



School of Dental Medicine  
UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

Appointment and Promotion Requirements  
for Clinical Teaching Track, Research Track and Clinical Track Faculty  
with start of employment or appointment track transition ON or AFTER March 21, 2022

Approved by the University of Colorado School of Dental Medicine Faculty Senate on  
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Approved by the University of Colorado Denver | Anschutz Medical Campus, Office of the Executive Vice  
Chancellor for Academic and Student Affairs

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## **Preamble**

This governance document outlines the process of appointment, promotion and evaluation of all Clinical Teaching Track, Research Track, and Clinical Track faculty members. Appointment and promotion are based on summary evaluations of a faculty member's cumulative performance. These processes are separate and distinct from the annual merit performance evaluation. Every candidate for interim evaluation and promotion, shall consult with and be advised by the chair of their department regarding the areas of performance that will be examined, the standards of performance that must be met, and the criteria that the Promotion, Tenure, and Post-Tenure Review Committee and the Dean's Review Committee uses in reaching a recommendation about the candidate's performance. As such, the chairperson or a departmental level advisory committee is expected to provide a first level assessment of a faculty member's readiness for consideration of promotion.

In preparation for a faculty member's interim review and submission of their name for promotion, the chair of their department has the responsibility for providing leadership toward the achievement of the highest possible level of excellence in teaching (didactic, preclinical, and clinical), scholarly/creative work activities, and leadership and service activities, as appropriate. The chair is expected to articulate the goals of the department and to maintain a climate that is hospitable to creativity and innovation. The chair is also expected to be knowledgeable of and be able to articulate the processes and procedures outlined in this document. The chair or chair's designee shall assist the faculty member with the development of their review and promotion dossiers.

## Definitions/Glossary of Terms

Five years full-time service: will be based off 100% FTE and prorated for time less than 100% FTE.

### Terminal Degrees:

- 1) For Dental Hygienists, at least a Master's degree in a related field;
- 2) For foreign-trained dentists, BDS/DDS from non-U.S. accredited school and Master's degree or advanced training certificate from a U.S. accredited institution;
- 3) For general dentists, DDS/DMD from a US accredited school;
- 4) For specialists, advanced training certificate and/or Master's degree in addition to the DDS/DMD;
- 5) and PhD or equivalent for basic science researchers.

Scholarly presentations: presenting work (oral or poster presentations) that has resulted from research, clinical trials or educational innovation at state, national, and/or international conferences.

Continuing Education: presenting or attending courses designed to enhance your clinical skills and to stay current on changes in the field of dentistry.

## Related Policies/Cross References

APS 1009: Multiple Means of Teaching Evaluation

APS 5008: Faculty Performance Evaluations

APS 5060: Faculty Appointments

Regent Policy 5.C: Faculty Appointments

Regent Policy 5.G: Faculty Grievance

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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

## 1. INTRODUCTION

The Clinical Teaching Track is intended for faculty who primarily participate in a broad range of teaching, and provide leadership and service to the School, University and the community as described below, and who participate in scholarly 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 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) and University Administrative Policy Statement (APS) 5060.

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. However, evidence of scholarly/creative work activities and leadership and service activities are essential for promotion.

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 a Tenure Track appointment is 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, in 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 (see

Appendix A). If a chair refuses to nominate a faculty member who feels qualified, the faculty may self-nominate or may be nominated by another full-time CUSDM faculty member. If a candidate is a department chair, they may be nominated by another full-time CUSDM faculty member of equal or higher academic rank.

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 for promotion), and the best interest of the School of Dental Medicine in appointments, reappointments, or promotion.

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

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

1. Teaching
2. Scholarly/Creative Work Activities
3. Leadership and Service

In addition, a faculty member is 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, and leadership and service activities.*

During promotion review, faculty will be evaluated in the three areas of teaching, scholarly/creative work activities, and leadership and service as 1) Excellent, 2) Meritorious, or 3) Not Meritorious. See chart below.

