

Appointment and Promotion Requirements
for Clinical Teaching Track Faculty
with Start of Employment PRIOR to April 4, 2014

Approved by the University of Colorado School of Dental Medicine Faculty Senate on
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Approved by the Executive Vice Chancellor for Academic and Student Affairs
University of Colorado Anschutz Medical Campus
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REQUIREMENTS FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION FOR FULL-TIME CLINICAL TEACHING TRACK (C/T) FACULTY IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

(Approved by the Faculty Senate March 3, 2021)

1. INTRODUCTION

The Clinical Teaching Track is intended for faculty who participate in a broad range of teaching activities, and who provide leadership and service to the School, University and the community as described below, and who wish to participate in scholarly/creative work activities at a limited level. Clinical Teaching 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 full-time Clinical Teaching Track faculty within the University of Colorado Anschutz Medical Campus School of Dental Medicine (CUSDM). 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 5).

A Clinical Teaching 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 Teaching Track Faculty are expected to devote the majority of their time to teaching.

A tenure track faculty member may request a Clinical Teaching Track appointment before the sixth year of a faculty appointment. Such appointments are subject to approval by the Promotion, Tenure and Post-Tenure Review Committee, Department Chair, and Dean. Tenured faculty may also request appointment to the Clinical Teaching Track. New faculty may be recommended for Clinical Teaching Track during the hiring process.

Clinical Teaching Track faculty may request a Tenure Track appointment while at the rank of Assistant Professor or Associate Professor, provided there is a Tenure Track appointment available. The probationary period will begin at the time of appointment to the Tenure Track. Faculty will be held to the requirements, processes, and procedures of a Tenure Track faculty in the most current Promotion and Tenure document at the time of appointment.

The department chair normally originates the nomination for promotion, after consultation with the appropriate divisional chair. The department chair is responsible for ensuring a departmental review occurs prior to the candidate’s dossier submission. The department chair must assist the candidate in developing a complete dossier for review by the CUSDM Promotion, Tenure, and Post Tenure Review Subcommittee via Interfolio. If

a chair refuses to nominate a faculty member who feels qualified, the faculty member may self-nominate or may be nominated by another fulltime CUSDM faculty member.

The Dean will make the final decision as to whether the individual will be appointed, reappointed, or promoted in the Clinical Teaching Track. The Dean will utilize the recommendations of the departmental chairs, the CUSDM Promotion, Tenure, and Post Tenure Review Subcommittee and the CUSDM Dean's Review Committee (in the case of an appeal), and consider the best interests of the School of Dental Medicine in appointments, reappointments or promotions.

2. CRITERIA FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION OF FULL-TIME CLINICAL TEACHING TRACK FACULTY MEMBERS, CUSDM

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

1. Teaching
2. Leadership and Service
3. Scholarly/Creative Work (for promotion to Full Professor C/T)

Faculty members of all ranks are encouraged to participate in scholarly/creative work activities if available. In addition, faculty members are expected to demonstrate professional growth and professional behavior. Professional behavior includes interactions with patients, staff, students, and colleagues.

Candidates for promotion should refer to Appendix A for guidelines on compiling their dossiers for submission to the Promotion, Tenure, and Post-Tenure Review Subcommittee.

The following written criteria are intended to serve as a guide for the appointment, reappointment and/or promotion of faculty members. A Promotion Criteria Matrix is provided in Appendix B to evaluate teaching, scholarly/creative work activities (for full professor), and leadership and service activities.

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. Active participation in the teaching program of the School and University.
- b. Teaching responsibilities (e.g., contact hours, course directorship, pre-clinic and clinic coverage).
- c. Dedication of the faculty member to teaching. This is demonstrated by 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, and evidence of continued mastery of subject areas (e.g. attendance at courses to enhance teaching and clinical abilities, attendance at CE courses, conferences, teaching laboratories, etc.).

- d. 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.
- e. Evaluation by the 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, and in preclinical laboratories.
- f. Advising and mentoring of pre-doctoral and graduate students, and residents and post-doctoral fellows.
- g. Student evaluation of the overall effectiveness of the faculty member as a teacher.
- h. Clinical teaching as it relates to being a Practice and/or Team Leader; student advising and mentorship.
- i. Student performance in those sections of National Board Examinations and/or clinical board examinations applicable to the faculty member's teaching responsibility.
- j. Teaching awards, Board certification/recertification, and other significant accomplishments.

2. Leadership and Service

Another component of typical faculty activities for Clinical Teaching Track faculty is leadership and service, which includes leadership and service to the University and leadership and service to the community.

Leadership and 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 interactions with patients, staff, students, and colleagues.

Leadership and Service to the Community

Leadership and 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 leadership and 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. Presenting 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. Leadership and 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. Presenting 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.
- g. Presentations on dentistry and related topics to the lay public.
- h. Participation in community dental health education projects.

