



Promotion and Tenure Document

School of Dental Medicine Documents

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REQUIREMENTS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE FOR FULL-TIME TENURE-TRACK FACULTY IN THE SCHOOL OF DENTAL MEDICINE UNIVERSITY OF COLORADO DENVER

(Approved by the Faculty Senate July 14, 2008)

1. INTRODUCTION

The purpose of this document is to provide a written reference for the procedures and requirements for appointment or promotion of tenure-track and tenured faculty within the University of Colorado School of Dental Medicine (UCSDM). Additional references that are also applicable are the sections which apply to faculty appointments and rank in the Laws of the Regents of the University of Colorado and the University of Colorado Faculty Handbook.

The department chair originates the nomination, after consultation with the appropriate division chair. The department chair develops a complete dossier for the candidate and forwards it to the UCSDM Promotion, Tenure and Post Tenure Review Subcommittee. If a candidate is a department chair or a department chair refuses to nominate the candidate, he/she may be nominated by another full-time UCSDM faculty member.

2. CRITERIA FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL-TIME FACULTY MEMBERS, UCSDM

A. The three primary categories that are used to evaluate faculty members are: 1. teaching 2. research and/or other scholarly activities, and 3. service

In addition, a faculty member is expected to demonstrate professional growth and professionalism. These two general aspects will, consequently, also be taken into account.

The nature of the faculty member's duties must be considered but a faculty member who has administrative duties must achieve similar standards for academic promotion and tenure as other faculty members. Faculty with limited teaching duties should be expected to demonstrate significant performance in scholarly activity and service, and his/her teaching activities should not be the main criterion evaluated. Faculty whose main duties are not in research are expected to demonstrate a significant degree of high quality teaching in addition to appropriate accomplishments in more limited research and scholarly roles.

The following criteria are intended to serve as a guide for the appointment, reappointment and/or promotion of faculty members and the awarding of tenure. In addition, they should be used in post-tenure review procedures.

B. Criteria

1. Teaching High quality teaching is an important part of the mission of this School. As such, teaching will be evaluated rigorously. The following criteria will be considered, as appropriate, to the faculty member in question regarding a determination of teaching achievement:

- a. Teaching responsibilities (e.g., contact hours, course directorship) and expectations (e.g., faculty track, differentiated annual workload, etc.).
- b. Dedication of the faculty member to teaching, as shown by his/her knowledge of the subject and by such factors as course organization, innovations in teaching, objectivity and fairness in student evaluation, availability, enthusiasm, and ability to stimulate students to enhance their capacity for critical thinking. Evidence should be presented of continued and aggressive mastery of subject areas (e.g., attendance at courses to enhance teaching and clinical abilities, conferences, teaching laboratories, etc.).
- c. Preparation of teaching materials, evidence of teaching skills (e.g., teaching portfolio), and use of appropriate methods of student evaluation.
- d. Evaluation by his/her departmental chair and/or peers of the faculty member's command of the subject and general effectiveness as a teacher in the didactic setting, clinical, preclinical laboratory, and the advising and mentoring of predoctoral and postdoctoral students.
- e. Student evaluation of the overall effectiveness of the faculty member as a teacher.
- f. Student performance in applicable sections of National Board Examinations and/or clinical board examinations applicable to the faculty member's area of teaching responsibility.
- g. Active support of the teaching program of the School and University.
- h. Teaching awards, specialty and other appropriate Board certification/recertification, and other significant accomplishments.

2. Research and/or Other Scholarly Activities All full-time members of the faculty of this School must engage in research and/or other scholarly activities appropriate to their scientific interests. The following criteria will be considered in evaluating a faculty member's scholarly achievement:

- a. An assessment of the time available to the faculty member to pursue research and/or other scholarly activities.
- b. The quality and quantity of papers published in refereed journals. These may include original research articles, review articles and extensive case/technique/application reports. The quality of the journals themselves and the position of authorship will also be considered.
- c. To a lesser extent, the quality and quantity of papers published in State journals or

non-refereed dental journals.

d. Contributions to textbooks (e.g., book author and/or editor, chapter author, etc.)

e. Contributions to audiovisual works, published by a company or institution other than the University of Colorado. In general, such items should be scholarly and not represent continuing education, which is considered under Service.

f. Funded research grants.

g. Unfunded research grant proposals. Reviewers' comments in these cases must be considered.

h. Presentations of research and/or scholarly material and published abstracts associated with professional or scientific meetings. This criterion does not include continuing education which is considered under Service.

i. Patent or patent applications, editorship of a journal, editorial board/reviewer for a journal, table clinic participation, panelist on professional panels, grant reviewer, NIH study section involvement, or electronic teaching media creation.

j. Documented reputation as a scholar/researcher at the national and international levels, including invitations to lecture at other universities.

k. The following criterion will not normally be considered:

The actual thesis involved in the obtaining an advanced degree, although publications emanating from the thesis will be considered. The rationale for not considering a thesis is that writing a thesis is part of training and generally reflects the influence of the graduate study supervisor.

