GUIDELINES AND PROCEDURES FOR PROMOTION AND TENURE
UNIVERSITY OF CONNECTICUT
SCHOOL OF DENTAL MEDICINE

Mark Litt, Ph.D.
Chair, SAPC
Outline

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### SUMMARY OF APPOINTMENTS AND TRACKS

<table>
<thead>
<tr>
<th>Faculty Tracks</th>
<th>Type of Appointment</th>
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<tbody>
<tr>
<td></td>
<td>Academic</td>
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<tr>
<td>Dentist Scientist</td>
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<tr>
<td>or Research Scientist</td>
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<tr>
<td>50% Research</td>
<td>Associate Professor</td>
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<tr>
<td>20% Teaching</td>
<td>Associate Professor</td>
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<tr>
<td>15% Institutional Service</td>
<td>Clinical Professor or Associate Research</td>
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<tr>
<td>15% Academically Related Professional</td>
<td>Clinical Professor or Associate Research</td>
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<tr>
<td>Development Activities</td>
<td>Professor</td>
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<td></td>
<td>In-Residence</td>
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<td></td>
<td>In-Residence</td>
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<tr>
<td>Clinician Scholar</td>
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<tr>
<td>50% Teaching</td>
<td>Associate Professor</td>
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<tr>
<td>15% Institutional Service</td>
<td>Associate Professor</td>
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<tr>
<td>35% Academically Related Professional</td>
<td>Associate Professor</td>
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<tr>
<td>Development Activities</td>
<td>In-Residence</td>
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<td></td>
<td>In-Residence</td>
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<tr>
<td>Full-Time Clinician</td>
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<tr>
<td>95% Patient Care</td>
<td>Associate Professor</td>
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<tr>
<td>5% Teaching or Institutional Service</td>
<td>Associate Professor</td>
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<tr>
<td></td>
<td>In-Residence</td>
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<tr>
<td>Research-Development</td>
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</tr>
<tr>
<td>95% Research</td>
<td>Associate Professor</td>
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<tr>
<td>5% Teaching or Institutional Service</td>
<td>Associate Professor</td>
</tr>
<tr>
<td></td>
<td>In-Residence</td>
</tr>
<tr>
<td>Leadership</td>
<td></td>
</tr>
<tr>
<td>Any of the previous tracks adjusted to</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>65% Administration (Dean)</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>50% Administration (Assoc./Asst. Dean)</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>35% Administration (Dept. Head)</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>15% Administration (Other)</td>
<td>Associate Professor</td>
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</tbody>
</table>

1. Full time only
2. Full time or part time: Includes un-compensated volunteers; <22 days annual service are Clinical Associates; ≥22 days annual service are Associate Clinical Professor or Associate Research Professor and Clinical Professor or Research Professor.
3. Non-tenural; Full or Part-time
II. Academic Faculty

In-Residence

Tenured & Tenure-Track
A. Scholarship

Primary (but not only) determinant of promotion is Scholarship:

- Substantive, Creative, Independent
- Also: Leadership, Sustained Productivity, Progress
  ("Continuing Upward Trajectory")

- Teaching
- Research
- Health Care or Service
- Mentorship
A. Scholarship

1. Teaching
   a. Achievements
      - Depth of knowledge
      - Organized presentation
      - Interrelate material
      - Innovative methods
      - New courses, Course director
      - Mentoring relationships
      - Supervision in lab or clinic
      - Development of CE courses
      - Improved evaluation methods
      - Development of residency programs
      - Innovative methods in education in clinical care

• Just being a lecturer in a course is not sufficient
A. Scholarship

1. Teaching
   b. Documentation
      – Written student evaluations
      – Examples of syllabus materials
      – Invitations to educational conferences
      – Evidence of use of educational materials beyond this SDM
      – Invitations to present courses at other institutions
      – Requests from educators for training in educational techniques
      – Teaching prizes
      – Successful students (in extramural rotations, residencies, etc.)
      – Educational research grants
      – Demonstrated exceptional ability of students to provide care, act professionally – e.g., as indicated by letters from students, faculty
      – Evaluations by other internal or external faculty members
      – Publication of curriculum or syllabus materials (e.g., MedEdPortal)
A. Scholarship

2. Research

a. Achievements

- Clear Leadership in 1 or more areas of research
- Originality and importance of work
- Continued productivity -- Peer-reviewed Publications
- Grant support, preferably extramural
- Invitations to contribute to books, reviews
- Notable impact on scientific literature
- Quantitative Impact (e.g., Relative Citation Ratio)
- Substantive collaborations
- Participation in research centers (Materials center, GCRC, etc)
- Innovative research programs
A. Scholarship

2. Research
   b. Documentation
      - Reprints of peer-reviewed publications
      - Demonstrated major responsibility for published findings
      - Evidence of continued funding
      - Invitations to present at research conferences
      - Evidence of impact on the field >> frequency of citations; testimony of other experts in the field via letters
      - Requests for research experiences from students, faculty
      - Success of students in securing research posts
      - National or international reputation, or authority in field
      - Award of patents
      - Research prizes
A. Scholarship