Clinical Teaching Track Promotion to Associate Professor	
Teaching	Excellent (required)
Scholarly/Creative Work Activities	Evidence of activity
Leadership and Service	At least Meritorious
Clinical Teaching Track Promotion to Professor	
Teaching	Excellent (required)
Scholarly/Creative Work Activities	At least Meritorious
Leadership and Service	Excellent (required)

## 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, for the faculty member in question regarding a determination of teaching achievement.

- a. Active support of 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, 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, clinical, and pre-clinical laboratory setting.
- 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. Teaching awards, Board certification/recertification, and other significant accomplishments.
- i. Clinical teaching as it relates to being a Practice and/or Team Leader; student advising and mentorship

## 2. Scholarly/Creative Work Activities

Although Clinical Teaching Track faculty are primarily tasked with teaching and leadership and service-related activities, members of the faculty may be provided with time to use towards scholarly/creative work activities appropriate to their scientific, clinical, and teaching interests, based upon FTE. These may include but are at not limited to:

- a. Publications, including peer-reviewed and non-peer-reviewed manuscripts, books, book chapters, monographs, and electronic publications with peer-reviewed materials receiving greater weight; position of authorship will also be considered. See Appendix C for guidelines on publications and other scholarly activities.
- b. American Dental Education Association (ADEA), International Association for Dental Research (IADR), American Dental Association for Dental, Oral, and Craniofacial Research (AADOCR) abstracts or specialty organization meeting abstracts, poster presentations, table clinics.
- c. Other products of scholarship as broadly defined, including the scholarship of discovery, education, application or integration in which the candidate is a lead investigator.
- d. Development of intellectual property.
- e. Grants and contracts (sponsored research).
- f. Un-sponsored ongoing, active research, with progress to date.
- g. Lectures and/or presentations regarding scholarly activity at national or international meetings
- h. Clinical scholarship that promotes health care quality and patient safety or that advances the science and practice of health care.
- i. Leadership and/or collaboration in clinical trials.
- j. Presentations or publications on the Scholarship of Teaching and Learning

See Appendix C for minimal thresholds of scholarly/creative work activities for promotion.

### 3. Leadership and service

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

**Leadership and service to the School/University** - This responsibility involves a general contribution to the School/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. Representation of the School or University to organized dentistry and other professional groups, including participation at these meetings on behalf of the School.
- c. Representation of the School or University to governmental agencies, when formally requested by the Dean or department chairperson.
- d. Helping and encouraging the professional growth of junior faculty members and other colleagues.
- e. Doctoral dissertation and Master's committee participation and/or thesis supervision of students other than those in the program.

**Leadership and service to the Community and Profession** - Leadership and service to the scientific and dental 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, scientific community, 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. Leadership and service to the profession at the state, national, and international levels.
- c. Consultative services to other health professionals, hospitals, institutions of higher education, and governmental agencies.
- d. Presenting in continuing education programs not sponsored by the University of Colorado.

- e. Lectures and/or clinical presentations at local and/or state meetings. This criterion involves presentations that represent continuing education.
- f. Presentations on dentistry and related topics to the lay public.
- g. Participation in community dental health education projects.

*NOTE: While service to the community as described in this section is important and casts a favorable light upon the School, faculty members must carefully balance this activity with the University's legitimate expectations of them in teaching, scholarly/creative work activities, and leadership and service to the University.*

### **3. QUALIFICATION FOR CLINICAL TEACHING TRACK FACULTY RANK, PROMOTION, AND REAPPOINTMENT**

#### **A. Criteria for Instructor C/T**

- 1. The applicant is expected to have the doctoral dental degree or the Bachelor of Science dental hygiene degree and be well qualified to teach.
- 2. 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 terminal degree in that field.
- 3. 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.
- 4. Evidence of scholarly/creative work activity is not required for appointment at this level.
- 5. Two letters of recommendation, solicited by the appropriate department chair after consultation with the applicant.
- 6. 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.