3. Service The third component of university life is service, which includes service to the university and service to the community.

Service to the University

This responsibility involves a general contribution to the university, over and above teaching and scholarly activity.

The following criteria will be considered:

a. Participation in the administration and governance of the Faculty, the School, the Campus and the University, including active and productive participation in committees at various levels.

b. Participation in School and University activities, such as recruiting, open houses, School displays at meetings, Faculty meetings, Research Day, and fundraising, etc..

c. Representation of the School or University to organized dentistry and other professional groups, including participation on behalf of the School.

d. Representation of the School or University to government agencies, when formally requested by the Dean or Department chairperson.

e. Helping and encouraging the professional growth of junior faculty members and other colleagues.

f. Professional behavior including but not limited to dress, speech, and interactions with patients, staff, students, and colleagues.

Service to the Community

Service to the community is very important to the School and is essential to the future prosperity and survival of this and other dental schools. It involves both service to the Colorado dental profession, the surrounding region, the nation, and to the people of the State of Colorado.

The following criteria will be considered:

a. Participation in continuing education programs sponsored by the University of

Colorado.

b. Skill and devotion in the care of patients within the clinics of the University of Colorado, or as part of the faculty member's teaching responsibilities in outlying clinics.

c. Service to the profession and appropriate discipline(s) at the state, national and international levels.

~~d. Consultative services to other health professionals, hospitals, institutions of higher education, and governmental agencies.~~

e. Participation in continuing education programs not sponsored by the University of Colorado.

f. Continuing education lectures and/or clinical presentations at local, state, national or international meetings. This criterion involves presentations that represent continuing education, rather than the presentation of research and/or other scholarly activity. Audiovisual aids for continuing education nature are included in this category.

g. Presentations on dentistry to the lay public.

h. Participation in community dental health education projects.

NOTE: While service to the community as described in this section is important and casts a favorable light upon the School, faculty members must be careful to balance this activity with the University's legitimate expectations of them in teaching, research and/or other scholarly activities, and service to the school.

3. QUALIFICATION FOR FACULTY RANK, PROMOTION, REAPPOINTMENT, AND TENURE

A. Instructor

1. General statement The applicant should have a doctoral dental degree or bachelor of science dental hygiene degree, or other terminal degree in an appropriate field and be well qualified to teach. Faculty appointed to teach in areas not requiring a dental degree (eg., in dental hygiene or the basic or behavioral sciences) should have the appropriate degree in that field. Faculty appointed at this level without considerable dental practice experience and/or teaching experience and/or advanced training should anticipate at least two years in this rank before being considered for promotion.

2. Criteria for Instructor

a. Factors meriting qualification would include GPA, rank in class at the student level, student performance in the specific department in which the appointment is being made, and collegiality and professionalism. No previous teaching experience is necessary.

b. No evidence of research and/or other scholarly activity is required.

c. Two letters of recommendation, solicited by the appropriate department chair/nominator after consultation with the applicant.

B. Assistant Professor

1. General statement An assistant professor is expected to have some successful teaching experience in dental education or equivalent. Faculty at this level will usually demonstrate advanced formal training beyond the doctoral dental degree or the bachelor of science dental hygiene degree or other terminal degree in a appropriate field, be well qualified to teach, and possess qualifications for research in a special field. Faculty may be appointed and/or promoted to this rank who do not possess an advanced degree beyond the doctoral dental degree or the bachelor of science dental hygiene degree, or other terminal degree in an appropriate field, if they have a minimum of two years of full-time experience in their field and possess outstanding

credentials. An important consideration is the balance between the teaching, scholarly activity, and service activities. Minimal activity in any of the three areas must be balanced by increased quality and quantity of activities in the other areas. The person under consideration must show evidence of considerable potential to the University.