3. Health Care & Service:
    School, University, Community, State, National, International

   a. Achievements
      – Excellence and innovation in patient care
      – Development of clinical CE courses
      – Clinical consultantships
      – Development/Implementation of services for underserved
      – Skill in comprehensive patient management w/ med integration
      – Election to staff of other hospitals or health-care groups
      – Committee Chair, Committee Member
      – Other Service: International, National, Regional, Statewide, City, University ➔ Professional organizations, study sections, Board Committee member, etc.
A. Scholarship

3. Health Care & Service

b. Documentation

- Student, peer, patient evaluations of patient care
- Reports of treatment innovation/success by review boards or committees (e.g., QI committee)
- Development of innovative patient-care modalities, procedures adopted elsewhere
- Widespread acceptance of clinical CE courses
- Invitations to present at meetings on health care
- Requests from students and faculty for advanced clinical training
- Invited presentations at clinical or case conferences
- Invitations to serve as expert witness, board examiner, or QI authority
- Publications detailing clinical procedures or reviews
- Referrals of special patients for care
A. Scholarship

4. Mentorship

(Does not always apply; most apt for those with graduate students or post-docs)

a. Achievements
   – Professional contributions of students
   – Student pursues academic or other scientific career
   – Expertise as mentor
A. Scholarship

4. Mentorship

b. Documentation

- Students’ CV, publication record
- Students’ Evaluations of mentorship
- Letters of Recommendation from students and other faculty (internal and external) familiar with candidate's mentoring
B. Academic Promotion Process

1. Responsibilities of Dept. Head/ Div Head

A. Intradepartmental Review

1. All candidates for promotion to Associate Professor must first be assessed using an intradepartmental review procedure.

2. This review may be conducted by an ad-hoc committee of internal and external referees, convened by the Dept/Division head.

3. Due to the timeline of the process, this review must be completed by Spring of the candidate’s 8th year.
B. Academic Promotion Process

1. Responsibilities of Dept. Head/Div Head

B. Letter of Nomination

1. Candidate’s background, education, history of appointment at UConn SDM
2. Describe candidate’s Track, & apportionment of time
3. Describe qualifications of candidate
4. Highlight accomplishments in research, teaching, clinical service, & professional development
5. Describe intradepartmental review process
B. Academic Promotion Process

1. Responsibilities of Dept. Head/ Div Head

C. Curriculum Vitae (Most important document!)
   1. Education
   2. Professional Career
   3. Honors, awards
   4. Service, incl. committee memberships
   5. Teaching
   6. Publication record
   7. Grants, applied for and received

A CV template is available on the website
B. Academic Promotion Process

1. Responsibilities of Dept. Head/ Div Head

D. Portfolio of Supporting Materials

1. Teaching: Teaching materials, syllabi, course evals, letters of evaluation
2. Research: Reprints of research, articles in media re: research, sample grant applications
3. Health care & Service: Examples of practice guidelines, clinical procedures, case studies, committee duties, etc.
4. Mentorship: Accomplishments of mentees

E. List of references to be contacted by SAPC:
   Max of 6 inside, 6 outside, 6 students and/or mentees, with complete contact information.
B. Academic Promotion Process

2. The SAPC

a. The SAPC is appointed by the Dean, and is advisory to the Dean, on the academic credentials of a nominee only
b. For each nomination a primary and secondary reviewer will be assigned by the SAPC chair
c. Committee members must declare conflicts with candidates. Candidates may declare conflicts with reviewers.
d. Additional information will be sought by from at least 3 additional internal and external reviewers (in addition to those forwarded by the Dept. Head)
e. After all materials have been received, the primary and secondary reviewers will compile separate reports.
f. These reports will be read out and discussed by the full committee, excluding those members who may be in the same department or who otherwise have a conflict of interest.
g. Votes on Tenure are considered first, and separately from promotion. If Tenure is denied, the issue of promotion is considered moot.
B. Academic Promotion Process

3. The Dean’s Advisory Committee (DAC)
   A. The DAC is composed of Dept. Heads, and is advisory to the Dean
   B. The DAC will review recommendations from the SAPC for advising the Dean. The DAC is **required** to review appeals of negative SAPC recommendations made by Div/Dept heads
   C. The DAC will also consider the credentials of a nominee of a **non-academic** nature
   D. In the event the SAPC advises that a candidate does not merit tenure or promotion, the DAC may still consider that the candidate deserves promotion as a matter of institutional necessity, if an appeal is brought to the DAC by the Dept. or Division Head or by the Dean
B. Academic Promotion Process

4. The Dean

A. The Dean will receive and evaluate recommendations from the SAPC and by the DAC, if consulted.

B. The Dean will make recommendations to the Provost and the Board of Trustees of the University.

C. The Dean may make any recommendation he/she feels is justified, but only in rare instances should non-academic issues outweigh deficiencies in academic accomplishments in the consideration of a candidate for tenure or promotion.
C. Submission Process

A. Notice of Nomination should be sent to Dean and to SAPC Chair during Summer (End of August) prior to candidate's 9th year (for associate professor)

B. Nominating letter may accompany Notice of Nomination, but may be submitted with the rest of the materials

C. All candidate materials must be submitted to SAPC by 1st Monday in October

D. 1st Monday in October

E. All materials, including Nominating letter, must be in digital form, submitted to SAPC on flash drive. No paper materials will be accepted.