## **B. Criteria for Assistant Professor C/T**

1. Qualification for the rank of Instructor C/T.
2. An Assistant Professor C/T is expected to have some successful teaching experience in dental education or equivalent.
3. The appropriate terminal degree as defined in the Glossary of Terms. It is expected that faculty at this level will possess a U.S. doctoral dental degree (or BDS with US advanced training certificate) or at least a master's degree for dental hygienists, and be well qualified to teach.
4. For specialists, successful completion of advanced education beyond the terminal degree, receiving a certificate or equivalent, or successful completion of an acceptable postgraduate training program not leading to a degree.
5. For general dentists and dental hygienists, two or more years successful teaching experience in dental or dental hygiene education, or at least two years of full-time private practice experience.
6. Evidence of leadership and service such as School, University, professional organization committee membership and service to the community.
7. Three internal letters of recommendation, solicited by the appropriate department chair/nominator after consultation with the applicant.
8. For promotion to Assistant Professor, the candidate must demonstrate evidence of teaching and leadership and service at least at the level of meritorious achievement (Appendix B). No scholarly/creative work activities are required at this level of promotion.

## **C. Criteria for Associate Professor C/T**

1. Qualification for Assistant Professor C/T, including the appropriate terminal degree as defined in the Glossary of Terms.
2. Gone through an Interim Review typically two years prior to submission for promotion to Associate Professor.
3. Demonstrated evidence of scholarly/creative work activities as defined in Appendix B and Appendix C.
4. Demonstrated evidence of successful teaching at the level of excellent achievement.
5. Demonstrated 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.

6. Typically, five or more total years of full-time experience at the level of assistant professor in appropriate higher educational settings or its equivalent.
7. 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. Criteria for Professor C/T**

1. When a faculty member is evaluated for full professor, the most current primary unit criteria (document) shall apply.
  2. Qualification for associate professor C/T, including the appropriate terminal degree as defined in the Glossary of Terms.
  3. Demonstrated evidence of scholarly/creative work activities of at least meritorious as defined in Appendix B and C.
  4. Demonstrated excellence in teaching. To receive an excellent rating in teaching, a candidate must have demonstrated achievement at the campus, local, and/or national level.
  5. Demonstrated excellence in leadership and service to the School, University, and the community and contributing to the development of junior faculty and the profession.
  6. Faculty at this rank typically have a minimum of five years at the rank of Associate Professor C/T or its equivalent.
  7. 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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**REQUIREMENTS FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION FOR FULL-TIME RESEARCH TRACK FACULTY IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS**

Faculty members at the School of Dental Medicine whose primary duties are to conduct research may be eligible for appointment and promotion in the Research Track series. Faculty members in the Research Track are expected to devote approximately 80% of their time to research and scholarly activities, 10% to teaching, and 10% to leadership and service. Ranks in the series include: Assistant Research Professor, Associate Research Professor, and Research Professor.

A candidate being considered for promotion within this series is expected to achieve and maintain an “excellent” level of performance in research and meet the criteria outlined in Appendix B and Appendix D as it relates to research and scholarly activity.

Research Track Promotion to Associate Professor	
Teaching	At least Meritorious
Scholarly/Creative Work Activities	Excellent (required)
Leadership and Service	At least Meritorious
Research Track Promotion to Professor	
Teaching	Excellent or Meritorious
Scholarly/Creative Work Activities	Excellent (required)
Leadership and Service	Excellent or Meritorious

\*For promotion to Professor, the candidate must be Excellent in two of the three categories.

Research Track faculty may request a Tenure Track appointment while at the rank of Assistant Professor or Associate Professor, provided there is a Tenure Track position 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.

**A. Criteria for Assistant Professor – Research**

1. An appropriate terminal degree. See Glossary of Terms for terminal degrees.
2. Successful completion of advanced education/training beyond the terminal degree, such as post-doctoral research, residency, or fellowship.
3. Documented evidence of interest and abilities in scholarly/creative work activities as demonstrated by research activities and/or publications in peer-reviewed journals, abstracts, etc, as well as some research funding. The quality of the scholarly activities will be considered as well as the quantity.
4. Evidence of teaching and leadership and service.