NOTE: While leadership and 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, scholarly/creative work activities, and leadership and service to the University.

3. Scholarly/Creative Work Activities

Clinical Teaching Track faculty are primarily tasked with teaching and leadership 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 scholarly/creative work activities appropriate to their scientific, clinical, and teaching interests and availability. However, scholarly/creative work activities are not a requirement, except for promotion to Professor C/T. See Appendix B for criteria used to evaluate scholarly/creative work activities.

3. QUALIFICATION FOR CLINICAL TEACHING 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 leadership 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. Terminal degree is defined as the highest degree available in their chosen field or a related field or two years of fulltime dental practice experience in their field and possess outstanding credentials.
- c. Successful completion of advanced education beyond the terminal degree, 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 leadership and service such as School, University, professional organization committee membership and service to the community.
- e. For promotion to Assistant Professor (C/T), the candidate must demonstrate evidence of teaching, and leadership and service at least at the level of meritorious achievement.
- f. For promotion, three internal letters of recommendation, solicited by the appropriate department chair/nominator after consultation with the candidate.

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 leadership and service will be considered along with any scholarly/creative work activities.
2. Criteria for Associate Professor C/T
 - a. Qualification for Assistant Professor C/T.
 - b. Typically, five or more total years of 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 the level of excellent achievement.
 - d. Demonstrated evidence of at least meritorious leadership and service. Quality and quantity of leadership and service contributions will, however, not compensate for deficiencies in teaching. Excellence must be demonstrated 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 typically have a minimum of five years at the rank of Associate Professor C/T or its equivalent. They must demonstrate outstanding accomplishments in teaching and leadership and service, and show evidence of successful scholarly/creative work activities. 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 leadership and service at the level of excellent, 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 leadership and service to the University and the community.
 - d. Demonstrated evidence of scholarly/creative work activities as defined in Appendix B.
 - 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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INTERIM EVALUATION PROCEDURES AND GUIDELINES FOR CLINICAL TEACHING TRACK FACULTY

(Approved by the Faculty Senate March 3, 2021)

1. INTRODUCTION

Interim evaluations are intended to facilitate faculty development consistent with the academic needs and goals of the School of Dental Medicine. These procedures apply to all Clinical Teaching Track faculty who wish to be considered for promotion.

Upon hire at or promotion to the Assistant Professor rank, the department chair and the faculty member will determine when the faculty member will go through an interim review (Appendix C). Interim reviews usually occur in the 3rd or 4th year of employment at this rank. Interim reviews should occur at least two years prior to submission for promotion to Associate Professor (C/T).

GENERAL GUIDELINES

- a. Each faculty member below the rank of Associate Professor who wishes to be considered for promotion, shall be evaluated in a comprehensive manner at least once prior to their submission for promotion. The evaluation shall take place at least 2 years prior to promotion review. The evaluation shall include extramural evaluation of the candidate if determined necessary by the committee. Each faculty member shall be informed orally and in writing of the results of the evaluation.
- b. Department chairpersons (or the Dean, if the faculty member is a department chairperson) shall advise each faculty member regarding the criteria and standards that the School of Dental Medicine uses in reaching a decision about the candidate's performance, and will provide the criteria and standards in writing to each faculty member well in advance of the interim evaluation period. In addition, department chairpersons (or the Dean, if the faculty member is a department chairperson) will advise faculty members at least once each year during annual merit evaluations as to how that individual is progressing toward fulfilling the criteria for promotion.
- c. The criteria for evaluating the performance of faculty shall include those that are used in the School of Dental Medicine for promotion of full-time clinical teaching track faculty. The faculty member's accomplishments in teaching, and leadership and service shall be the main focus of the evaluation. The general guideline in determining acceptable performance is whether the faculty member's growth and accomplishments in these areas are progressing at a level

consistent with other faculty members at the University of Colorado School of Dental Medicine and other similar institutions. The balance of accomplishments in these areas should also be evaluated in light of the goals of the School and department and any official changes in job assignment, e.g., major increases or decreases in administrative, teaching, or research duties.

- d. External evidence of a faculty member's performance should be incorporated in the evaluation. This evidence should include, but is not limited to, national awards, honors, offices in national or international academic professional organizations, editorial functions for scholarly journals, publications in refereed journals and papers presented at regional, national, or international meetings.

2. PROCEDURES

- a. The chairperson of each department (or the Dean, if the faculty member is a department chairperson) is responsible for annual evaluations of the faculty member. These evaluations should provide faculty with feedback on performance and progress in meeting standards for promotion.
- b. Faculty members and their department chairpersons (or the Dean, if the faculty member is a department chairperson) will be notified by the Office of Faculty Affairs in the Fall of the academic year in which the formal interim evaluation is to be conducted.
- c. The department chairperson (or the Dean, if the faculty member is a department chairperson) shall counsel the faculty member concerning updating their vitae (see Appendix D) and identifying supporting documentation to be submitted for the interim evaluation. This includes identification of peers to evaluate their performance.
- d. The faculty member, in consultation with the department chair (or the Dean, if the faculty member is a department chairperson), shall compile all documents to be submitted for the interim evaluation and forward them to the CUSDM Office of Faculty Affairs through Interfolio.

