

**UNIVERSITY OF DETROIT MERCY
SCHOOL OF DENTISTRY**

*Internal Procedures for Appointment, Employment, Promotion, and Tenure
for Full-Time Faculty*

As set forth in its Mission Statement, the University of Detroit Mercy School of Dentistry, in the Jesuit and Mercy traditions, strives to develop scientifically based, socially and ethically sensitive oral health professionals through excellence in teaching, scholarship and service. To that end, this document defines many of the requirements and factors that c

The candidate demonstrates interest and ability to:

- Develop course and/or curriculum content.
- Effectively deliver course content.
- Develop innovative teaching methods.
- Accurately assess student performance.
- Mentor students.
- Reflect current knowledge in their field.
- Apply evidence based principles in teaching and patient care.

2. Scholarly Activity

The candidate demonstrates interest and ability to:

- Initiate and complete scholarly activity which may lead to publication. This includes research and other creative activities of significance to dentistry, dental education and/or health sciences.
- Present the results of scholarly activity in a peer-reviewed professional forum.

3. Service

The candidate demonstrates interest and potential for:

- Service to the School of Dentistry.
- Service to the university, community and/or profession.
- Support of the mission and vision of the department, school and university.

Tenure cannot be attained at this rank.

B. Associate Professor

The candidate for this academic rank shall meet all the qualifications for the Assistant Professor level and fulfill the duties of Assistant Professor for a minimum of three years and, in addition, meet the following criteria:

1. Teaching

The candidate demonstrates:

- Independent development of course and/or curriculum content.
- Ability to facilitate learning.
- Innovation in teaching.
- Accurate assessment student performance.
- Successful mentorship of students.
- Current knowledge in their field.
- Application of evidence based principles in teaching and patient care.

2. Scholarly Activity
The candidate demonstrates:
 - Initiation and completion of scholarly activity, which leads to publication. This includes research and other creative activities relevant to dentistry, dental education and/or health sciences.
 - Achievement of publications in peer reviewed journals with at least one as first author.
 - Presentation of peer reviewed scholarly activity in a professional forum.

3. Service
The candidate demonstrates:
 - Active engagement in service to the School of Dentistry.
 - Active engagement in service to the university, community and/or profession.
 - Support of the mission and vision of the department, school and university.

Tenure must be awarded to any appropriately qualified individual promoted within the faculty to the rank of Associate Professor. For individuals initially appointed to the rank of Associate Professor, see Section IV, F, regarding tenure.

C. Professor

The candidate for this academic rank shall have a doctoral degree and meet all the qualifications for the Associate Professor level and fulfill the duties of Associate Professor for a minimum of three years and, in addition, meet the following criteria:

1. Teaching
The candidate demonstrates:
 - Leadership in the development of course and curriculum content.
 - Outstanding innovative accomplishments in teaching.

2. Scholarly Activity
The candidate demonstrates:
 - Documented creative scholarly performance and national recognition of independent research.
 - Achievement of publication as principal investigator for at least two full-length articles in peer reviewed journals.
 - Documented evidence of external grant/contract approval.

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- National or international recognition for contributions to dentistry, dental education or health sciences.
- Support of the mission and vision of the department, school and university.

CLINICAL TRACK

A. Clinical Assistant Professor

The candidate for this academic rank shall possess:

The appropriate professional degree(s), plus a minimum of two years post-degree experience OR the appropriate professional degree(s) and specialty certificate and/or Masters degree, as required by the department.

For disciplines in which the professional doctoral degree is not the academic norm, a minimum of an appropriate master's degree or PhD and at least two years of relevant experience is required.

The candidate for this academic rank, in addition, shall meet the following criteria:

1. Teaching

The candidate demonstrates interest in and the potential to:

- Develop course and/or curriculum content.
- Facilitate learning.
- Develop innovative teaching methods.
- Accurately assess student performance.
- Mentor students.
- Maintain current knowledge in their field.
- Apply evidence based principles in teaching and patient care.
- Provide evidence

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The candidate demonstrates:

- Development of course and/or curriculum content.
- Ability to facilitate learning.
- Innovation in teaching.
- Ability to accurately assess student performance.
- Ability to mentor students.
- Current knowledge in their field.
- Application of evidence based principles in teaching and patient care.
- Excellence in patient care in provision or supervision of treatment.

