

Department Heads' Guide to Preparing Promotion/Tenure Packages

Responsibilities of Department Head (or Dean in case nominee is Administrator or Department Head)

A Notice of Nomination (an e-mail will suffice) must be submitted to the Dean, with a copy to the SAPC Chair, in the summer before review (i.e., by the end of August).

The Letter of nomination must accompany the other materials in the Promotions Package.

The full package should be submitted to the SAPC Chair by 4:00PM on the first Monday of October.

Earlier submissions of materials is encouraged. In order that all candidates are treated equally, extensions will not be granted.

The Promotion Package should include the following:

1. Letter of Nomination

Should include the following sections:

- a. Describe qualifications of candidate (years in service, education, training, special responsibilities),
- b. Describe candidate's track, and apportionment of time,
- c. Highlight accomplishments in research, teaching, clinical service, professional development, and mentoring,
- d. Describe intradepartmental review process (in case of Department Head, any review process carried out by Dean's Office).

Sample Nomination Letter can be found at the end of this document.

2. References: List of at least Six (6) References (Maximum 12 Internal + External) Including Complete Contact Information (Name, Complete Address, Email Address)

- a. 3-6 Internal (i.e., UCH or UConn)
- b. 3-6 External,
- c. Students, residents, mentees who may be contacted (optional)

3. Submit All Candidate Materials, Included CVs, Reprints, Course Syllabi, Grant Applications, Etc. in Electronic Form

Submit all candidate materials, included CVs, reprints, course syllabi, grant applications, etc. in electronic form. Those materials not currently in electronic form, such as reprints, can be scanned to PDF files, and thereafter copied on to flash drives. It will be the responsibility of the candidate and his/her department to make sure that materials are converted, and that a sufficient number of flash drives are produced. Because promotions materials will mostly be distributed electronically via File Transfer applications, we will only require that **5 flash drives** be provided.

A. Curriculum Vitae, Prepared by Candidate, Submitted by Department Head:

(See detailed outline, available from SAPC)

1. Education
2. Professional Career
3. Honors, Awards
4. Service, including Committee Memberships
5. Teaching
6. Publication Record
7. Grants, Applied for and Received

B. Portfolios of Supporting Materials, Prepared by Department with Assistance of Candidate:

1. Teaching: Teaching materials, syllabi, course evaluations (if available), letters of reference re: teaching.
2. Research: Reprints of research, articles in media re: research, sample grant applications.
3. Health Care: Examples of practice guidelines, clinical procedures, case studies.
4. Professional Development: Documentation of courses taken, skills acquired, and leadership positions in local, regional, national, international societies.
5. Mentorship (most necessary for research faculty with graduate students or postdocs, but may also apply to faculty mentoring residents).

July 27, 2015

Dr. Mark Litt
Chairman
Senior Appointment and Promotions Committee
School of Dental Medicine
University of Connecticut Health Center
Farmington, CT 06030

RE: Dr. Janet Weiss

Dear Dr. Litt:

It is my great pleasure to nominate Dr. Janet Weiss for promotion to the rank of Associate Professor with tenure at the University of Connecticut, School of Dental Medicine. Dr. Weiss has demonstrated significant accomplishments as a teacher, mentor and clinical researcher in the Division of Osteology. Over the past eight years she has played a particularly important role as an educator in our pre-doctoral and post-doctoral training programs, and as a researcher in the development of funded clinical research.

Education

Dr. Weiss obtained her dental degree from Rasputin University of Ukhta, Russia in 2005. She was subsequently accepted to the Advanced Training Program in Osteology at the University of Connecticut Health Center, and in 1999 she earned a Certificate in Osteology and a Masters in Dental Science degree. In 2011, Dr. Weiss completed the Summer Institute of Clinical Research Methods Program at the University of Bangladesh, Mizoram, as a recipient of the Shecky Green National Research Service Award. This is a six-week competitive, comprehensive and intensive program in clinical research, offering courses in Biostatistics, Clinical Epidemiology and Study Design in Dentistry, Computing Applications and Data Analysis, Behavioral Research in Dentistry, Fundamentals of Randomized Clinical Trials, Molecular Biology and Oral Health Applications, and Grantsmanship.