An electronic version, should be submitted to the CUSDM Office of Faculty Affairs no later than December 31. The documentation must include at least the following:

- 1. Current curriculum vitae
- 2. Letter of evaluation from department chairperson to include date and outcome of the departmental review, and a letter of evaluation from the division chairperson
- 3. At least three internal evaluation letters

4. A list of three authorities in the faculty member's field outside the Anschutz Medical Campus to be used by the committee in the event it determines that external input is required
 5. Student teaching evaluations or summary of student teaching evaluations that is prepared by the department or division chairperson
 6. Copies of all publications since appointment to the current position
 7. Other materials deemed appropriate for the committee to evaluate progress toward satisfying all promotion and/or tenure criteria
- e. The Promotion, Tenure and Post-Tenure Review Subcommittee conducts a comprehensive evaluation of the faculty member's performance and accomplishments and progress toward promotion.
 - f. The written summary and the dossier are forwarded to the CUSDM Office of Faculty Affairs who then forwards the committee letter to the faculty member, the department chairperson, and CUSDM Human Resources, and the dean.
 - g. The department chairperson (or the Dean, if the faculty member is a department chairperson) and faculty member meet to discuss the results of the evaluation.
 - h. If requested, the faculty member and department chairperson (or the Dean, if the faculty member is a department chairperson) can meet with the chairpersons of the Promotion, Tenure, and Post-Tenure Review Subcommittee to discuss the overall evaluation and to seek clarification.
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PROMOTION REVIEW PROCESS FOR CLINICAL TEACHING TRACK FACULTY

- a. Prior to the submission of a dossier to the Promotion, Tenure, and Post-Tenure Review Committee, an internal department review must occur. The Department Chair, an internal department representative, and an external department representative must review the candidate's dossier to determine if the candidate meets the criteria for promotion. The dossier should only be forwarded to the Promotion, Tenure, and Post-Tenure Review Committee after the Department Review has concluded. It is the Department Chair's responsibility to assist the candidate in assembling their dossier, as well as convening and conducting the Department Review.
- b. Typically, Clinical Teaching Track faculty should submit a dossier after they have completed at least five (5) years at the rank of Assistant or Associate Professor. Assistant Professors seeking promotion to Associate Professor must have gone through an Interim Review at least two years prior to submission for promotion. The candidate and department chair should be aware of the timeline for submission.
- c. Curriculum Vitae should be formatted as outlined in Appendix D of this document.
- d. Dossiers should be compiled as outlined in Appendix A of this document.
- e. An electronic version of the candidate's dossier should be submitted to the CUSDM Office of Faculty Affairs by December 31 through Interfolio.
- f. The Promotion, Tenure, and Post-Tenure Review Committee will evaluate the candidate's dossier and, based on a majority vote, will make a consensus recommendation to the dean. If the candidate disagrees with the Committee's recommendation, the candidate can appeal the decision to the Dean's Review Committee. The dean will have the final decision to promote or not to promote the candidate. The Dean's Review Committee reviews the dossier and documents from each stage of review and votes on a recommendation in the event of an appeal.
- g. For promotion, the committee will recommend or not recommend based on a vote of excellence in teaching and at least meritorious in leadership and service; separate voting totals will be recorded for each of the two or three categories depending on level of promotion (e.g., four (4) voted meritorious for teaching and three (3) nonmeritorious, etc.) and communicated to the Dean for each candidate.
- h. For promotion to Professor, the committee will recommend or not recommend based on a vote of excellence in both teaching and leadership and service with demonstrated scholarly/creative work activities as outlined in Appendix B.

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 March 3, 2021)

1. 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 (CUSDM). For the purposes of promotion, part-time faculty in this section are defined as faculty with less than 50% FTE. 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. 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 assists the candidate in gathering information, letters of recommendation, curriculum vitae, and other required credentialing documents to support the individual's appointment or in the creation of a dossier for promotion to the faculty rank outlined below, and, with a recommendation, forwards the nomination to the CUSDM Promotion, Tenure, and Post Tenure Review Subcommittee through Interfolio.

Promotion of part-time or volunteer faculty members and preceptors follow the same review process and cycle as full-time faculty. Faculty must meet the same criteria for promotion in the areas of teaching, scholarly/creative work activities, and leadership and service.