5. Potential for independent and collaborative scholarly/creative work activities. Show evidence of considerable potential for success in research relevant to dental medicine.
6. Ability to participate in the training of dental students, post-doctoral fellows, residents, and/or graduate students.
7. Three letters of recommendation from experts in the faculty member's field, solicited by the appropriate department chair/nominator after consultation with the applicant.

## **B. Criteria for Associate Professor – Research**

1. Qualification for Assistant Professor – Research, including the appropriate terminal degree as defined in the Glossary of Terms.
2. Typically, five or more total years of full-time experience at the level of Assistant Professor – Research in appropriate higher educational settings or its equivalent, and education/training beyond the terminal degree.
3. For promotion, each faculty member below the rank of Associate Professor – Research must have completed a comprehensive (Interim) review at least once prior to consideration for promotion and typically two years prior to submission for promotion to Associate Professor. Such evaluation shall include extramural evaluation of the candidate.
4. Documented evidence of at least meritorious teaching and leadership and service activities.
5. Accomplishment (at the level of excellent achievement) in scholarly/creative work activities as demonstrated by completed research, research funding, and publications as outlined in Appendix B. The quality and quantity of the scholarly activities, as well as the extent of involvement and the initiative of the individual, are considered. Guidelines for publications are in Appendix D.
6. Demonstrable evidence that the candidate, by independent effort, has secured an extramurally-funded program of original research or scholarly activity. May be serving as a principal investigator with independent funding or, in recognition of interdisciplinary and collaborative scholarship, as a co-investigator with contributions that are original, essential, and significant will be considered.
7. The candidate must have participated in the training of post-doctoral fellows, residents, and/or graduate students.
8. 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.

### **C. Criteria Professor – Research**

1. When a faculty member is evaluated for full professor, the most current primary unit criteria shall apply.
2. Qualification for Associate Professor – Research, including the appropriate terminal degree as defined in the Glossary of Terms.
3. Typically have a minimum of five years at the rank of Associate Professor – Research.
4. National/international recognition as demonstrated by major publications, invitations to present at national/international meetings, leadership in select national/international professional organizations, and significant consultantships.
5. Maintenance of an ongoing extramurally-funded program of research or scholarly activity.
6. Ongoing teaching accomplishments through continuous work with postdoctoral fellows and graduate students, in addition to pre-doctoral students at the CU School of Dental Medicine.
7. Demonstrated excellence in scholarly/creative work activities. Promotion criteria are included in Appendix B.
8. Demonstrated leadership and service to the University and the community, and contributions to the development of junior faculty. Promotion criteria are outlined in Appendix B.
9. Must be Excellent in two of the three categories (excellence in scholarly/creative work required), and at least meritorious in the third category
10. 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 AND RESEARCH TRACK FACULTY

## 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 and Research Track faculty who wish to be considered for promotion.

Upon hire, the department chair and faculty member will determine when the faculty member will go through an interim review (Appendix E). Interim reviews usually occur in the 3<sup>rd</sup> or 4<sup>th</sup> year of employment. Interim reviews should occur typically two years prior to submission for promotion.

## 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 typically 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 faculty. The faculty member's accomplishments in teaching, scholarly/creative work activities, and leadership and service shall be the main focus of the evaluation. The general guideline in determining acceptable performances is whether the

faculty member's growth and accomplishments in these three areas are progressing at a level consistent with School of Dental Medicine expectations, showing that the faculty member is on a trajectory for promotion. The balance of accomplishments in the three 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 in 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 Dean 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 vita (see Appendix F) and identifying supporting documentation to be submitted for the interim evaluation. This includes identification of peers to evaluate the faculty member's performance if the committee deems it necessary.
- 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 Office of Faculty Affairs through Interfolio.

