

# GUIDELINES AND PROCEDURES FOR PROMOTION AND TENURE

UNIVERSITY OF CONNECTICUT  
SCHOOL OF DENTAL MEDICINE

Mark Litt, Ph.D.  
Chair, SAPC

# Outline

## I. Faculty Tracks

## II. Academic Faculty

### A. Scholarship

### B. Promotion Process

- 1) Responsibilities of Department Head
- 2) The SAPC
- 3) The Dean's Advisory Committee
- 4) The Dean

### C. Submission Process

## III. Clinical Faculty

## SUMMARY OF APPOINTMENTS AND TRACKS

Faculty Tracks	Type of Appointment		
	Academic	Non-Academic (Clinical) <sup>3</sup>	
<u>Dentist Scientist</u>	<u>Tenurial<sup>1</sup></u>	<u>In-Residence<sup>2</sup></u>	
or			
<u>Research Scientist</u>			
50% Research	Associate Professor and Professor	Associate Professor In-Residence and Professor In-Residence	Associate Clinical Professor or Associate Research Professor and Clinical Professor or Research Professor
20% Teaching			
15% Institutional Service			
15% Academically Related Professional Development Activities			
<u>Clinician Scholar</u>			
50% Teaching	Associate Professor and Professor	Associate Professor In-Residence and Professor In-Residence	Associate Clinical Professor or Associate Research Professor and Clinical Professor or Research Professor
15% Institutional Service			
35% Academically Related Professional Development Activities			
<u>Full-Time Clinician</u>			
95% Patient Care	Associate Professor and Professor	Associate Professor In-Residence and Professor In-Residence	Associate Clinical Professor or Associate Research Professor and Clinical Professor or Research Professor
5% Teaching or Institutional Service			
<u>Research-Development</u>			
95% Research	Associate Professor and Professor	Associate Professor In-Residence and Professor In-Residence	Associate Clinical Professor or Associate Research Professor and Clinical Professor or Research Professor
5% Teaching or Institutional Service			
<u>Leadership</u>			
Any of the previous tracks adjusted to:	Associate Professor and Professor	Associate Professor In-Residence and Professor In-Residence	Associate Clinical Professor or Associate Research Professor and Clinical Professor or Research Professor
65% Administration (Dean)			
50% Administration (Assoc./Asst. Dean)			
35% Administration (Dept. Head)			
15% Administration (Other)			

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-tenurial; Full or Part-time

**2 Types of Appointment:**  
**Academic**  
**Non-Academic**

**UConn**  
**HEALTH**

# **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 consultancies
- 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-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 8<sup>th</sup> 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 9<sup>th</sup> 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
- D. **1<sup>st</sup> 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 1<sup>st</sup> 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

- I. SDM, SOM Teaching
- II. Graduate School Courses
- III. Continuing Education

### SERVICE ACTIVITIES

- I. Committee Memberships
  - A. SDM Positions, Committee Memberships
  - B. Health Center Positions, Committee Memberships
  - C. University Positions, Committee Memberships
  - D. State Positions
  - E. Regional and National Positions
- II. 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

- A. Invited Addresses
- B. Workshops, Clinics
- C. Conference Presentations
- D. Books
- E. Published Abstracts
- F. Chapters & Non-Peer Reviewed Articles
- G. 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  
Dr. Mark Litt:  
**? Litt@uchc.edu**  
or

Dr. Anna Dongari:  
**adongari@uchc.edu**