2. CRITERIA FOR APPOINTMENT AND PROMOTION OF PART-TIME FACULTY, VOLUNTEER FACULTY AND PRECEPTORS, CUSDM

Clinical Instructor-

In order to be appointed at the part-time Clinical Instructor level at the University of Colorado Anschutz Medical Campus 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 must be from the chair of the department from which the nomination is being made.

Clinical Assistant Professor-

In order to be appointed at the part-time or volunteer Clinical Assistant Professor level at the University of Colorado Anschutz Medical Campus 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 from the chair of the department from which the nomination is being made. For promotion, three letters are required and must be from within the School of Dental Medicine.

In addition, the candidate must have completed appropriate specialty training or they typically have three years of experience in the discipline for which they are being considered for appointment. For promotion to Clinical Assistant Professor, the candidate must be evaluated by the Promotion, Tenure, and Post-Tenure Review Subcommittee as at least meritorious in teaching, and leadership and service.

Clinical Associate Professor-

In order to be appointed at the part-time Clinical Associate Professor level at the University of Colorado Anschutz Medical Campus 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, including from the chair of the department from which the nomination is being made; one letter of recommendation may come from an individual outside the School of Dental Medicine.

In addition, candidates typically have seven additional years of clinical experience, research experience, additional training, or teaching experience. For promotion to Clinical Associate Professor, the candidate must be evaluated by the Promotion, Tenure, and Post-Tenure Review Subcommittee as excellent in teaching, and at least meritorious in leadership and service.

Clinical Professor-

In order to be appointed at the Clinical Professor level at the University of Colorado Anschutz Medical Campus 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, including from the chair of the department from which the nomination is being made, the other three may be from outside the School of Dental Medicine.

In addition, the individual typically has ten additional years of experience, appropriate clinical experience, research experience, additional training or teaching experience, and must have attained national recognition in their field. For promotion to Clinical Professor, the candidate must be evaluated by the Promotion, Tenure, and Post-Tenure Review Subcommittee as excellent in both teaching, and leadership and service and must provide evidence of scholarly/creative work activities.

REQUIREMENTS FOR PROFESSOR EMERITUS IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

(Approved by the Faculty Senate May 22, 2023)

1. INTRODUCTION

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.

Any faculty member may be allowed, upon retirement and in accordance with the campus-defined process and approval by the chancellor, to retain their title with the description "emeritus/emerita."

2. CRITERIA FOR APPOINTMENT OF PROFESSOR EMERITUS, CUSDM

The faculty member must be retired from a full-time, faculty position at the University of Colorado School of Dental Medicine and had a distinguished career.

PROCEDURE:

1. A faculty member’s department chair may nominate a retiring faculty member for the designation, “emeritus.” (See Campus Administrative Policy 1011).
2. Supporting documentation required includes a current curriculum vitae, a one-page summary of the faculty member’s accomplishments during his time at the University (to include promotion times, teaching honors and awards, etc.), and three years of annual evaluation forms.
3. The nomination will be considered sequentially by the Promotion, Tenure, and Post-Tenure Review Subcommittee and by the Dean’s Review Committee. If the Dean concurs with the awarding of the emeritus status, the Dean will submit the recommendation to the Executive Vice Chancellor of Academic and Student Affairs for consideration for a recommendation of approval before forwarding to the Chancellor for consideration.
4. The effective date may be no earlier than the day following the faculty member’s retirement date.

RELATED POLICIES, PROCEDURES, GUIDELINES, AND OTHER RESOURCES

1. Board of Regents Policy 5.C <https://www.cu.edu/regents/policy/5>
2. APS 5060: Faculty Appointments <https://www.cu.edu/ope/aps/5060>
3. APS 5008: Faculty Performance Evaluation <https://www.cu.edu/ope/aps/5008>
4. University of Colorado School of Dental Medicine Faculty Governance Document

APPENDIX A

ORGANIZATION AND REQUIREMENTS OF EVALUATION DOSSIER

Prior to the submission of a dossier to the Promotion, Tenure, and Post-Tenure Review Committee, an internal department review must occur. The Department Chair, an internal department representative, and an external department representative must review the candidate's dossier to determine if the candidate meets the criteria for promotion. The dossier should only be forwarded to the Promotion, Tenure, and Post-Tenure Review Committee after the Department Review has concluded.

It is the Department Chair's responsibility to assist the candidate in assembling their dossier, as well as convening and conducting the Department Review.

Further instructions can be found in Interfolio.