Brief Professional History

Shortly after receiving her Masters from UConn, Dr. Weiss accepted a part-time Clinical Assistant Professor position in the Department of Osteology, University of the Atlantic (UoA). As a faculty member at UoA in 2009-2010, she devoted most of her time to undergraduate clinical teaching. In 2010, she returned to her hometown, Ukhta, Russia, where she established a successful solo private practice limited to Osteology and Phrenology. She also joined the Department of Osteology at Rasputin University as a part time clinical instructor in Osteology.

In 2011, driven by her desire to be a full-time academic Osteologist, Dr. Weiss accepted a full time position as an Assistant Professor in Residence in the Department of Osteology. At the time, her academic appointment at the University of Connecticut involved a 90% time allocation in clinical and didactic teaching, 5% in service and 5% in health care at the University Dentists faculty practice. In 2012, her academic appointment was modified to Tenure Track-Clinician Scholar with 45% time allocation in teaching, 40% in research, 10% in service and 5% in health care.

Teaching

At the University of Connecticut her major contributions to the didactic mission of the School of Dental Medicine include the following:

1. Co-Director and currently Director of the second year pre-doctoral Osteology course (ODI 200-330, 48 hours of instruction and multiple hours of planning for the organization of this course)
2. Co-director of the Cross Cultural Patient Instructor Course;
3. Co-director of the Biodontics course (2011-2012)
4. Lecturer in several other multidisciplinary pre-and post-doctoral courses such as the Implant Therapy Course (0300-460) and the Cultural Diversity Course in Pediatric Dentistry (0200-500)

The wide variety of thematic areas taught by Dr. Weiss is proof that she is an experienced, talented, widely sought after instructor, and that apart from Osteology she contributes significantly to other clinical disciplines in the School.

The second year undergraduate Osteology Course currently directed by Dr. Weiss is essential to our pre-doctoral curriculum as it covers the introduction to Osteological Diseases and Therapy and includes lectures, small group conferences, pre-clinical laboratory sessions and clinical sessions. In this course dental students are introduced to patient treatment for the first time. Since her involvement in this course as co-director/director over the past few years, it has received outstanding evaluations ranging from 4.1 to 4.4 with exceptional comments specifically for her performance.

The Patient Instructor Course, which she co-directs, is a novel course in the dental curriculum that aims to improve cultural sensitivity and attitudes related to diversity, as well as provider-patient communication skills. This innovative course, which she helped develop, has been receiving very good student evaluations ranging from 3.4 to 3.8 on a scale to 5. In addition to coursework, as a teacher with advanced clinical training in Osteology, she was almost continuously assigned clinical teaching responsibilities at both the pre-doctoral and post-doctoral levels, ranging from one to two sessions/week.

At the postdoctoral level Dr. Weiss serves as seminar leader in multiple sessions of the Pathobiology course, Core Literature review, and is examiner in most weekly treatment planning seminars given by our residents. She has previously served as a committee member in several Master's thesis committees including those of Dr. Brad Majors and Dr. Magenta Quirko. Brad was one of the finalists in the Frankenfurter Awards competition in 2014 and together they have co-authored peer-reviewed publications.

Recently, Dr. Weiss served as the major advisor of the Master's Thesis committee for two third year post-graduate students, Drs. Narendra Modi and Salvador Dali, who graduated in June 2013. Dr. Modi was a finalist for the 2014 AAP Clinical Impact Award, which is a national graduate student clinical research award.