2. Criteria for Assistant Professor

a. Qualification for the rank of instructor.

b. The appropriate terminal degree.

c. Successful completion of advanced education beyond the terminal degree, receiving an MS, MSD, PhD, or ScD, certificate, or equivalent, or successful completion of an acceptable postgraduate training program not leading to a degree, or two or more years of successful experience in dental or dental hygiene education.

d. Documented evidence of interest and abilities in research and scholarly activity as demonstrated by research activities and/or publications. The quality of the scholarly activities will be considered as well as the quantity.

e. Evidence of service.

f. Three letters of recommendation from experts in the faculty member's field, solicited by the appropriate department chair/nominator after consultation with the applicant.

C. Associate Professor

1. General statement Normally, evaluation for promotion to associate professor and the award of tenure will be considered at the same time. Promotion to associate professor and the awarding of tenure mark a significant point in the development of a person as an academician. Consequently, in addition to specific accomplishments, the balance of the individual's activities and contributions in the three categories of teaching, scholarly activity, and service will be considered.

2. Criteria for Associate Professor

a. Qualification for assistant professor.

b. Five or more total years full-time experience at the level of assistant professor in appropriate higher educational settings or its equivalent, and education beyond the terminal degree.

c. Documented evidence of meritorious teaching, research and service activities. Excellence must be documented in either teaching or research and/or other scholarly activities.

d. Promising accomplishment (at least to the level of meritorious achievement) in research and/or other scholarly activities as demonstrated by completed research and/or publications. The quality and quantity of the scholarly activities, as well as the extent of involvement and the initiative of the individual, are considered. Guidelines for publications are in Appendix A.

e. Six letters of evaluation. Three of the evaluators should be from faculty within the University of Colorado and three by nationally recognized professionals outside of the University who are experts in the applicant's field. The list of evaluators should be solicited by the appropriate department chair/nominator after consultation with the applicant.

D. Professor

1. General statement Faculty at this rank must have a minimum of five years at the rank of associate professor and demonstrate outstanding accomplishments in teaching and research and/or scholarly activity. At this stage of development, the faculty member should have a strong record of academic leadership in the school as demonstrated by outstanding teaching, accomplishment in research, contributions to

the development of junior faculty, and recognition as a scholar.

2. Criteria for Professor

a. Qualification for associate professor.

b. National and/or international recognition as demonstrated by national specialty board and discipline specialty certification, major publications, invitations to present at national/international meetings, leadership in select national/ international professional organizations, and significant consultancies.

c. Demonstrated excellence in teaching.

d. Demonstrated excellence in research and/or scholarly activity. Guidelines are included in Appendix A.

e. Demonstrated excellence in service to the University and the community.

f. Six letters of evaluation. Three of the evaluators should be from faculty within the University of Colorado and three by nationally recognized professionals outside of the University who are experts in the applicant's field. The list of evaluators should be solicited by the appropriate department chair/nominator after consultation with the applicant.

TENURE

Eligibility

A tenured appointment can normally be held only by a faculty member in one of the academic ranks of Professor or Associate Professor. Under exceptional circumstances, a tenured appointment can be held by a faculty member in one of the academic ranks of Assistant Professor, Senior Instructor, or Instructor. Tenure may be awarded to faculty members with demonstrated meritorious performance in each of the three areas of teaching, research and/or scholarly activity, and service, and demonstrated excellence in either teaching, research or creative work. Once attained, tenure remains in effect regardless of promotion to higher rank.

Administrative positions do not carry the possibility of tenured appointments, but an administrator holding an eligible academic rank may be granted a tenured appointment in that rank as a faculty member.

Unless waived by the faculty member and approved by the Dean or Chancellor, a decision on a tenured appointment as a member of the UCSDM faculty shall be made after a maximum probationary period of seven years of continuous full-time service in the ranks of Professor, Associate Professor, or Assistant Professor. Normally, the tenure review for a faculty member will commence at the beginning of the seventh year of service. A faculty member who is not awarded tenure will be given one year's notice. The tenure probationary period shall begin when the faculty member is first appointed to the rank of Assistant Professor or a higher rank.

However, a faculty member appointed to the rank of Assistant Professor, without a terminal degree, may decide at the time of initial appointment whether the probationary period will begin at the time of initial appointment or upon receipt of the terminal degree. Such a decision shall be made in writing and must be approved by the Dean and the Chancellor. After appropriate consideration, and special circumstances, tenure may be awarded by the Board of Regents in less than seven years. Up to three years of full-time service in the ranks of Assistant Professor, Associate Professor, or Professor at other institutions may be included in the probationary period.

