

## **Summary of Significant Changes in the Proposed Revision of the *ULSD Faculty Personnel Document***

1. Clarifies the definition and purpose of temporary (non-tenurable, lecturer) faculty appointments.
  - (page 5, items C.1.a-C.1.d, [*highlighted text*])
2. Provides clarification of the procedure for transferring from a term faculty appointment to a probationary (tenure-track) appointment.
  - (page 6, item h [“Transfer to a Probationary (Tenure Track) Appointment”], [*highlighted text*])
3. Provides clarification of the procedure for transferring from a probationary (tenure-track) to a non-tenurable (term) appointment.
  - (page 7, item D.1.d, [*highlighted text*])
4. Revises the definition, initial appointment and promotion of gratis faculty.
  - (pages 8-9, item H; page 14, item 6, [*highlighted text*])
5. Revises the criteria for the initial appointment of faculty, (including limiting the academic rank of “Instructor” to use for Gratis faculty only).
  - (pages 9-10, items B.1-B.6, [*highlighted text*])
6. Provides additional explanation and clarification of the guidelines and expectations for Annual Work Plans.
  - (pages 24-25, item A [“Guidelines for Annual Work Plans”]; pages 26-27, item B [“Expectations for Faculty Assignments in Annual Work Plans”], [*highlighted text*])
7. Adds a provision that any tenured faculty member that receives an unsatisfactory Annual Performance Review for two consecutive years will undergo a Periodic Career Review regardless of the date of their last Periodic Career Review.
  - (page 28, item C.2.a, [*highlighted text*])
8. Provides clarification of the distinction between letters of recommendation for promotion versus external (extramural) reviews of scholarship required for promotion, as well as the processes related to obtaining these letters.
  - (page 29, item III.A.3; page 30, item B.1 “External (Extramural) Reviews for Promotion”, [*highlighted text*])
9. Revises and expands the guidelines and minimum content standards for promotion review letters written by Internal Review Committees and Department Chairs.
  - (pages 31-32, items 2.c, 3.a and 4, [*highlighted text*])
10. Clarifies the policy on granting credit for prior service counted towards the promotion of probationary faculty.
  - (page 34, item B.2 [“Prior Service”], [*highlighted text*])
11. Revises and expands the definitions and examples of “proficiency” and “excellence” as they pertain to teaching, scholarship (research and creative activity), and service in promotion reviews.
  - “Appendix A” (pages 16-23, [*highlighted text*]).

12. Adds an “Appendix B” (“ULSD Faculty Personnel Procedures and Policies”) (pages 25-37).

This Appendix describes the procedures, policies and guidelines for:

- Annual Work Plans,
- Annual Performance Reviews,
- Promotion in Rank Reviews,
- Supplementary Procedures for the Review of Probationary (tenure-track) Faculty for Promotion, and
- Periodic Career Reviews.

(Note: In the current *ULSD Faculty Personnel Document*, these items are dispersed throughout the text of the main body of the document.)

13. Revises the criteria for faculty promotion in rank (as summarized in the table below and continued on page 3).

Action	Current Criteria*	Proposed Criteria*
<p><b>Promotion to Term or Clinical (Part-time) Associate Professor</b></p>	<p>The candidate will have clear documentation of demonstrated proficiency in only those areas assigned in their Annual Work Plans (i.e., scholarship, teaching, and/or service). The candidate must show the promise of continued proficiency and development of excellence in the area of greatest concentration on their Annual Work Plans. A total of five years as an Instructor/Assistant Professor is the usual time of service before consideration for promotion to the rank of Associate Professor.</p>	<p>The candidate will have clear documentation of work and outcomes that demonstrates excellence in the area of the highest percent (major) allocation of effort in their Annual Work Plans (i.e., teaching, scholarship or service), and proficiency in any other area(s) where they have had a significant (typically defined as 10% or more) allocation of effort. The candidate should also exhibit the potential for attaining extra-university recognition of excellence in the area of their major allocation of effort. A full five years of service as an Assistant Professor is normally the minimum time needed to adequately demonstrate the criteria required for promotion to the rank of Term or Clinical (part-time) Associate Professor.</p>
<p><b>Promotion to Associate Professor with Tenure</b></p>	<p>The candidate will have clear documentation of demonstrated proficiency in each of the three areas: scholarship, teaching, and service as described in this document. The candidate must show the promise of continued proficiency and development of excellence in the area of greatest concentration on their Annual Work Plans. The normal time for promotion and tenure review is during the sixth year of service in the probationary appointment.</p>	<p>The candidate will have clear documentation of work and outcomes that demonstrates excellence in the area of the highest percent (major) allocation of effort in their Annual Work Plans (i.e., teaching, scholarship or service), and proficiency in the two remaining areas. The candidate should also exhibit the potential for attaining extra-university recognition of excellence in their primary area of allocation of effort. Probationary faculty must be evaluated for promotion and tenure by the School of Dentistry Faculty Personnel Committee before the end of twelve months after five years of service applied to tenure.</p>

<p><b>Promotion to Term or Clinical (Part-time) Professor</b></p>	<p>The candidate will have proved excellence in his/her field of professional expertise (scholarship, service, or teaching) and proficiency in the other areas outlined in their Annual Work Plans. They will show national recognition by peers for their work in their field of expertise. The individual should exhibit promise of continued professional excellence to the fulfillment of the School's and the Department's mission. A period of five years as Associate Professor is the usual minimum time of service needed to prove continuing, sustained proficiency and excellence.</p>	<p>Promotion to Term or Clinical (part-time) Professor should be awarded with care and only to those who demonstrate further (additional) evidence of excellence (beyond that required for promotion to associate professor) in the area of the highest percent (major) allocation of effort in their Annual Work Plans and proficiency in any other area(s) where they have had a significant (typically defined as 10% or more) allocation of effort. Specifically, evidence of extra-university recognition by peers for their work in their field of expertise is required for promotion to Term or Clinical (part-time) Professor. The candidate also must exhibit the promise of continued professional excellence in the fulfillment of the School's and the Department's mission. A full five years of service as an Associate Professor is normally the minimum time needed to adequately demonstrate the criteria required for promotion to the rank of Term or Clinical (part-time) Professor.</p>
<p><b>Promotion to (Tenured) Professor</b></p>	<p>The candidate will have proved excellence in his/her field of professional expertise (scholarship, service, or teaching) and proficiency in the other areas outlined in their Annual Work Plans. They will show national recognition by peers for their work in their field of expertise. The individual should exhibit promise of continued professional excellence to the fulfillment of the School's and the Department's mission. A period of five years as Associate Professor is the usual minimum time of service needed to prove continuing, sustained proficiency and excellence.</p>	<p>Promotion to professor should be awarded with care and only to those who demonstrate further (additional) evidence of excellence (beyond that required for promotion to associate professor) in the area of the highest percent (major) allocation of effort in their Annual Work Plans, and proficiency in all other area(s) of their work plan where they have had a significant (typically defined as 10% or more) allocation of effort. Specifically, evidence of extra-university recognition by peers for their work in their field of expertise is required for promotion to Professor. In addition, evidence of scholarship must be demonstrated at the time of promotion review. The candidate must also exhibit the promise of continued professional excellence in the fulfillment of the School's and the Department's mission. A full five years of service as an Associate Professor with tenure is normally the minimum time needed to adequately demonstrate the criteria required for promotion to the rank (tenured) Professor.</p>

\* The definitions of “proficiency” and “excellence” in teaching, scholarship (research and creative activity), and service are described in “Appendix A” of both the current and proposed *ULSD Faculty Personnel Document*.