1. Curriculum Vitae- complete document in University of Colorado School of Dental Medicine format
2. Letters of Recommendation
 - a. Internal
 - b. External
3. Teaching (Sequence with most recent first)
 - a. Teaching portfolio
 - i. Professional autobiography- concise review of professional and teaching experience
 - ii. Statement of teaching philosophy
 - iii. Statement of teaching advancements and accomplishments (teaching awards, classroom innovations)
 - iv. Evidence of student performance in your area (acceptance into residency programs, obtaining a post-doctoral position, evidence of advancement in field of study/research, student awards)
 - v. Teaching materials developed
 - vi. Teaching responsibilities (a short description of each class with contact hours)
 - b. Peer and Office of Education teaching evaluations
 - c. Student teaching evaluations
 - d. Evidence of professional growth in education
 - i. Continuing education in education pedagogy- attended last 5 years
 - ii. Continuing education in your profession- attended last 5 years
 - iii. Research/presentations/publications in education
 - iv. Board certification status for advanced trained dentists
 - v. Obtaining a degree in education (e.g. Masters in Education)
4. Scholarly Activity (Sequence with most recent first)
 - a. Summary of scholarly activity

- b. Publication list followed by a copy of publications
 - c. Grants- list of funded and unfunded grants with copies of Notice of Awards.
Committees may request copy of entire grant for additional information. Include dates submitted and proposed lifetime of award.
 - d. Scholarly presentations
5. Leadership and service (Sequence with most recent first)
- a. Summary of leadership and service activity
 - b. Committee membership and leadership roles (e.g. chairs), including faculty governance and organized dentistry leadership and service
 - i. National/ International
 - ii. State
 - iii. University
 - iv. Campus
 - v. School of Dentistry
 - vi. Departmental
 - c. Patient care activities- university associated only (Dental Faculty Practice, UCHHealth)
 - d. Consultantships or internal/external advisory boards

APPENDIX B

UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE PROMOTION CRITERIA MATRIX (Clinical Teaching Track)

Note: The following is intended to present examples of various levels of accomplishment in the areas of teaching, scholarly activity/creative work, and leadership and service. It is not exclusionary, but is intended to assist faculty, department chairs, and promotion committees in matching candidates' accomplishments to the promotion criteria. Moreover, areas frequently overlap in practice, although they are presented as distinct entities here. It should also be noted that the matrix specifies just two categories, meritorious and excellent. Professors will need to achieve excellence in a **significant number** of criteria relevant to their academic profile. Associate professors will have met fewer of these criteria or in not as great depth. The promotion process is meant to describe and reward continued professional growth and achievement. Performance that does not meet the requirements/most of the criteria for meritorious will be deemed not meritorious.

TEACHING	
Meritorious	Excellent
Active participation in teaching activities of the department, school, campus or university, including two or more of the following: presenting a series of lectures covering one or more topics; coordinating a course; acting as a primary instructor in a course; advising or mentoring students, residents, post-doctoral fellows or faculty; attending on an inpatient or outpatient service; organizing or facilitating a seminar series, journal clubs or laboratory exercises; participating in CE courses.	Multiple course directorships or co-directorship and/or participation across the curriculum; development of innovative teaching methods, such as educational websites, simulations, packaged courses or workshops. Invitations to present courses outside of primary department.
Meritorious teaching evaluations from students and peers. Expectation of at least a 4.0 on average to be meritorious.	Consistently receives outstanding teaching evaluations.
Participation in advanced faculty development programs and/or CE courses that enhance the faculty members teaching or pedagogy.	Completion of advanced faculty development programs that result in a certificate or degree in education, with evidence that the faculty member has applied these new skills or new knowledge to improve their teaching or pedagogy.
Participation in workshops or training to improve classroom culture, teaching or mentorship.	Receipt of honors or awards by students/mentees.
Self-improvement activities (for example, participation in workshops or courses that are designed to improve teaching or mentoring effectiveness).	Development of mentoring programs that focus on career development or academic promotion of students, residents, fellows or faculty.

TEACHING Continued	
Meritorious	Excellent
Participation in mentoring programs for students, fellows, residents, or other trainees.	Recognition as an outstanding and influential teacher and/or role model for students, fellows, residents, or other trainees (teaching awards, hooding, mentoring awards).
Self-improvement activities (for example, participation in workshops or courses that are designed to improve teaching and mentoring effectiveness).	Development of mentoring programs that focus on career development or academic promotion of students, residents, fellows, or faculty.
Doctoral Dissertation and Master's committee participation and/or thesis committee member.	Chairing a Doctoral Dissertation or Master's committee and/or thesis committee (not primary advisor).
Develops new or significantly revises educational materials on a consistent basis.	Creates new courses or curriculum that incorporates innovative technologies.
	Evidence of positive impact on teaching in the discipline, such as citations of publications or presentations related to teaching, or authorship of a critically reviewed textbook or other educational materials that have been widely adopted by others.
	Consistent participation in national educational activities (for example, residency review committees, programs sponsored by professional organizations, re-certification courses or workshops).
	Institutional, national, or international teaching awards that recognize contributions to the discipline (e.g., pedagogical innovation, curricular redesign)
	Evidence of continued growth and mastery of subject areas (e.g., attendance at courses to enhance teaching and clinical abilities, conference, teaching laboratories, etc.).
	Record of successful mentorship of students, residents, fellows or other faculty, as measured by: letters of support from mentees; publications, presentations, grants, awards or other evidence of mentees' academic success; evidence that mentees have pursued outstanding careers.
	Development of innovative courses, innovative delivery of course content, problem-based learning cases, laboratory exercises or other instructional materials.
	Published research and/or externally funded research designed to improve pedagogy.

