

**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 constitute progress toward appointment, promotion, and tenure of the faculty of the School of Dentistry. Rank and tenure documents can be found in the faculty handbook. This document is also given to full-time faculty in their orientation.

I. FUNCTIONS OF THE RANK AND TENURE COMMITTEE.

The functions of the Rank and Tenure Committee are those of review, evaluation and recommendation for actions concerning rank, tenure and/or promotion of all full-time faculty members. These functions are based upon a three step process:

- A. Establish standards through identification of performance criteria in teaching, scholarship, and service.
- B. Conduct an interim review process for candidates at tenure-track and clinical-track assistant professor level.
- C. Evaluate individuals through comparison of actual performance with recognized criteria and present evidence supporting such evaluation to the Dean of the School of Dentistry.

II. COMPOSITION AND STRUCTURE OF THE RANK AND TENURE COMMITTEE.

- A. The Rank and Tenure Committee will be a standing committee composed of six full-time tenured faculty members and three full-time clinical track faculty members holding at least the rank of Clinical Associate Professor. No member of the committee may hold a contractual administrative appointment during their service on the committee.
- B. The members of the Committee shall be elected by the full-time faculty to serve three year terms. The Committee Chairperson, who will be a voting member, shall be elected by the Rank and Tenure Committee members.
- C. Elections will be held by October 15 each year for three year terms for three new members. No member may succeed himself/herself. He or she may, however, be re-elected to the Rank and Tenure Committee after a one year hiatus.

- D. The election of new committee members, by secret ballot, will be conducted by the Committee on Committees of the Faculty Assembly. Nominations, signed and in writing, may be made by any full-time faculty member from the list of eligible faculty distributed by the Committee on Committees. Only those nominees on the slate of candidates distributed by the Committee on Committees may be selected. Ballots must be returned within five working days of distribution.
- E. In the event of a vacancy on the committee, a faculty member of appropriate rank will be elected to fulfill the remainder of the term.

III. DEFINITION AND CRITERIA FOR ACADEMIC RANKS FOR FULL-TIME FACULTY.

Instructor

The candidate for this academic rank shall possess a professional degree, or a Master's degree/certification indicating specialized training commensurate with the position and, in addition, meet the following criteria:

1. Interest in and potential for effective teaching.
2. Interest in and potential for conducting research and creative activities.
3. Interest in and potential for providing service to the School of Dentistry, University and the community.

Reappointment will depend on clear evidence of scholarly progress and enhanced teaching abilities. Tenure cannot be obtained at this rank, nor will the time spent in this rank be considered in the time limitation for the attainment of tenure.

TENURE TRACK/ TENURED

A. 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 relevant 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 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.

3. Service
The candidate demonstrates:
 - Outstanding service and leadership in school, university and national committees.
 - Active service to the community, in a professional or nonprofessional capacity.

- 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 excellence in patient care in provision or supervision of treatment.
2. Service
The candidate demonstrates interest in and the 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.

B. Clinical Associate Professor

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

1. Teaching

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

The candidate demonstrates:

- Published manuscripts or abstracts or MedEd Portal publications.

OR

- Scholarly presentations at local, national or international meetings.

3. Service

The candidate demonstrates:

- Outstanding service to school, university and national committees.
- Leadership in committee activities.
- Active service to the community, in a professional or nonprofessional capacity.

- 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

Dean within five working days of receipt of the materials.

- F. An individual initially appointed to the faculty at the rank of Associate Professor or above may apply for tenure as early as three years, but not later than six years after initial appointment. The Dean may appoint a faculty member with tenure or impose a probationary period in instances where the faculty member has been granted tenure at a previous institution of higher education. Those not attaining tenure within the prescribed time will be issued a one year contract which will not be renewed by the University.
- G. No faculty member may transfer between a clinical track and a tenure track, or vice versa, unless an advertised position is available and he/she is the successful candidate.
- H. With the advisory input of the department chairperson and the Rank and Tenure Committee, when appropriate, the Dean will forward his/her recommendations to the Vice President for Academic Affairs and make a preliminary offer of appointment to the candidate. This offer will include salary and rank and tenure status.
- I. The Dean, upon written acceptance of the preliminary offer by the candidate, will forward a recommendation to the Vice President for Academic Affairs to offer the prospective faculty member a contract. The Dean will notify the Committee of the disposition of the candidate's rank and tenure status.