*An electronic version should be submitted to the CUSDM Office of Faculty Affairs through Interfolio no later than October 15th. The documentation must include at least the following:*

1. Current curriculum vitae as outlined in Appendix F.
  2. Letter of evaluation from department to include date and outcome of departmental review, and division chairperson, when applicable
  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 prepared by the department chair or division chairperson.
  6. Completed Peer Evaluation of teaching. See CUSDM Peer Evaluation Policy.
  7. At least one additional means of evaluation of teaching. Examples include, but are not limited to instructional materials, curriculum development efforts, professional development and innovations related to teaching, teaching awards, grants for teaching and education improvements, documented efforts to create inclusive and equitable educational experiences for students, scholarly research and presentation or publication on teaching and learning. See APS 1009 for additional examples.
  8. Copies of all publications since appointment to current position.
  9. Summary of grant submissions and grant awards since appointment to current position.
  10. 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 and/or tenure.
- 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, 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 evaluation letter and to seek clarification.

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## PROMOTION REVIEW PROCESS FOR CLINICAL TEACHING TRACK AND RESEARCH 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, faculty should submit a dossier after they have completed at least five (5) full-time years at the rank of Assistant or Associate Professor. Assistant Professors seeking promotion to Associate Professor must have gone through an Interim Review, typically two years prior to submission for promotion. The candidate and department chair should be aware of the timeline for submission.
- c. Candidates seeking promotion to Associate Professor and Professor should refer to the Guidelines for the Evaluation of Publications, Appendix C for Clinical Teaching Track and Appendix D for Research Track
- d. Curriculum Vitae should be formatted as outlined in Appendix F of this document.
- e. Dossiers should be compiled as outlined in Appendix A of this document.
- f. An electronic copy of the candidate's dossier should be submitted to the Office of Faculty Affairs by October 15<sup>th</sup> through Interfolio.
- g. 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 the documents from each stage of review and votes on a recommendation in the event of an appeal.
- h. For promotion to Clinical Teaching Track Associate Professor, the Promotion, Tenure, and Post-Tenure Review Committee will recommend or not recommend to the dean based on a vote of excellence in teaching as outlined in Appendix B and at least meritorious in scholarly/creative work activities (and Appendix C)

and leadership and service. Separate voting totals will be recorded for each of the three categories (e.g., four (4) voted meritorious for teaching and three (3) non-meritorious, etc.), as well as an overall vote to promote or not promote.

Recommendations for each candidate must be communicated to the Dean in a summary letter.

- i. For promotion to Clinical Teaching Track Professor, the Promotion, Tenure, and Post-Tenure Review Committee will recommend or not recommend to the Dean based on a vote of excellence in both teaching and leadership and service with demonstrated scholarly/creative work activities at least at the level of meritorious as outlined in Appendix B and Appendix E
- j. For promotion to Research Track Associate Professor, the Promotion, Tenure, and Post-Tenure Review Committee will recommend or not recommend based on a vote of excellence in scholarly/creative work activities as outlined in Appendix B and Appendix D, and at least meritorious in teaching and leadership and service. Separate voting totals will be recorded for each of the three categories (e.g., four (4) voted meritorious for teaching and three (3) voted non-meritorious, etc.), as well as an overall vote to promote or not promote. Recommendations for each candidate must be communicated to the Dean in a summary letter.
- k. For promotion to Research Track Professor, the committee will recommend or not recommend based on a vote of excellent in scholarly/creative work, and excellent in either teaching or leadership and service, with at least meritorious in the other category as outlined in Appendix B and Appendix D.

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# REQUIREMENTS FOR APPOINTMENT AND PROMOTION FOR CLINICAL TRACK FACULTY (PART-TIME FACULTY, VOLUNTEER FACULTY AND PRECEPTORS) IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO

## 1. INTRODUCTION

The purpose of this document is to provide a written reference for the procedures and requirements for appointment or promotion of Clinical Track (part-time, volunteer and preceptor) faculty within the University of Colorado School of Dental Medicine (CUSDM). Clinical Track faculty perform teaching or clinical services on a part-time (less than 0.5 FTE) or volunteer basis. Those who maintain an independent health care practice must carry their own malpractice insurance, which covers both their university work as well as their private practice. 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 and University Administrative Policy Statement (APS) 5060.