SCHOLARLY/CREATIVE WORK	
Meritorious	Excellent
Abstracts, poster presentations, table clinics at national meetings (ADEA, AADOCR, IADR, etc.), invited research seminars at this or other institutions. Service as an ad hoc member on study section.	A national or international reputation, as evidenced by: external letters of reference; invitations to present at national or international meetings; invitations to write reviews or chapters, or to provide unique expertise as a collaborator on a research project; visiting professorships; service as a regular member on study sections; organization of national meetings; service as a national consultant or on editorial boards of journals.
Authorship of papers in peer-reviewed journals that demonstrate the ability to generate and test hypotheses.	An on-going, peer-reviewed publication record as outlined in Appendix D for Research Track faculty.
A principal and sustained role in the management of programs with external funding, to include NIH, industry funding, or foundation funding. Management of internal grant funding.	Principal investigator status on competitive peer-reviewed research grants (for example: R03 or R21 awards or mentored K08 or K23 awards from NIH or private foundations for associate professors; R01, P0, HRSA awards, or other independent awards for professors). Ongoing record of peer-reviewed grant or contract funding. Secures funding to support educational initiatives related to access to health care.
Published articles on health care professional education with emphasis on hypothesis-driven research.	A continuous record of publications in health professional education and/or educational initiatives related to access to health care, including citation record.
Participation in the design, conduct, and publication of clinical and epidemiological research, including clinical trials.	Leadership in the design, conduct, and publication of clinical and epidemiological research, including clinical trials.
	Awarded patents for discoveries.
	Principal Investigator (PI), Co-Investigator (Co-I) or Key Personnel status on grants or contracts.
	Member of review section or editorial board.
	Contributions to books, journals, or clinical information systems.
	Demonstrated evidence of significant independent intellectual contributions to successful research programs.
	Other evidence of clinical and epidemiological scholarship (for example, research, grants, publications or national presentations) that promote health care quality and patient safety or that advance the science and practice of health care quality improvement.
	Secures funding, or partners on one or more research projects with community organizations.

LEADERSHIP/SERVICE	
Meritorious	Excellent
Active leadership and service on committees or task forces within the program, division, department, school, campus or university.	Appointment to responsible positions within the institution such as chair of a committee; faculty officer; program director; academic clinical coordinator; membership on major decision-making Anschutz Medical Campus committees.
Leadership and service to local, state, national or international organizations through education, consultation or other roles.	Leadership and service as an officer or committee chair in professional or scientific organizations.
Presenting continuing education at the school and local level.	Presenting continuing education lectures and/or clinical presentations at state, national, or international meetings.
Participating in a task force for a professional or scientific association or on a state or regional committee that aims to support or promote access to health care.	Chairing a task force for a professional or scientific association or serving on a national committee related to access to health care.
Participation in community dental health education projects.	Election to responsible positions dealing with health care issues at the local, state, regional, national or international levels.
Mentoring and encouraging the professional growth of junior faculty members.	Chairing a junior faculty mentoring committee or development of a faculty-mentoring program.
Participation in community dental health education projects.	Leading community dental health education projects.
Presentations on dentistry and related topics to the lay public.	Election to responsible positions dealing with health care issues at the local, state, regional, national or international levels.
	Participation on NIH study section, grant reviewer, and external program evaluation.
	Leadership and service awards from an area of the University or from a local, national, or international organization (civic, scientific and/or professional).
	Leadership and service on editorial boards of professional or scientific journals.
	Consultative services to other health professionals, hospitals, institutions of higher education, and governmental agencies.
	Serving as the Director of or on the Executive Board of Dental Faculty Practice

APPENDIX C

SAMPLE OF AN INTERIM EVALUATION NOTIFICATION FORM

**UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS
SCHOOL OF DENTAL MEDICINE
FACULTY INTERIM EVALUATION NOTIFICATION**

FACULTY NAME (PRINT): _____

DEPARTMENT: _____

DATE OF INITIAL FULL-TIME APPOINTMENT: _____

CREDIT TOWARD PROBATIONARY PERIOD (if applicable): _____
Years

Interim evaluations are intended to facilitate faculty development, consistent with the academic needs and goals of the School of Dental Medicine. Interim evaluations generally occur in the third or fourth year of a faculty member's full-time appointment. There is a two-year period between the interim review and review for promotion. The faculty member and the department chairperson jointly determine which year the interim evaluation will be conducted, and state the agreed-upon year in writing.