Interim tenure review is an important part of the tenure process. Each faculty member below the rank of Associate Professor shall be evaluated in a comprehensive manner and in accordance with the "Standards, Processes, and Procedures" document at least once during the tenure probationary period apart from the review for award of tenure. Such evaluation shall include extramural evaluation of the candidate. Each faculty member shall be informed orally and in writing of the results of the evaluation.

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REQUIREMENTS FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION FOR FULLTIME CLINICAL TRACK (C/T) FACULTY IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO DENVER
(Approved by the Faculty Senate July 14, 2008)

1. INTRODUCTION

The Clinical Track is intended for faculty who participate in a broad range of teaching and/or clinical activities, and who provide service to the University and the community as described below, and who wish to participate in research and other scholarly activities at a limited level. Clinical Track appointees will have comparable ranks to tenured faculty, except that in referring to them in official documents, the designation C/T will be placed after the academic rank (e.g. Assistant Professor C/T).

The purpose of this document is to provide a written reference for the procedures and requirements for appointment or promotion of fulltime Clinical Track faculty within the University of Colorado School of Dental Medicine (UCSDM). Additional references that are also applicable are the sections which apply to faculty appointments in the Laws of the Regents of the University of Colorado (Article X) and the *University of Colorado Faculty Handbook*.

A Clinical Track appointment is a limited term appointment or an "at will" appointment that may or may not be renewed and is not a tenure track appointment. Clinical Track Faculty are expected to devote the majority of the time normally devoted to scholarly activity (for tenure track) to teaching or clinical activities. The evaluation for reappointment will reflect the apportionment of assigned professional duties and responsibilities.

A tenure track faculty member may request a Clinical Track Appointment before the sixth year of a faculty appointment. Tenured faculty may also request appointment to the Clinical Track. New faculty may be recommended for Clinical Track during the hiring process.

The department chair normally originates the nomination, after consultation with the appropriate divisional chair. The department chair must develop a complete dossier for the candidate and forward it to the UCSDM Promotion, Tenure and Post Tenure Review Subcommittee. If a chair refuses to nominate a faculty member who feels qualified, he/she may nominate himself/herself or may be nominated by another fulltime UCSDM faculty member.

The Dean will make the final decision as to whether the individual should be recommended to the Board of Regents for a Clinical Track appointment or reappointment. The Dean will utilize the recommendations of the departmental chairs, the UCSDM Promotion, Tenure and Post Tenure Review Subcommittee and the UCSDM Dean's Review Committees, and the best interests of the School of Dental Medicine in appointments or reappointments.

2. CRITERIA FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULLTIME CLINICAL TRACK FACULTY MEMBERS, UCSDM

A. The two basic categories that are used to evaluate these faculty members are:

1. teaching, and
2. service

In addition, a faculty member is expected to demonstrate professional growth and professionalism and encouraged to participate in scholarly activity if available.

The following criteria are intended to serve as a guide for the appointment, reappointment and/or promotion of faculty members.

B. Criteria

1. Teaching High quality teaching is an important part of the mission of this School. As such, teaching will be evaluated rigorously. The following criteria will be considered, as appropriate, to

the faculty member in question regarding a determination of teaching achievement.

- a. Teaching responsibilities (e.g., contact hours, course directorship, preclinic and clinic coverage) and expectations (e.g., differentiated annual workload, etc.).
 - b. Dedication of the faculty member to teaching. This is demonstrated by his/her knowledge of the subject and by such factors as course organization, innovations in teaching, objectivity and fairness, availability, enthusiasm and ability to stimulate students to enhance their capacity for critical thinking, and evidence of continued and aggressive mastery of subject areas (e.g., attendance at courses to enhance teaching and clinical abilities, conferences, teaching laboratories, etc.).
 - c. Preparation of teaching materials, evidence of teaching skills development (e.g., teaching portfolio), and use of appropriate methods of student evaluation for outcomes-based improvements.
 - d. Evaluation by his/her departmental chair and/or peers of the faculty member's command of the subject and general effectiveness as a teacher in the didactic setting, in the clinic, in preclinical laboratories, and in the advising and mentoring of predoctoral and postdoctoral students.
 - e. Student evaluation of the overall effectiveness of the faculty member as a teacher.
 - f. Student performance in those sections of National Board Examinations and/or clinical board examinations applicable to the faculty member's teaching responsibility.
 - g. Active support of the teaching program of the School and University.
 - h. Teaching awards, Board certification/recertification, and other significant accomplishments.
2. Service The other component of university life for clinical track faculty is service, which includes service to the University and service to the community.