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 gathers information, letters of recommendation, curriculum vitae, and other required credentialing documents to support the individual's appointment or promotion to the faculty rank outlined below, and forwards the nomination to the CUSDM Office of Faculty Affairs.

**Promotion of Clinical Track (part-time, volunteer, and preceptor) faculty follow the same review process and cycle as outlined for full-time faculty.**

## 2 CRITERIA FOR APPOINTMENT OF PART-TIME FACULTY, VOLUNTEER FACULTY AND PRECEPTOR MEMBERS, CUSDM

### A. Clinical Instructor

In order to be appointed at the Clinical Instructor – Clinical Track level at the University of Colorado School of Dental Medicine, an individual must have received a terminal professional degree for dentists (see Glossary of Terms) or a Bachelor's of Dental Hygiene for hygienists. Two letters of recommendation will be required. One of the letters must be from a full-time faculty member within the School and the other from the Department Chair of the nominating department. The candidate will be evaluated by the Promotion, Tenure, and Post-tenure Subcommittee and the Dean's Review Committee.

### B. Clinical Assistant Professor

In order to be appointed at or promoted to the Clinical Assistant Professor level at the University of Colorado School of Dental Medicine, an individual must have received a

terminal professional degree for dentists and at least a master's degree for dental hygienists (see Glossary of Terms).

In addition, specialists must have completed appropriate specialty training in the discipline for which they are being considered. General dentists and dental hygienists must have three years of full-time equivalent experience for appointment/promotion.

For appointment, two letters of recommendation are required: one from a full-time faculty member within the School of Dental Medicine and one from the Department Chair of the nominating department.

For promotion, three letters are required and must be from within the School of Dental Medicine.

The candidate must be evaluated by the Promotion, Tenure, and Post-Tenure Review Subcommittee and the Dean's Review Committee as at least meritorious in teaching and leadership and service.

### **C. Clinical Associate Professor**

In order to be appointed at or promoted to the Clinical Associate Professor level at the University of Colorado School of Dental Medicine, an individual must have a terminal professional degree for dentists and at least a master's degree for dental hygienists (see Glossary of Terms), along with three letters of recommendation.

Two letters of recommendation must be from full-time faculty members within the School of Dental Medicine, including the Department Chair; one letter of recommendation may come from an individual outside the School of Dental Medicine.

In addition, candidates must have seven additional years of clinical experience, research experience, additional training, or teaching experience.

For appointment and promotion to this level, teaching must be at the level of excellence and leadership and service must be at the level of at least meritorious. Must have evidence of scholarly/creative work activities.

The candidate must be evaluated by the Promotion, Tenure, and Post-Tenure Review Subcommittee and Dean's Review Committee.

### **D. Clinical Professor**

In order to be appointed at or promoted to the Clinical Professor level at the University of Colorado School of Dental Medicine, an individual must have a terminal professional degree or its equivalent for a dentist and at least a master's degree for dental hygienists (see Glossary of Terms).

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 the Department Chair, the other three may be from outside the School of Dental Medicine.

In addition, the individual must have had ten additional years of experience, appropriate clinical experience, research experience, additional training or teaching experience, and must have attained national recognition in their field.

Teaching, and leadership and service must be at the level of excellent, and scholarly/creative work activities must be at the level of at least meritorious.

The candidate must be evaluated by the Promotion, Tenure, and Post-Tenure Review Subcommittee and Dean's Review Committee.

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## REQUIREMENTS FOR PROFESSOR EMERITUS IN THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO

### 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 rather 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 his or her title with the description "emeritus/emerita."

### 2. CRITERIA FOR APPOINTMENT OF 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 retired or retiring faculty member for the designation, “emeritus.” (See Campus Administrative Policy 1011).
2. Supporting documentation required is 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 the last three years of annual merit evaluations.
3. The nomination will be considered sequentially by the Promotion, Tenure, and Post-Tenure Review Subcommittee, and, by the Dean’s Review Committee, who will make their recommendation to the Dean. 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.