**THE INTERIM EVALUATION FOR THE ABOVE-NAMED FACULTY
MEMBER WILL BE SUBMITTED IN DECEMBER OF _____**

CONCURRENCE:

Faculty Signature

Date

Department Chairperson Signature
(or Dean, if applicable)

Date

The original notification form is maintained by the departmental office (or Dean's office, if the faculty member is a department chairperson), a copy is maintained by the faculty member, and a copy is forwarded to the Office of Faculty Affairs.

APPENDIX D
CU SDM CURRICULUM VITAE FORMAT

FULL NAME:

CURRENT DATE:

PERSONAL HISTORY

Office Address:

Phone:

E-mail:

Fax:

Home Address: *(Optional)*

Phone: *(Optional)*

EDUCATION:

(List highest earned degree first)

(Include Institution and Location; Degree; Date(s) Attended; Degree Major)

(Include Postdoctoral Training [Residency/Fellowship]; Graduate School; Dental School; College)

Examples

- | | |
|-------------|--|
| 1998 - 2001 | Doctor of Dental Medicine
Dental College of Georgia
Augusta University
Augusta, Georgia |
| 1998 - 2004 | Ph.D. in Oral Immunology
University of Texas San Antonio
San Antonio, Texas
Dissertation Advisor: Robert E. Jones, Ph.D.
Dissertation Title: Salivary proteins and aggressive caries |

SPECIALTY BOARDS:

(List board eligibility if not boarded)

LICENSURE:

PROFESSIONAL EXPERIENCE:

(Reverse chronological order)

(Include Institution/Organization, Department/Division, Location, Title(s)/ Position(s), and date(s) each was held)

(Optional: Separate into categories such as Academic Appointments, Administrative Appointments; Hospital Appointments; Private Practice Experiences; and Military Leadership and service if dental related)

HONORS:

TEACHING, SCHOLARLY/CREATIVE WORK, LEADERSHIP AND SERVICE:

1. TEACHING ACTIVITIES

Teaching Responsibilities:

(Reverse Chronological order)

*(Include: 1) Courses directed (brief summary of major responsibilities 2) **number of hours actually taught**)*

Course Participation:

(Include number of hours the individual actually taught)

Teaching Materials Developed:

Teaching Awards:

Mentoring Activities:

Summer Research Students (Dental only)

Graduate Students (Ph.D. or Masters)

Post-doctoral Fellows

2. SCHOLARLY/CREATIVE WORK ACTIVITIES

Current Research:

Financial Resources/ Grants & Contracts:

(Reverse Chronological Order)

(Include Project Title, Funding Agency, Date(s) of Project, PI or CO-PI, and Total Direct and Indirect Costs broken out (\$))

(Separate by Active Research Support and Completed Research Support)

(Separate into categories such as School of Dental Medicine, University Colorado Anschutz Medical Campus, Federal/State, Professional Associations)

Publications:

(Published and In Press)

(Reverse chronological order)

(Formatting examples attached)

Periodicals:

(Published and In Press)

(Reverse chronological order)

(Formatting examples attached)

Book Chapters:

(Published and In Press)

(Reverse chronological order)

(Formatting examples attached)

Abstracts:

(Indicate those that were presented)

Theses Directed:

(Include Date, Title, Type, and Student's Name)

3. LEADERSHIP AND SERVICE ACTIVITIES

Invited and Selected Presentations:

(Reverse chronological order)

(Include papers and table clinics; do not include presentations that also appear as published abstracts)

(Separate into categories such as Local, State, National/International)

Continuing Education Courses Presented:

(Reverse Chronological order except when same course is given in multiple times; then list under first time taught and include other dates given)

(Include Date(s), Course Title, Number of Hours, Location)

Administrative Positions at the School:

Governance Positions

Committee Appointments:

(Reverse chronological order)

School of Dental Medicine

Date(s) **Committee Name**

Date(s) **Offices Held**

University

Date(s) **Committee Name**

Date(s) **Offices Held**

State

Date(s) **Committee Name**

Date(s) **Offices Held**

National/International

Date(s) **Committee Name**

Date(s) **Offices Held**

Society/Professional Organizations:

(Reverse Chronological Order)

(Include Date(s), Society/Organization Name, Offices Held, and Date(s) held)

Grant Review Panels:

(Reverse chronological order)

(Include Date(s), Name of study section or panel and leadership position if any)

Editorial Boards of Journals:

(Reverse chronological order)

(Include position(s) held, and date(s))

Journal Peer Review

(List only Journal titles; no dates)

Textbook Peer Review:

Consultant Positions:

(Reverse chronological order)

EXAMPLES

Reference Format

A. Journals (list all authors if six or less, otherwise list only first three and add et al.)

1. Standard Reference

Gibson GB, Richardson AS, Patton RE, Waldman R. A clinical evaluation of occlusal composite and amalgam restorations: one- and two- year results. J Am Dent Assoc 1982; 104:335-37.