Service to the University

This responsibility involves a general contribution to the university, over and above teaching and scholarly activity.

The following criteria will be considered:

- a. Participation in the administration and governance of the faculty, the School, the Campus and the University, including active and productive participation in committees at various levels.
- b. Participation in School and University activities, such as recruiting, open houses, School displays at meetings, faculty meetings, Research Day, and fundraising, etc.
- c. Representation of the School or University to organized dentistry and other professional groups, including participation at these meetings on behalf of the School.
- d. Representation of the School or University to governmental agencies, when formally requested by the Dean or Department chairperson.
- e. Helping and encouraging the professional growth of junior faculty members and other colleagues.
- f. Professional behavior including but not limited to dress, speech, and interactions with patients, staff, students, and colleagues.

Service to the Community

Service to the community is very important to this school and will, in fact, be essential to the future prosperity and survival of this and other dental schools. It involves both service to the dental profession of Colorado, the surrounding region, the nation, and to the people of this State of Colorado.

The following criteria will be considered:

- a. Participation in continuing education programs sponsored by the School.
- b. Skill and devotion in the care of patients within the clinics of the University of Colorado, or as part of the faculty member's teaching responsibilities in outlying clinics.
- c. Service to the profession at the state, national and international levels.
- d. Consultative services to other health professionals, hospitals, institutions of higher education, and governmental agencies.
- e. Participation in continuing education programs not sponsored by the University of Colorado.
- f. Lectures and/or clinical presentations at local, state, national or international meetings. This criterion involves presentations that represent continuing education. Audiovisual aids of a continuing education nature are included in this criterion.

- g. Presentations on dentistry to the lay public.
- h. Participation in community dental health education projects.

NOTE: While service to the community as described in this section is important and casts a favorable light upon the School, faculty members must carefully balance this activity with the University's legitimate expectations of them in teaching, research and/or other scholarly activities, and service to the University.

3. Research and/or Other Scholarly Activities Clinical Track faculty are primarily tasked with ~~teaching and service-related activities, if they are a full-time member of the faculty, some of their~~ efforts may also be directed and documented toward research and/or other scholarly activities appropriate to their scientific, clinical and teaching interests and availability. However research and scholarly activity are not a requirement.

3. QUALIFICATION FOR CLINICAL TRACK FACULTY RANK, PROMOTION AND REAPPOINTMENT

A. Instructor C/T

1. General statement The applicant is expected to have the doctoral dental degree or the bachelor of science dental hygiene degree and be well qualified to teach. Faculty appointed to teach in areas not requiring a doctoral dental degree or dental hygiene degree (e.g. basic or behavioral sciences) should have the appropriate degree in that field. Faculty appointed at this level without considerable dental practice experience and/or teaching experience and/or advanced training should anticipate at least two years in this rank before being considered for promotion.

2. Criteria for Instructor C/T

- a. Factors meriting qualification would include GPA, dental or dental hygiene student class rank, student performance in the specific department in which the appointment is being made, and collegiality and professionalism. No previous teaching experience is necessary.
- b. Two letters of recommendation, solicited by the appropriate department chair after consultation with the applicant.

B. Assistant Professor C/T

1. General statement An Assistant Professor C/T is expected to have some successful teaching experience in dental education or equivalent. It is expected that faculty at this level will usually possess advanced formal training beyond the doctoral dental degree or the bachelor of science dental hygiene degree, and be well qualified to teach. Faculty may be appointed and/or promoted to this rank who do not possess an advanced degree beyond the doctoral dental degree or bachelor of science dental hygiene degree, or appropriate certificate, if they have two years of fulltime dental practice experience in their field and possess outstanding credentials. The balance between teaching and service activities being evaluated is important. Minimal activity in either area must be balanced by increased quality and quantity of activities in the other area. The person under consideration must show evidence of considerable potential to the university.

2. Criteria for Assistant Professor C/T

- a. Qualification for the rank of instructor C/T.
- b. The appropriate terminal degree.
- c. Successful completion of advanced education beyond the terminal degree, receiving an MS, MSD, PhD, or ScD, certificate, or equivalent, or successful completion of an acceptable postgraduate training program not leading to a degree, or two or more years successful teaching experience in dental or dental hygiene education.
- d. Evidence of service.
- e. Three letters of recommendation, solicited by the appropriate department chair/nominator after consultation with the applicant.