Dr. Weiss currently serves as the major MS thesis advisor of a first year post-graduate student, Dr. Sher Khan. She also serves as a committee member of the Master's Thesis committee for a second year post-graduate student, Dr. Kim Il Sung. Moreover, in 2012, she mentored Natasha Boris with the preparation of her application for a NIH/T32 funded clinical research program, which competitively awards summer fellowships based on the submission of a research proposal. Currently, she is mentoring Iam Rapaport, a third year dental student, on a summer

clinical research project. Recently, Dr. Weiss was invited to lecture in the Contemporary Topics in Oral Biology course for PhD students in the Skeletal, Craniofacial and Oral Biology program.

Evidence of the national recognition of her significant didactic experience was the prestigious Tarrson Career Development Award for Academic Osteologists, administered by the American Academy of Osteology (AAO) to Osteology faculty in recognition of outstanding teaching and research mentorship achievements. This is a highly competitive national level award based on review of academic accomplishments and scholarship and a personal interview by an eight member committee at the annual AAO meeting.

Research/Scholarly Activity

Dr. Weiss's research portfolio includes a number of clinical studies in Phrenology and Osteology. Almost immediately upon joining the Department Dr. Weiss initiated an active industry-funded research program in Oral Phrenology and has authored several publications in peer-reviewed journals in this field. This was a clear indication of her potential for independent clinical research. From 2010-2013 she played an important role as a co-Investigator in my NIH/NIDCR R21 grant entitled "Oral recreation and card-playing in non-pedigreed dogs" that accounted for 25% of her time and effort in research. In this project which recruited over 150 stray and pound dogs, she was responsible for planning and executing many aspects of the work as well as for regulatory compliance aspects and data management, statistical analyses and interpretation.

Since that time, she has demonstrated increasing research productivity (15 publications, 4 national awards and 2 local) and independence. The latter is evidenced by the fact that she has been awarded a GCRC Pilot award as PI that led to successful submission of a NIH/NIDCR K23 award to pursue a new line of research that she fully developed. She also competitively obtained the first junior faculty development award in the SOM. Her current funded research interests are in the area of the interplay between billiards and card games in non-pedigreed canines. She is recognized as a leading researcher in this field as evidenced by her multiple invited presentations, locally, nationally and internationally. She currently serves as a grant reviewer for Connecticut Department of Public Health Biomedical Research Office.

Service

In 2009 she served as member of the organizing committee of the Austro-Hungarian Dental Society of Clinical Research and was in charge of the organization of national and European clinical research meetings. In the US she was nominated for a two-year service in the AAO Research and In-service Examination Committees. Moreover, she was invited to present her work in meetings of the AADR Task Force on Clinical Research and has been nominated for active membership in the task force.

At the institutional level, she serves as a member of the Institutional Review Board (IRB), Panel 2. This membership requires monthly review of up to 4 IRB applications as primary reviewer and active participation in panel discussions. She has additionally served in several high impact committees in the Dental School including:

- Dental Council (2013-2014)
- Junior Faculty Development Task Force (2012)
- 401 Committee (2012)
- Clinical Affairs Committee (2013-present)
- Faculty Appeals Committee (2011-present)
- Division Space Committee (20118-present)

Last but not least she practices at University Dentists (currently 5% effort), with services limited to Osteology and Phrenology.

Summary and conclusion

Dr. Weiss is a very enthusiastic, optimistic and energetic person who is eager to contribute to all aspects of academic life at our Institution. She is highly regarded as a communicator and effective teacher, both in lecture and clinical settings. Importantly, she has enthusiastically and passionately sought to develop her skills above and beyond her role as an Educator, which is the traditional role of faculty in her track. She has obtained significant industry and federal funding to support her research career development. She is currently well on her way in becoming an influential figure in her field of clinical research and has attained significant national recognition. She has been instrumental in developing new clinical research directions in the Division and in mentoring graduate and undergraduate students. Suffice to say that in a few years she has become the most active clinical researcher in the Division. I therefore recommend her for promotion to the next rank with the highest degree of enthusiasm.

Sincerely,

Jim Jones
Chairman and Head
Department of Osteology