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)

I. 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 FULL TIME 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

i. 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.
ii. 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.

iii. 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 full-time 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
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.