C. Associate Professor C/T

1. General statement Promotion to associate professor C/T marks a significant point in the development of a faculty member. Consequently, in addition to specific accomplishments, the balance of the individual's activities and contributions in teaching and service will be considered as well as limited research and/or scholarly activity.

2. Criteria for Associate Professor C/T

- a. Qualification for assistant professor C/T.
- b. Five or more total years fulltime experience in appropriate higher educational settings or its equivalent at the rank of assistant professor C/T.
- c. Demonstrated evidence of successful teaching at least at the level of meritorious achievement.
- d. ~~Demonstrated meritorious service. Quality and quantity of service contributions will, however, not compensate for deficiencies in teaching.~~
- e. Six letters of evaluation. Three of the evaluators should be from faculty within the University of Colorado and three by nationally recognized professionals outside of the University who are experts in the applicant's field. The list of evaluators should be solicited by the appropriate department chair/nominator after consultation with the applicant.

D. Professor C/T

1. General statement Faculty at this rank should have a minimum of five years at the rank of Associate Professor C/T or its equivalent, demonstrate outstanding accomplishments in teaching and show evidence of research and/or scholarly activity. At this stage of development, the person should have a strong record of leadership in the school or other significant settings as demonstrated by outstanding contributions in both teaching and service, and contributing to the development of junior faculty and the profession.

2. Criteria for Professor C/T

- a. Qualification for associate professor C/T.
- b. Demonstrated excellence in teaching.
- c. Demonstrated excellence in service to the University and the community.
- d. Accomplishment of Board certification/recertification in one of the ADA approved dental specialties if eligible.
- e. Six letters of evaluation. Three of the evaluators should be from faculty within the University of Colorado and three by nationally recognized professionals outside of the University who are experts in the applicant's field. The list of evaluators should be solicited by the appropriate department chair/nominator after consultation with the applicant.

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REQUIREMENTS FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION FOR PART-TIME FACULTY, VOLUNTEER FACULTY AND PRECEPTORS IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO DENVER

(Approved by the Faculty Senate July 14, 2008)

INTRODUCTION

The purpose of this document is to provide a written reference for the procedures and requirements for appointment or promotion of part-time faculty within the University of Colorado School of Dental Medicine (UCSDM). Additional references that are also applicable are the sections which apply to faculty appointments and rank in the Laws of the Regents of the University of Colorado and the University of Colorado Faculty Handbook. The Division chair originates the nomination for a faculty member within a division for appointment, reappointment, and or promotion, and sends that nomination to the Department chair. The Department chair gathers information, letters of recommendation, etc., and with his/her recommendation forwards the nomination to the UCSDM Promotion, Tenure and Post Tenure Review Subcommittee.

CRITERIA**Clinical Instructor**

In order to be appointed at the part-time Clinical Instructor level at the University of Colorado School of Dental Medicine, an individual must have received a terminal professional degree or equivalent. Two letters of recommendation will be required. One of the letters must be from a full-time faculty member within the School, the other may come from outside the School of Dental

Medicine.

Clinical Assistant Professor

In order to be appointed at the part-time Clinical Assistant Professor level at the University of Colorado School of Dental Medicine, an individual must have received a terminal professional degree or its equivalent. Two letters of recommendation are required; one from a full-time faculty member within the School of Dental Medicine, the other may be from an individual outside the School of Dental Medicine for an entry level appointment. For promotion, both letters must be from within the School of Dental Medicine. In addition, the candidate must have completed appropriate specialty training or they must have three years of experience in the discipline for which they are being considered for appointment.

Clinical Associate Professor

All requirements for part-time Clinical Assistant Professor.

In order to be appointed at the part-time Clinical Associate Professor level at the University of Colorado School of Dental Medicine, an individual must have a terminal professional degree or its equivalent along with three letters of recommendation. Two letters of recommendation must be from full-time faculty members within the School of Dental Medicine; one letter of recommendation may come from an individual outside the School of Dental Medicine. In addition, candidates must have seven additional years of clinical experience, research experience, additional training, or teaching experience.

Clinical Professor

All requirements for part-time Clinical Associate Professor.