F. Academic Track candidates should be prepared to submit at least 5 flash drives. Clinical Track candidates should submit at least 5. Materials will be sent to all reviewers electronically (e.g., via Google Share).
C. Submission Process

Late Entries

• As indicated, all materials to be submitted to the SAPC chair, on electronic media, by 1st Monday in October.

• The Department Head, Division Head or Center Director, or the nominee, may submit up to 1 addendum to the submitted materials by February 1, after which no more materials will be considered.

• The degree of attention paid to any addendum will be up to the discretion of the SAPC reviewers of that nominee.
Academic Nominating Package

- Nominating Letter
- References (Incl addresses, tel #, e-mail)
  - 6 Internal (UCHC, Storrs)
  - 6 External
  - 6 Students, residents and/or mentees
- CV
- Teaching portfolio
  - Syllabuses developed
  - Course outlines
  - Continuing Education course outlines
  - Guest lecture summaries
  - Awards, Honors, Commendations for Teaching
- Research
  - Selected Publications
  - Grant Summary statements
  - Awards, Honors for Research
- Service: Documents pertaining to:
  - SDM, UCHC, Storrs Committee Chairmanships & Committee Assignments
  - Local, Regional Service (Dental Associations, Regional Societies)
  - Professional Organizations – National, International
  - Foundation and IRG Service – Grant Reviewer, Committee Chair
- Mentorship
  - List of Mentees
  - Productivity of Mentees
# Curriculum Vitae

## CONTACT INFORMATION
- Name
- Address
- Telephone
- Cell Phone
- Email

## PERSONAL INFORMATION
- Date of Birth
- Sex

Optional Personal Information:
- Marital Status
- Spouse’s Name
- Children

## EDUCATION
*Include dates, majors, and details of degrees, training and certification*
- University
- Graduate School
- Post-Doctoral Training

## EMPLOYMENT HISTORY
*List in chronological order, include position details and dates*
- Work History
- Academic Positions

## PROFESSIONAL QUALIFICATIONS
Certifications and Accreditations, Licensure

## PROFESSIONAL MEMBERSHIPS, AWARDS, HONORS

## TEACHING ACTIVITIES
1. SDM, SOM Teaching
2. Graduate School Courses
3. Continuing Education

## SERVICE ACTIVITIES
1. Committee Memberships
   - A. SDM Positions, Committee Memberships
   - B. Health Center Positions, Committee Memberships
2. University Positions, Committee Memberships
3. State Positions
4. Regional and National Positions
5. Scientific Reviewing; Editorial; Advisory
   - Study section memberships
   - Journal editorships
   - Ad hoc journal reviewing
   - Participation on Data and Safety Monitoring Board, other advisory positions

## PRESENTATIONS and PUBLICATIONS
1. Invited Addresses
2. Workshops, Clinics
3. Conference Presentations
4. Books
5. Published Abstracts
6. Chapters & Non-Peer Reviewed Articles
7. Peer Reviewed Publications

## GRANTS, APPLIED FOR AND RECEIVED
Notes on the CV

- Make all entries chronological: earliest to latest – not most recent first
- Use accepted, and consistent, formatting for publications and presentations (e.g., APA, Vancouver, JAMA)
- List grants using NIH _Other Support_ format:
  - Current
  - Pending
  - Ended
III. Clinical Faculty

Clinical Faculty

• Non-Academic, non-tenured Category
• Persons whose functions are primarily educational, supervisory and/or clinical in nature
• This category is NOT the same as In-Residence
• Separate promotions process in place
III. Clinical Faculty

A. Clinical Faculty Nominating Package

- Nominating Letter
- References (Incl addresses, tel #, e-mail) These will all be from the candidate – SAPC will not solicit disinterested references.
  - 6 Internal (UCHC, Storrs)
  - 6 External
  - 6 Students, residents and/or mentees
- CV
- Teaching portfolio
  - Syllabuses developed
  - Course outlines
  - Continuing Education course outlines
  - Guest lecture summaries
  - Awards, Honors, Commendations for Teaching
  - Precepting, ratings from students, residents
- Service: Documents pertaining to:
  - SDM, UCHC, Storrs Committee Chairmanships & Committee Assignments
  - Local, Regional Service (Dental Associations, Regional Societies)
  - Professional Organizations – National, International
  - Foundation and IRG Service – Grant Reviewer, Committee Chair
- Mentorship (if available)
  - List of Mentees
  - Productivity of Mentees
- Research (if available)
  - Selected Publications
  - Grant Summary statements
  - Awards, Honors for Research
III. Clinical Faculty

B. Review Process

1. SAPC reviewers will be Clinical faculty

2. Additional clinical faculty will be recruited as ad-hoc if SAPC cannot find unconflicted reviewers among Committee members

3. Faculty are reviewed based on allocation of effort in Teaching, Precepting, Administration
Questions?
Please contact
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or
Dr. Anna Dongari:
adongari@uchc.edu