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## JOINT APPOINTMENTS AT THE SCHOOL OF DENTAL MEDICINE, UNIVERSITY OF COLORADO ANSCHUTZ MEDICAL CAMPUS

When joint or split appointments are made, the affected faculty member must be informed in writing, prior to the appointment, of:

1. The duties and expectations as agreed upon by all Schools/Departments involved.
2. Which School/Department will be responsible for such personnel recommendations as tenure, reappointment, promotion and salary.

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## FACULTY TITLES PER THE UNIVERSITY OF COLORADO SYSTEM

**For a list of current faculty titles, please refer to [APS 5060 Appendix A](#)**

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## 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 REQUIREMENT OF EVALUATION DOSSIER FOR PROMOTION FOR CLINICAL TRACK AND RESEARCH TRACK FACULTY

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 (Appendix F)
2. Letters of Recommendation
  - a. Internal: three letters from individuals located on the Anschutz Medical Campus
  - b. External: three letters from individuals outside of the Anschutz Medical Campus
3. Teaching (Sequence with most recent first)
  - a. Teaching portfolio
    - i. Professional autobiography- concise review of professional and teaching experience (This also includes non-didactic teaching to include post-doctoral fellow mentoring.)
    - ii. Statement of teaching philosophy
    - iii. Statement of teaching advancements and accomplishments (teaching awards, classroom innovation)
    - 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 an education degree (i.e. 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 chairs- includes faculty governance and organized dentistry leadership and service
    - i. National/ International
    - ii. State
    - iii. University
    - iv. Campus
    - v. School of Dental Medicine
    - vi. Departmental
  - c. Patient care activities- university associated only (Dental Faculty Practice, UC Health)
  - d. Consultantships or internal/external advisory boards

## APPENDIX B

### UNIVERSITY OF COLORADO SCHOOL OF DENTAL MEDICINE

#### PROMOTION CRITERIA MATRIX

##### (Clinical Teaching/Research Tracks)

**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.

<b>TEACHING</b>	
<b>Meritorious</b>	<b>Excellent</b>
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.
Developing/revising assignments or lectures that incorporate diverse scholarly perspectives, concepts, readings, and/or scholarship and/or representing diverse authors, as relevant to the course material.	Designing/revising a course that incorporates diverse scholarly perspectives, concepts, readings, and/or scholarship and/or representing diverse authors, as relevant to the course material.
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 on unconscious bias, diversity and inclusion, or other topics intended to improve classroom culture, teaching or mentorship.	Receipt of honors or awards by students/mentees, including students from underrepresented groups.  Developing teaching resources for faculty on diversity and inclusion, and health equity.
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.

<b>TEACHING</b> Continued	
<b>Meritorious</b>	<b>Excellent</b>
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.

<b>SCHOLARLY/CREATIVE WORK</b>	
<b>Meritorious</b>	<b>Excellent</b>
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 diversity and inclusion, and health equity.
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 diversity and inclusion and health equity, 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.
Development of patent applications for discoveries.	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; or influence policy, direction or a field of research in diversity and inclusion, and health equity.
	Secures funding, or partners on one or more research projects with community organizations, for research that addresses diversity and inclusion, and health equity.

<b>LEADERSHIP/SERVICE</b>	
<b>Meritorious</b>	<b>Excellent</b>
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 diversity and inclusion, and health equity.	Chairing a task force for a professional or scientific association or serving on a national committee related to diversity and inclusion, and health equity.
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  
GUIDELINES FOR THE EVALUATION OF SCHOLARLY ACTIVITIES FOR  
CLINICAL TEACHING TRACK FACULTY