2. Corporate Author

Federation Dentaire International. Technical Report No. 28. Guidelines for antibiotic prophylaxis of infective endocarditis for dental patients with cardiovascular disease. Int Dent J 1987;37;235.

B. Books and Monographs

1. Personal Author(s)

Tullman JJ, Redding SW. Systemic disease in dental treatment. St. Louis: The CV Mosby Co; 1983:1-5.

2. Chapters in a Book

Johns R. Restorative needs and methods. In: Cohen B, Thomson H, eds. Dental care for the elderly. London: William Heinemann Medical Books; 1986: 142-77.

3. Agency Publication

Miller AJ, Brunelle JA, Carlos JP, Brown LJ, Loe H. Oral health of United States adults. Bethesda, Maryland: National Institute of Dental Research, 1987; NIH publication no. 87-2868.

4. Dissertation or Thesis

Author. Title. [Thesis]. City, State: Institution, date, #p.

GRANTS, CONTRACTS, AND PATENTS

Date Agency & Amount, Title

APPENDIX E

PROCEDURAL GUIDELINES FOR FACULTY PROMOTION PROCESS

The following are guidelines that provide additional clarity to the promotion 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.
- d. The Promotion, Tenure and Post-Tenure Review Subcommittee will be the first level of review for all appointments, interim reviews, promotions, granting of tenure, and post-tenure reviews.
- e. Committee members who are scheduled for promotion, shall not be present during the review of their dossier or the vote.

2. Dean's Review Committee

- a. Chair of the committee and members will be appointed at the discretion of the Dean.
- b. Faculty from outside the School of Dental Medicine may be appointed to the committee at the discretion of the Dean.
- c. Only full-time, tenured associate/full professor or associate/full professor clinical track should comprise committee membership.
- d. For Clinical Teaching Track faculty, the Dean's Review Committee will serve as the second level of review for all appeals for interim reviews and promotions.

3. Interim Reviews

- a. Each full-time faculty member below the rank of associate professor clinical teaching track shall be evaluated in a comprehensive manner in accordance with the School of Dental Medicine's Interim Review Procedures and Guidelines found within this document.
- b. The department chair should meet with the candidate to discuss the summary of findings and help plan appropriate strategies for improvement if necessary. Chairs of the Promotion, Tenure and Post-Tenure Review Committee and DRC should be available for clarification and suggestion if necessary.
- c. An electronic copy of the candidate's dossier should be submitted through Interfolio to the Office of Faculty Affairs by December 31

- d. The dossier should be compiled as outlined in the Faculty Interim Evaluation Procedures and Guidelines.
- e. Information on the Differentiated Annual Workload and Professional Plan and annual performance ratings will be available to the chairs of each committee if necessary.

4. Promotion Guidelines

- a. Clinical Teaching Track faculty typically submit their dossier for promotion after at least two years at the Instructor Level, at least 5 years at Assistant Professor Level, and at least 5 years at Associate Professor Level. Candidates must meet the promotion criteria outlined in this document, which may take longer than the number of years noted above.
- b. Department reviews should occur prior to submission to the Office of Faculty Affairs.
- c. Candidates submitting their dossiers for promotion should submit their materials to the Office of Faculty Affairs no later than December 31.
- d. Candidates seeking promotion to Associate Professor or Professor should refer to the Guidelines for the Evaluation of Publications, Appendix B.
- e. Curriculum Vitae should be formatted as outlined in Appendix D of this document.
- f. Dossiers should be compiled as outlined in Appendix A of this document.
- g. An electronic copy of the candidate's dossier should be submitted through Interfolio to the Office of Faculty Affairs by December 31.
- h. To assist with and expedite the review process, the candidate should also submit an electronic copy of their dossier to the Office of Faculty Affairs by December 31.

5. Committee Protocols

- a. Pre-printed ballots, or electronic ballots when necessary, will be utilized when voting on 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 review committee an alternate chair should be appointed for evaluation of that candidate.
- e. If a committee member is being evaluated for promotion, they should be excused from committee deliberations and votes on their promotion.

- f. The Promotion, Tenure, and Post-Tenure Review committee will provide an overall evaluation of the faculty member's performance as either excellent, meritorious, or not meritorious and 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. The Promotion, Tenure and Post-Tenure Review Committee should complete their evaluation(s) by the end of December
- h. The Promotion, Tenure, and Post-Tenure Review Committee will make a recommendation whether to promote or not to promote to the dean. If the candidate disagrees with the recommendation, the candidate can appeal the decision to the Dean's Review Committee. The dean will have the final vote in the decision to promote or not to promote the candidate. The Dean's Review Committee only reviews the dossier and votes on a recommendation in the event of an appeal.
- i. Committee members may request a copy of the summary letter written by committee chairs to the candidate/Dean summarizing committee findings.