In order to be appointed at the Clinical Professor level at the University of Colorado School of Dental Medicine, an individual must have a terminal professional degree or its equivalent. For consideration of the nominee, five letters of recommendation must be submitted. Two letters must come from faculty members within the School of Dental Medicine, the other three may be from outside the School of Dental Medicine. In addition, the individual must have had ten additional years of experience, appropriate clinical experience, research experience, additional training or teaching experience, and must have attained national recognition in their field.

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REQUIREMENTS FOR PROFESSOR EMERITUS IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO DENVER (Approved by the Faculty Senate May 17, 2001)

1. INTRODUCTION

Section 9.B.2 of the Laws of the Regents, 1990 allows that upon retirement any administrative officer or any professor may be allowed, by vote of the Board of Regents, to retain his/her title with the description "emeritus". The title "emeritus" should be bestowed only on those retired faculty members whose contributions warrant it. The award should not be automatic, but should be bestowed only on the basis of merit to preserve the significance of the title.

2. CRITERIA FOR APPOINTMENT OF PROFESSOR EMERITUS, UCSDM

The faculty member must be retired from a full-time, tenured faculty position at the University of Colorado School of Dental Medicine and have had a long and distinguished service to the School and the profession.

Procedure:

1. Any three tenured faculty members may nominate a retiring professor or associate professor for the designation, "emeritus."
2. Supporting documentation required is a current curriculum vitae and a post-tenure review report completed within the past five years. If a post-tenure review report has not been performed within

the past five years, one is to be performed before emeritus status can be considered.

3. The nomination will be considered sequentially by the Promotion, Tenure and Post Tenure Review Subcommittee, and, after being reviewed by the Dean, by the Dean's Review Committee, who will make their recommendation to the Dean. The Dean, if he/she concurs with the awarding of the emeritus status, will submit the recommendation to the Chancellor for forwarding to the Regents for their consideration.

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APPENDIX D
**UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE
PROCEDURAL GUIDELINES FOR FACULTY PROMOTION AND TENURE PROCESS**

University of Colorado
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(Approved by SOD Faculty Senate on JULY 14, 2008)

The following are guidelines that provide additional clarity to the promotion and tenure process and should be followed whenever possible.

1) Promotion, Tenure and Post Tenure Review Subcommittee

- a) Only full-time, tenured associate/full professors or associate/full professors (C/T) should comprise committee membership.
- b) Selection of committee members will be by department chairs (1 person per department, although not necessary to be department member) with ratifying vote and continued oversight by officers of the Faculty Senate.
- c) Chair of the committee will be elected by the Promotion, Tenure and Post Tenure Review Subcommittee.

2) Interim Reviews

- a) Each full-time faculty member below the rank of associate professor or associate professor C/T shall be evaluated in a comprehensive manner in accordance with "Standards, Processes, and Procedures" document at the end of year three by the FEC and Dean's Review Committee (DRC). Findings will be communicated in writing to the candidate, the candidate's chair, and the dean.
- b) The department chairs should meet with the candidate to discuss the summary of findings and help plan appropriate strategies for improvement if necessary. Chairs of the FEC and DRC should be available for clarification and suggestions if necessary.
- c) Information on the Differentiated Annual Workload and Professional Plan and annual performance ratings will be available to the chairs of each committee if necessary.

3. Committee Protocols

- a) Pre-printed ballots will be utilized when voting on tenure and promotion.
- b) All committee members should be present to register a vote and every effort should be made to have all committee members present when voting.
- c) Votes will be confidential and counted by the chair of the committee and one additional member, determined by vote of the committee.
- d) Letters of nomination/recommendation are permitted by members of committees for promotion and tenure candidates, but if received from the chair of either committee (e.g., FEC, DRC), an alternate chair should be appointed for evaluation of that candidate.
- e) If a committee member is being evaluated for promotion, he/she should be excused from committee deliberations and votes on his/her promotion.
- f) Separate category voting totals will be recorded (e.g., four (4) voted meritorious for teaching and three (3) nonmeritorious, etc.) and communicated to the dean for each candidate.
- g) Committee members may request a copy of the summary letter written by committee chairs to the candidate/dean summarizing committee findings.

4. Submission of Materials

a) The candidate should follow the standardized C.V. and packet assembly guidelines (Appendix B and Appendix C).

b) Candidates seeking promotion and/or tenure should submit materials by December 15th to the FEC. The FEC should complete their evaluation(s) by the end of January, the DRC should complete their evaluation(s) by March 15th.

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