2. Scholarly Activity

Scholarly activity is not required for promotion at this rank, however evidence of accomplishment in this area will be considered.

3. Service

The candidate demonstrates:

- Active engagement in service to the School of Dentistry
- Active engagement in service to the university, community and/or profession.
- Active involvement in national professional meetings.
- Support of the mission and vision of the department, school and university.

C. Clinical Professor

The candidate for this academic rank shall meet all the qualifications for the Clinical Associate Professor level and fulfill the duties of Clinical Associate Professor for a minimum of three years and, in addition, meet the following criteria:

1. Teaching

The candidate demonstrates:

- Leadership in the development of course and curriculum content.
- Outstanding innovative accomplishments in teaching.

2. Scholarly Activity

- National or international recognition for contributions to dentistry, dental education or health sciences.
- Support of the mission and vision of the department, school and university.

TIME PERIODS AT VARIOUS RANK LEVELS

<u>Rank</u>	<u>Minimum</u>	<u>Maximum</u>
Instructor	None	None
Assistant Professor	3	7
Associate Professor	3	None
Professor	N/A	N/A
Clinical Assistant Professor	3	None
Clinical Associate Professor	3	None
Clinical Professor	N/A	N/A

A faculty member holding a contractual administrative appointment shall have agreed with the University as to whether time toward tenure will continue or be held in abeyance. Upon termination of the administrative appointment, time towards tenure resumes.

IV. PROCEDURES FOR SELECTION AND RECOMMENDATION OF CANDIDATES FOR FACULTY APPOINTMENT TO FULL-TIME POSITIONS.

- A. The Dean or his/her designee must specifically authorize the department chairperson to begin the recruitment process and establish a search committee.
- B. The department chairperson, working with the Dean or his/her designee, will develop appropriate local/national advertising of the position. The dean's office will be responsible for posting the advertisement.
- C. The invitation of a candidate for interview requires the authorization of the Dean or designee.
- D. The department chairperson, in consultation with the Dean or his/her designee, is responsible for establishing a search committee. Following the interview and review process, the committee, in cooperation with the department chairperson makes a recommendation to hire. The department chairperson may suggest salary level, academic rank and tenure status to the Dean.
- E. In cases when the recommendation is that a candidate be hired with tenure or at the rank of Professor or Clinical Professor, the Dean will then transmit the dossier of the candidate, plus the recommendations of the department chairperson regarding academic rank and tenure status to the Rank and Tenure Committee which will consider these materials and then forward its recommendation to the

- A. Each year the Rank and Tenure Committee will send to the Dean and all full-time faculty the
(Appendix 1 & 2). This will be sent no later than four months in advance of the established deadline for submission of completed dossiers to the Committee. In most cases, the notice will be sent by October 15.
- B. The department chairperson is responsible for coordinating, with the applicant, development of the dossier. However, any faculty member has the right to independently initiate promotion proceedings with the Dean and the Rank and Tenure Committee when he/she feels qualified. In the case of department chairpersons, the Dean or designee is responsible for recommending the individual for consideration for promotion and/or tenure.
- C. Chairpersons, in the case of full-time faculty, and the Dean or designee, in the case of chairpersons, shall submit all completed dossiers, including internal and external letters of recommendation, to the Chairperson of the Rank and Tenure Committee by the submission deadline indicated in the . The Chairperson of the Rank and Tenure Committee shall provide a listing of all applicants to the dean and call the first meeting of the Committee within fifteen working days of the submission deadline. The Committee shall be responsible for careful evaluation of all information, and the weighing of that information against the criteria for promotion.
- D. The Committee shall forward to the Dean its recommendations regarding each candidate within twenty working days of the submission deadline. Committee recommendations to the Dean for each candidate will take the form of a confidential written statement indicating approval or rejection of the request for consideration of advancement in academic rank and/or the granting of tenure. These recommendations to the Dean shall be based on a formal vote of the Committee and shall cite not only the voting results, which should remain confidential, but also the reasons upon which the votes were based.
- E. Within ten working days of receipt of the recommendation(s) of the Rank and Tenure Committee, the Dean, at his/her discretion, may meet with the Rank and Tenure Committee for further clarification of their recommendation(s).
- F. The Dean shall forward his/her recommendations plus those of the Committee to the Vice President for Academic Affairs in accordance with the University's timetable.

