appointment – Short-term contract or volunteer faculty appointments reserved for individuals who have a regular faculty appointment in another College at UNE or serve in the capacity as lecturers or course instructors on a part-time basis and do not meet the criteria for a half-time or full-time faculty appointment. Adjunct faculty appointments may include faculty employed by other institutions who serve as preceptors for dental student externs and may also include practitioners who volunteer their time, either for specific assignments or who provide clinical teaching on a regular basis. (University of New England Faculty Handbook Section III.B.2.c.).

C. Academic Rank

Faculty members with adjunct appointments may be recommended and appointed to any academic rank for which they are deemed qualified.

D. Appointment Length and Renewal

Faculty members with adjunct appointments, who have been properly credentialed and approved by the Dean, may be offered a one-year renewable faculty appointment to the College of Dental Medicine or may be offered a fixed-term contract. Renewal of the contract is dependent upon the

faculty member providing requested documentation of applicable current licenses, certifications, and training. The Dean of the College will determine the contributions of the adjunct faculty member with regard to teaching, patient care, research and/or service to the College.

E. Privileges

Adjunct appointments carry certain status and privileges including but not limited to: the use of the title on his/her business cards, access to the library and associated online resources, use of University fitness facilities, cafeterias, etc.

VII. Emeritus Status (University of New England, Faculty Handbook Section 2.II.E and Section 2.III.5)

A sense of continuity is very important to an educational institution. One important element of that continuity is the participation of retired faculty members in the life of the University. They provide a source of wisdom about the experiences that led to the present, and this becomes one element in determining the future direction of the University. University of New England promotes participation of its retired faculty members by granting the title of Emeritus to those retired faculty members who have distinguished themselves in service to the University.