V. PROCEDURES FOR INTERIM REVIEW PROCESS.

- A. The rank and tenure committee recommends that tenure-track and clinical-track faculty meet with the committee not sooner than their second year of appointment. The time frame for this process is as follows: application in June and meeting with the Rank and Tenure Committee in September of the same year. The individual must prepare a formal dossier reflecting their accomplishments in the areas of service, scholarly activities and teaching. Candidates are encouraged to work with their department chairperson or designee in preparing the dossier. Please review **DEFINITION AND CRITERIA FOR ACADEMIC RANKS FOR FULL-TIME FACULTY** in section III of this document. The interim review process is not applicable for consideration of promotion from associate professor to full-professor level.
- B. The Professional Development Plan (PDP) should assist the faculty member in preparing for the interim review process.

VI. PROCEDURES FOR PROMOTION AND/OR TENURE REVIEW OF FULL-TIME FACULTY.

- A. Each year the Rank and Tenure Committee will send to the Dean and all full-time faculty the *Review of Procedural Guidelines for Candidates for Promotion and Tenure* (Appendix 1 & 2). This *Review* 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 *Review of Procedural Guidelines for Candidates for Promotion and Tenure*. 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. A copy of the Dean's recommendations will be sent to the Rank and Tenure Committee.
- G. The Vice President for Academic Affairs shall notify the candidate, the chairperson, the Dean, and the chairperson of the Rank and Tenure Committee of the decision in writing.

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.

A. TEACHING

Within the School of Dentistry, teaching is considered any activity which facilitates learning, including, but not limited to development and delivery of course or curriculum content, clinical teaching, assessment of student performance, mentorship, and maintenance and dissemination of current knowledge in the field.

The percentage of the candidate's professional time as allocated by the department and/or the Dean will reflect both the nature and the extent of the documentary materials required to support his/her teaching effectiveness.

Documentation of teaching effectiveness may include:

- Unedited results of student course evaluations and instructor assessments for the three years prior to application for promotion and/or tenure.
- Statements about teaching effectiveness, course evaluation and grading practices from administrators and/or senior faculty in the School of Dentistry as requested by the individual compiling the dossier.
- Evaluations by qualified peers at other institutions on the appropriateness and validity of course outline, instructional goals and objectives, content of syllabi, audio-visual programs, course manuals, handouts and evaluation methods as requested by the individual compiling the dossier.
- End of course reports.
- Examples of assessment instruments developed.
- Instructional resources developed by the candidate.
- Confirmation that teaching methods or materials which the candidate has designed have subsequently been adopted by other schools.

- 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 time assigned for scholarly activities, culminating in refereed abstracts (for oral or poster presentation at a national or international meeting) and full-length publications. It is expected that a faculty member being considered for promotion to the rank of Professor demonstrate increased independent research productivity and creativity or being a principle investigator and first author of published research in a refereed journal since attaining the rank of Associate Professor.

Documentation of scholarship may include:

- Articles representing the conduct of original research, appearing in scholarly, peer-reviewed publications in the field of dentistry, dental education or health sciences.
- Treatise and review articles, representing the analysis and/or synthesis of existing knowledge, appearing in scholarly, peer-reviewed publications in the field of dentistry, dental education or health sciences.
- Books, book chapters, and monographs published in the fields of dentistry, dental education or related areas.
- Case reports or case reviews appearing in dental, or other scholarly, peer-reviewed publications.
- Abstracts and presentations of peer-reviewed scholarly papers in the field of dentistry, dental education or related areas at meetings of learned and professional societies.
- Publications in peer-reviewed journals having a national/international audience. (These will generally be considered to be more significant than those with a more local audience.)
- Publications in MedEd Portal.
- External grant/contract applications approved and/or funded.
- Internal grants funded.
- Original computer programs applicable to dental/medical research or dental education utilized outside the School of Dentistry.
- Research mentoring of faculty colleagues and/or students.