VII. GUIDELINES FOR PROMOTION AND TENURE

Faculty members are assigned and assume duties according to their particular strengths and the needs of their department or the School. Therefore, consideration of a faculty member's accomplishments by the Rank and Tenure Committee requires that a clear statement of the proportion of time assigned to various activities be given to the Committee by the individual's department chairperson or by the Dean in the case of chairpersons. The Committee will then give greater emphasis to those accomplishments related to the individual's primary responsibilities. However, for promotion at any level, the faculty member is expected to demonstrate balance among the areas to be evaluated: teaching, scholarship and service. An individual assigned lesser duties or who is less successful in one area would be expected to excel in the other areas. Teaching and service without scholarship, scholarship without teaching and service, or service without teaching and scholarship, will not be considered as significant success in the pursuit of an academic career. Any individual seeking promotion and/or tenure must exhibit evidence of successful activity in all three areas, consistent with the rank being sought. Furthermore, the significance of scholarship and service contributions will be considered in light of the audience, whether local, state, national or international.

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- The candidate's demonstrated ability to apply performance criteria consistently and accurately.
- Documented appropriate feedback obtained from outcomes assessments.
- Honors or recognitions for teaching.
- Continuing education course evaluations.
- Examples of evidence-based teaching materials developed by the candidate.
- Descriptions of specific mentorship activities, including a report of outcomes.

B. SCHOLARSHIP

Within the School of Dentistry, scholarship is considered to include the creation of new knowledge, the critical examination of existing information and/or the synthesis of existing bodies of knowledge and peer-reviewed presentation of such efforts. While the quality of scholarship is clearly more important than the quantity, it is expected that a faculty member being considered for promotion to the rank of Associate Professor would have been engaged in research/scholarly activities in proportion to the (a)-6for (opLr)1 ((opLr)1 36-2 (

C. SERVICE

Within the School of Dentistry, the term service refers to professional contributions to the School, the University, the local lay and professional communities and to local, regional, national and international professional organizations.

Documentation of service contributions may include:

- Active participation and leadership on School and University committees.
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termination:

- 1. During the first contract year 90 days notice
- 2. During the second contract year 180 days notice
- 3. During the third or a subsequent contract year 365 days notice

The University may, at its discretion, pay the faculty member in lieu of notice an amount equal to $\frac{1}{2}$ of the salary for the contract year in which the termination occurs.

The deadline for submission of completed dossiers is February 10, 2023. Please be aware that the Committee insists that all candidates meet the deadline since the Committee has a deadline for submitting its recommendation(s) to the Dean.

Members of the Rank and Tenure Committee

Riyad Al-Qawasmi
Divesh Byrappagari
Curles Colbert
Eric Krukonis
Melanie Mayberry

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Divesh Byrappagari
Curles Colbert
Eric Krukonis
Melanie Mayberry
Anthony Neely, Chairperson
Junu Ojha
Kristina Okalisian-Mulligan
Zheng Zhou

APPENDIX 3

**UNIVERSITY OF DETROIT MERCY SCHOOL OF DENTISTRY
Check List for Promotion and/or Tenure**

Date: _____

1. Candidate Information (Please print or type.)

Name: _____

Department: _____

Current Rank: _____

Year tenure awarded by UDM if applicable: _____

Type of Nomination: _____ Promotion Proposed Rank _____
_____ Tenure

2. Description of job duties and activities (for at least the previous three years at UDM) - required

Corrected document voted on by Faculty Assembly