1. For Promotion to Associate Professor: Listed below are examples that constitute evidence of scholarly activity for faculty members who wish to be promoted to this rank.
  - A. Publications: Examples of appropriate publications include:
    - i. Original research articles
    - ii. Review articles
    - iii. Extensive case history/technique articles
    - iv. Chapters in professional books
    - v. Professional book author or editorship
    - vi. MedEd Portal
    - vii. Patent applications
    - viii. Critically Appraised Topics (CATs) – peer-reviewed and published
    - ix. Letters to the editor are not appropriate publications for this criterion.
  - B. Published abstracts
  - C. Oral or poster presentations at scientific meetings, other universities or companies
  - D. NIH Study Section or similar grant review roles
  - E. Letter to the Editor
  - F. Submission of University assigned patent applications
  - G. Internally or externally funded grants or contracts as principal investigator or other key personnel roles
  - H. Other activities demonstrating scholarship
  
2. For Promotion to Professor: Listed below are criteria that constitute the minimum threshold (meritorious) of scholarly activity to be met by faculty members who wish to be promoted to this rank.
  - A. Publications: Evidence of appropriate additional publications since being promoted to Associate Professor include
    - i. Original research articles
    - ii. Review articles
    - iii. Extensive case history/technique articles
    - iv. Chapters in professional books
    - v. Professional book author or editorship
    - vi. Patent applications
  - B. Published abstracts
  - C. Oral or poster presentations at scientific meetings, other universities or companies

- D. NIH Study Section or similar grant review roles
- E. Recognition as refereed journal reviewer, editorial board member or editor
- F. Submission, awarding or licensing of University assigned patents
- G. Letter to the Editor
- H. Internally or externally funded grants or contracts as principal investigator or other key personnel roles
- I. Other activities demonstrating scholarship

APPENDIX D  
GUIDELINES FOR THE EVALUATION OF SCHOLARLY ACTIVITIES  
RESEARCH TRACK FACULTY

1. For Associate Professor: Listed below are criteria that constitute the typical threshold of scholarly activity to be met by faculty members who wish to be promoted to this rank.

- A. Publications: Examples of appropriate publications include:

- i. Original research articles
    - ii. Review articles
    - iii. Extensive case history/technique articles
    - iv. Chapters in professional books
    - v. Professional book author or editorship
    - vi. Submission of University assigned patents

Evidence of peer-reviewed publication averaging at least one paper for each year since appointment date.

- B. Published abstracts
    - C. Presentations at scientific meetings, other universities or companies
    - D. NIH Study Section or similar grant reviewer roles
    - E. Recognition as refereed journal reviewer
    - F. Submission of University assigned patent applications
    - G. Externally funded grants or contracts as principal investigator or other key personnel roles
    - H. Other activities demonstrating scholarship

2. For Professor: Listed below are criteria that constitute the typical threshold of scholarly activity to be met by faculty members who wish to be promoted to this rank. Faculty must show a continuous publication record from the time they are promoted to Associate Professor to the time they submit for promotion to Professor.

- A. Publications: Examples of appropriate publications include:

- i. Original research articles
    - ii. Review articles
    - iii. Extensive case history/technique articles
    - iv. Chapters in professional books
    - v. Professional book author or editorship
    - vi. Patent applications

- B. Published abstracts
    - C. Presentations at scientific meetings, other universities or companies
    - D. NIH Study Section or similar grant reviewer roles
    - E. Recognition as refereed journal reviewer, editorial board member or editor

- F. Submission, awarding or licensing of University assigned patents
- G. Externally funded grants or contracts as principal investigator or other key personnel roles
- H. Other activities demonstrating scholarship

Faculty member must have demonstrated continued productivity of excellence for preceding 5 years as Associate Professor.

In light of the increasing importance of interdisciplinary team-based research, the value of a faculty's meaningful and well-documented contributions to productive "Team Science" activities will be fully considered. However, it should be recognized that this evaluation will occur in conjunction with that of the more traditional individual faculty member achievements (i.e. first/senior authorships, funding as a principal investigator, invitations for national/international presentations, etc.).

APPENDIX E

SAMPLE OF AN INTERIM EVALUATION NOTIFICATION FORM

UNIVERSITY OF COLORADO 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 OCTOBER 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 F**  
**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:**

### **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

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#### **GRANTS, CONTRACTS, AND PATENTS**

Date    Agency & Amount,    Title