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.
- Activities in a clinical or administrative leadership role.
- Activities in support of the mission and vision of the department, school and university.
- Presentations of continuing education courses locally or nationally.
- Consultation to professional and lay groups.
- Hospital staff appointments (active and regular participation).
- Editorial review boards.
- Membership in societies and associations with active participation including offices held and committee service.
- Honors and awards, i.e., scholarships, fellowships, peer recognition.
- Book reviews and editorials published in dental or other professional journals.
- Articles in non-peer-reviewed publications.
- Community service, i.e. radio/TV interviews/presentations, newspaper articles/editorials, consultation to local governments or community health care endeavors and volunteer participation in community health projects/clinics.
- Active participation in religious, service and community groups.

VIII. TERMINATION.

The University of Detroit Mercy has the right to terminate the employment of non-tenured full-time faculty of the School of Dentistry with or without cause in accordance with the termination provisions of this document. The appointment of tenured full-time faculty may similarly be terminated subject only to the express written policies of the University. In addition, violations of the standard of ethics currently accepted by the profession of dentistry as promulgated by the American Dental Association will result in and otherwise constitute cause for termination of appointment.

The following notice of provisions will apply for the termination of all non-tenured, full-time faculty, both clinical and tenure track:

Instructors: 90 days notice of termination

Assistant/Associate Professors:

Assistant/Associate Professors in the tenure track are entitled to the following notice of

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 his/her salary during the notice period, withholding applicable taxes and social security contributions.

The notice of termination must be in writing, signed by the Academic Vice President or designee and be delivered to the faculty member or mailed to him/her at his/her last known address.

Full-Time Tenured Faculty:

The appointment of tenured full-time faculty may be terminated subject only to the express written policies of the University.

VIII. APPLICATION OF THIS DOCUMENT.

The information contained in this document supersedes that contained in all previous documents concerned with the subject of initial appointments, promotion, and the attainment of tenure for full-time faculty in the University of Detroit Mercy School of Dentistry.

X. PROCEDURES FOR ALTERATION OF THIS DOCUMENT.

Requests for changes to this document can be initiated by any full-time faculty member by petitioning the Dean who will notify the R&T committee and the Faculty Assembly to consider the proposed change.

APPENDIX 1

REVIEW OF PROCEDURAL GUIDELINES FOR PROMOTION AND TENURE FOR TENURE TRACK FACULTY CANDIDATES

The purpose of this memo is to review the guidelines for promotion and tenure and to remind candidates of the deadline for submission of their dossiers to the Rank and Tenure Committee. Candidates should carefully review the 2013 document: *University of Detroit Mercy School of Dentistry Faculty Resource Handbook: Internal Procedures for Appointment, Employment, Promotion and Tenure for Full-Time Faculty* as well as the *Check List for Promotion* (http://dental.udmercy.edu/faculty_handbook/display 5.1.1). Candidates for advancement in promotion and tenure are strongly encouraged to discuss their application with their Department Chairperson and the Chairperson, or any of the members, of the Rank and Tenure Committee. Candidates are strongly advised to begin obtaining documents for their dossier as early as possible. The Chairperson of the Rank and Tenure Committee will send all Tenure Track faculty this document stating the guidelines for promotion and/or tenure no later than October 15.

The Department Chair, or Dean's Designee, will assist the faculty member in preparation of the dossier. The dossier should include, *but is not limited to*:

1. A letter of evaluation from the candidate's departmental chairperson. In the event the candidate is a chairperson, the letter of evaluation should be from the Dean's Designee.
2. Curriculum Vitae: A standardized UDM CV format should be used. A copy of this format is attached including category explanations.
3. At least three (3) letters of recommendation from sources **outside** the University who can testify to the candidate's achievements as an academician and three (3) letters of recommendation from **tenured** faculty or administrators **within** the University. It is the responsibility of the candidate to submit the names of these individuals to the departmental chairperson, or Dean's designee, who will then contact them to seek the letters of recommendation.

Letters of recommendation will not be accepted from any individual who is a member of the Rank and Tenure Committee, unless that individual is the candidate's chairperson.

4. Copies of all publications as well as letters of acceptance from journal editors for materials *accepted but not yet in print*. See CV format for comment regarding papers submitted for publication but not yet accepted.
5. Other evidence of creative activity.
6. Appropriate unedited student evaluations.

