

**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-tenure clinical track faculty. Each of these reviews shall be conducted in accordance with the policies and procedures 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 Department Chair or Dean. At this meeting, the Department Chair or Dean will discuss the UNE reappointment, promotion, and tenure (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.

**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 in consultation with the provost and senior vice president for academic affairs 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 the faculty members in the College are hired as non-tenure clinical faculty 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 on the tenure track, non-tenure teaching track, or non-tenure research track, 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, and service 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 clinical faculty unless included as part of their workload. Faculty members are encouraged to engage in scholarly activity and any scholarship conducted by faculty members should be included in the portfolio for evaluation 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, Oral Health Center service, University service, and service in state, regional or national organizations.

## **B. Academic Ranks**

Academic ranks used in the College of Dental Medicine will be consistent with those in the most current version of the University of New England *Faculty Handbook*.

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

**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, and service.

#### 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 Reappointment and Promotion for Non-Tenure Track Half-Time and Full-Time Faculty (Also reference UNE Faculty Handbook, Section Three)**

#### **A. Reappointment and Promotion**

Half-time and full-time faculty will participate in a college-level review in the next review cycle following the completion of two full years from the faculty member's date of hire. Once promotion to the Associate Professor level has been achieved, this review will occur again whenever a promotion is being sought. Non-tenure track faculty members hired at the Associate Professor rank will undergo one multi-level review in their third year of employment and whenever promotion is sought. Non-tenure track faculty members hired at the Professor rank will undergo one multi-level review in their third year of employment. Half-time and full-time faculty must ordinarily hold each academic rank for a minimum of six full years prior to being promoted.

Decisions regarding reappointment and promotion are based on recommendations from four successive review levels within the College: (1) Subcollege Reappointment Promotion and Tenure Committee (RPTC); (2) 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 with review by the Dean. The direct supervisor will schedule a meeting to discuss and assess the faculty member's teaching, service, and scholarship (if applicable). The faculty member will receive a notice prior to the evaluation in accordance with the policies of UNE's *Faculty Handbook*. A signed digital copy of the annual evaluation is available to the faculty member for inclusion into their reappointment and promotion portfolio. Annual Review of Department Chairs will be conducted by the Dean.

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 them more effective in the position; and
- c. Understands the continual expectation for professional growth, productivity and achievement in teaching, scholarship, and service 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 must be approved by the Department Chair and the Dean. Exceptions to policy will be stated at time of hire.

#### **IV. Criteria for Promotion for Non-Tenure Track Half-time and Full-time Faculty (Also reference UNE Faculty Handbook, Section Three)**

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 responsibilities, and if included as part of their workload, scholarship.

Faculty members with non-tenure track appointments are expected to maintain currency in their fields. The following exemplify criteria that may be considered as measures of such currency. Candidates should document satisfaction of these criteria to the extent possible:

1. quality of professional service
2. maintenance of unrestricted state licensure
3. maintenance of all credentials and privileges associated with clinical practice, as appropriate to practicing responsibilities
4. satisfactory completion of all continuing-education requirements associated with level of practice
5. progress and success in certification and recertification with professional societies, as appropriate to discipline and practice responsibilities
6. honors or recognition by professional organizations

**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, clinical demonstrations, and/or interprofessional education/practice activities.
  - 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 externship 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. 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 peers
- r. Letters of support from colleague(s) external to the CDM who are involved in any interprofessional activities with the faculty member
- s. Board/Licensure exam pass rates
- t. CDM Faculty coverage schedule

## **B. Service Activities**

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

- a. Serves on CDM standing committees
- b. Participates in the CDM Faculty Assembly or University Faculty Assembly
- c. Participates in search committees
- d. Serves as a student mentor or academic advisor  
Formulates, implements and sustains innovative practice models or clinical service
- e. Develops and implements new educational or healthcare programs or improves existing programs
- f. Provides service to professional, civic and governmental organizations
- g. Provides service by assuming responsibilities in the planning and/or presentation at the Departmental, College or University level
- h. Contributes to the governance of the College or the University
- i. Provides service by assisting other educational institutions
- j. Provides advising services to students beyond that involved in regular teaching assignments including as a student organization advisor.
- k. Provides editorial and/or peer review of books, journals or articles
- l. Serves on university committee, committee in another UNE college, or advisory board within the university
- m. Maintains membership or holds office in a local, state, national, regional, international professional organization
- n. Serves as a board member for health-related local, state, regional, or national organization
- o. Attends business meeting of a national professional organization
- p. Serves as a reviewer for grants or contracts
- q. Serves as an examiner for specialty boards or licensure exams
- r. Participates in community service initiatives
- s. Provides direct patient care, biopsy service, or CBCT interpretation service in the Oral Health Center

### **2. Evidence and Documentation**

- a. Documentation illustrating service appointment
- 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 healthcare quality
- d. Leadership roles in College, University, regional, national and/or international committees
- e. Editorial reviewer for professional books or journals
- f. Thank you notes/letters
- g. Honors and awards in recognition for outstanding contributions
- h. Demonstration of effective procedures for counseling students in their professional growth

- i. Letters of support from international, national or regional peers
- j. Demonstration of collaborative efforts, engagement in shared academic and administrative tasks, professionalism and integrity, and mentorship
- k. CDM Faculty coverage schedule
- l. CDM Committees document listing committee appointments

## **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. 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 unless included as part of their workload. Faculty members are encouraged to engage in scholarly activity and any scholarship conducted by faculty members should be included in the portfolio for evaluation during the reappointment and promotion process.

### **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.

### **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

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

### **A. Composition of the Sub-college and College RPTC**

1. The Sub-college 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 Sub-college RPTC will be appointed by the Dean, and may include, whenever possible, members from the candidate's discipline or specialty. The CDM 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 Sub-college 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 teaching track; non-tenure research track).
6. If a college has insufficient representative faculty members of the appropriate classification to formulate a college RPTC, the Dean in consultation with other colleges' Deans will request the appointment of faculty from compatible academic programs in other colleges to formulate the college five-member RPTC, three of whom will be approved by that colleges' faculty members.

### **B. Peer Evaluations for Simulation Clinic, Patient Clinic and Didactic Teaching Responsibilities**

Every half-time and full-time faculty member will undergo a peer evaluation for each academic year for either the simulation clinic, the patient care clinic, or a didactic setting. An evaluator will be identified by the faculty member under review to conduct the evaluation, and the evaluator and faculty member will meet before the peer review to discuss the logistics and process of the review. It is the responsibility of the faculty member to arrange and schedule the peer evaluation in advance to ensure the appropriate time is allotted for the evaluator. The peer evaluator academic rank must be at or above the rank of the professor being evaluated. If this is not possible, the faculty member will consult with their Department Chair to determine an appropriate evaluator.

Evaluators will complete a report for the peer evaluation, using a written metric approved by the College and meet with the candidate after the peer evaluation. 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. After this meeting, both the evaluator and faculty member will sign the review form.

It is the responsibility of the evaluator to submit the signed reports to the faculty members department Chair, who will in turn submit the evaluations to the Dean. The Chair will 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.

## **VI. Adjunct Faculty Appointments (Also reference University of New England *Faculty Handbook* Section Two)**

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.

### **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 regarding teaching, patient care, research, and/or service to the College.