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
Anthony Neely, Chairperson
Junu Ojha
Kristina Okalisian-Mulligan
Zheng Zhou

APPENDIX 2

**REVIEW OF PROCEDURAL GUIDELINES FOR
PROMOTION FOR CLINICAL TRACK FACULTY CANDIDATES**

The purpose of this memo is to review the guidelines for promotion and tenure and to remind candidates of the deadline for submission of their dossiers to the Rank and Tenure Committee. Candidates should carefully review the 2013 document: *University of Detroit Mercy School of Dentistry Faculty Resource Handbook: Internal Procedures for Appointment, Employment, Promotion and Tenure for Full-Time Faculty* as well as the *Check List for Promotion* (http://dental.udmercy.edu/faculty_handbook/display 5.1.1). Candidates for advancement in promotion are strongly encouraged to discuss their application with their Department Chairperson and the Chairperson, or any of the members, of the Rank and Tenure Committee. Candidates are strongly advised to begin obtaining documents for their dossier as early as possible. The Chairperson of the Rank and Tenure Committee will send all Clinical Track faculty this document stating the guidelines for promotion and/or tenure no later than October 15.

The Department Chair, or Dean's Designee, will assist the faculty member in preparation and maintenance of a teaching and service dossier. The dossier should include, but is not limited to:

1. A letter of evaluation from the candidate's departmental chairperson.
2. Curriculum Vitae: A standardized UDM CV format should be used. A copy of this format is attached including category explanations.
3. At least three (3) letters of recommendation from sources within the University who can testify to the candidate's achievements as a clinical faculty member. It is the responsibility of the faculty member to submit the names of these individuals to the departmental chairperson, who will then contact them to seek the letters of recommendation.

Letters of recommendation will not be accepted from any individual who is a member of the Rank and Tenure Committee, unless that individual is the candidate's chairperson.

4. Appropriate unedited student evaluations.
5. Copies of any publications, if available, as well as letters of acceptance from journal editors for materials *accepted but not yet in print*. See CV format for comment regarding papers submitted for publication but not yet accepted.
6. Other evidence of creative activity.

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 to the Dean.

Members of the Rank and Tenure Committee

Riyad Al-Qawasmi
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

_____ A. Job Duties

_____ B. Areas of Specialization or Specialized Interest

_____ C. Assigned Activities

Do not submit copies of Career Development Plans or Annual Performance Reviews.

3. _____ Curriculum Vitae (UDM Standardized CV Format) – required

4. Letters – required

_____ A. Chair's Letter of Evaluation

_____ B. Letters of Recommendation from outside reviewers (at least three for tenure-track, optional for clinical-track)

- _____ C. Letters of Recommendation from reviewers within the University (at least three)

- 5. _____ Copies of publications (originals preferred) - required for tenure-track
Candidates for promotion to Professor are only required to submit publications from the past 10 years.

- 6. _____ Unedited student evaluations - required (for at least last three years)

- 7. _____ Evidence of Continuing Professional Education

- 8. _____ Documentation of Teaching Effectiveness*

- 9. _____ Documentation of Scholarship*

- 10. _____ Documentation of Service*

**See UDMSD Internal Procedures for Appointment, Employment, Promotion, and Tenure for Full-Time Faculty, section VII for recommended documentation.*

Candidate and Candidate’s Chair signatures below:

I have reviewed this packet (except for letters which are confidential) and believe that to the best of my knowledge it is accurate and complete. (Required)

Candidate

Date

I have reviewed this packet and believe that to the best of my knowledge it is accurate and complete. (Not required if chair is not recommending candidate. See below.†)

Candidate’s Chair

Date

This cover sheet plus all required documentation listed above (2 - 7) should be organized in a folder labeled with the name of the candidate. Other supporting documentation (8-10) should be submitted separately and appropriately labeled for ease of review.

†If a candidate is initiating promotion or tenure proceedings without the recommendation of their chair, they should request that the Associate Dean responsible for Academic Affairs assist them in compiling their dossier. Letters of recommendation may be requested by the candidate and should be mailed directly to the Chair of the Rank and Tenure Committee. The candidate's chair should still submit a letter directly to the Chair of the Rank and Tenure Committee. In such a case, the candidate may choose to submit copies of their Career Development Plans and Annual Performance Reviews.