

GUIDELINES FOR APPOINTMENTS, PROMOTIONS, AND TENURE
COLLEGE OF DENTAL MEDICINE
MEDICAL UNIVERSITY OF SOUTH CAROLINA

(Revised 5/19/11)

Introduction

The Appointments, Promotions and Tenure Committee of the College of Dental Medicine is responsible for advising the Dean of the College on matters of appointments to the faculty, promotion in academic rank and awarding of tenure. It is the policy of the Medical University of South Carolina that academic rank and tenure are separate issues. Matters of academic rank are the sole responsibility of the various colleges contingent upon approval by the Academic Vice President and Board of Trustees. Final decisions on matters of tenure rest with the University Tenure Committee and the University administration and Board of Trustees. This document provides guidelines governing appointments, promotions and tenure for faculty of the college of Dental Medicine. Other applicable information is contained in the University Faculty Handbook and the Guidelines of the University Tenure Committee.

1. Description of Committee

The Committee for Appointments and Promotions and Tenure (hereafter referred to as the Committee) shall consist of 7 members of the faculty appointed by the Dean to review all nominations for appointments, promotions, and tenure. The appointees to the Committee shall be at the discretion of the Dean, but shall include department representatives at the rank of Associate Professor and Professor. Chairs, Associate Deans, and Assistant Deans will not serve on this committee. Appointment to the Committee shall be for three years with no member serving more than two consecutive terms. The three year terms of Committee members shall be staggered. Tenured members of the committee will serve as the College Tenure Committee, for purposes of reviewing candidates for tenure, and conducting post-tenure reviews. At the discretion of the Dean, additional tenured faculty may be added as members of the College Tenure Committee.

One member of the Committee shall be appointed by the Dean to serve as Chair for the duration of his/her term. The Chair shall not vote on nominations except in the case of a tie. A simple majority of the members present shall be sufficient to carry a motion on a nomination. The voting shall be by secret ballot. A quorum shall consist of five members.

The Chair shall be responsible for calling and chairing meetings of the Committee and relating to the Dean the Committee's decisions in the form of a letter. The summation of the Committee's discussions on each nomination shall include the specific articles that led to a positive or negative recommendation. The Dean may accept or reject the recommendation of the Committee. All discussions occurring in Promotion and Tenure Committee meetings are to be kept confidential.

The Committee shall not be responsible for faculty recruitment. However, the qualifications of candidates for appointment shall be reviewed by the Committee. Where possible, the Chair of the Committee should meet with candidates during the recruitment process. At the option of the Committee, the Dean or Chair of the Committee may solicit the Committee's intent on an appointment by an informal poll of its members. Any member of the Committee may petition the Chair for a formal meeting to discuss a particular appointment. No appointment shall be made prior to or without action by the Committee. This will be particularly important with regard to granting of tenure upon initial appointment. See tenure guidelines for more discussion.

The Committee members shall review jointly all recommendations for promotions.

The Committee's definition of rank, recommended procedures for nomination, and criteria for review of nominations follow.

2. Rank

2.1 The academic **ranks** of the College of Dental Medicine shall be titled in progression Instructor, Assistant Professor, Associate Professor and Professor.

2.2 The four possible **modifiers** for each rank are Visiting, Adjunct, Clinical, and Research. While appointment and/or promotion in the modified ranks shall not be subject to the same guidelines as those for full-time faculty, they shall be based on commensurate evidence of scholarship, research, and/or teaching (as appropriate).

2.2a Visiting Ranks: The designation *Visiting* shall precede the title of the respective ranks to designate an associated faculty member whose appointment to the faculty is for a limited time, but whose responsibilities are important in the regular programs of MUSC. All *Visiting* ranks are nontenured.

2.2b Adjunct Ranks: The designation *Adjunct* shall precede the title of the respective ranks to designate faculty whose responsibilities are important though usually not extensive but may be full-time in the regular programs of MUSC, whose appointment is annual or continuous, and whose activities for which the appointment is made ordinarily do not involve direct patient contact. All *Adjunct* ranks are nontenured.

2.2c Clinical Ranks: The designation *Clinical* shall precede the title of the respective ranks to designate faculty whose responsibilities are important though usually not extensive but may be full-time in the regular programs of MUSC, whose appointment is annual or continuous, and whose activities for which the appointment is made ordinarily involve

direct patient contact. All *Clinical* ranks are nontenured.

2.2d Research Ranks: The designation *Research* shall precede the title of the respective ranks to designate faculty whose responsibilities are important to the University, often are full-time but may be part-time, and who have few or no job obligations other than doing research, often as a member of a research team. All *Research* ranks are nontenured.

2.3 Other Ranks: Faculty who have primary appointment in another college of the Medical University may be appointed as *Joint* faculty of the college. The designation *Emeritus* shall precede the title of the respective ranks to designate faculty who have retired from the Medical University of South Carolina, but have made significant contributions to the College, usually over the span of a long career.

3. Criteria for Appointment or Promotion in Rank

All faculty are expected to excel in teaching, contribute to the scholarly activity of the College through research, publications and presentations and provide service to the College, Medical University and the dental profession. It is also expected that all faculty will work to enhance a collegial atmosphere within the College.

The College recognizes that the levels of accomplishment in the general areas of teaching, scholarly activity and service will be different among the faculty. Accomplishment is expected in all areas, with emphasis in one or more areas.

3.1 The primary considerations of the Committee in recommending rank for faculty shall be teaching excellence and competency in the respective fields. Time in rank, comparable experiences and service to the university will be given due consideration. Where appropriate, achievement in a nonacademic environment (e.g., private practice, military service, industry) will be considered. Attainment of postgraduate training and certificates will also be taken into account.

3.2 Teaching. All members of the academic community shall be required to aspire to excellence in teaching. It is expected that teaching skills shall increase as the individual faculty advances in rank.

It is the responsibility of the department chair to submit evidence of the candidate's teaching excellence. Examples include:

3.2.1 Evaluations of other faculty members, if based on class visitations, on attendance at public lectures or lectures before professional societies given by the candidate, or on the candidate's results in courses prerequisite to those of the informant.

3.2.2 Course evaluations by students.

3.2.3 Feedback from alumni who have achieved notable professional success since leaving the University.

3.2.4 Number and caliber of students guided in advanced education and/or research by the candidate and of those attracted to the campus by his/her reputation as a leader.

3.2.5 Development of new and effective techniques of instruction

3.2.6 Nominations for and selection for teaching awards

3.3 Scholarship. This may be judged best by scholarly contributions in the form of publications or presented lectures on research, clinical regimes or other scholarly activities.

3.3.1 Publications. These may be in the form of books, monographs, or articles in professional refereed journals, as well as other publications. These publications should be described, evaluated and enumerated.

3.3.2 Professional presentations. This shall consist of exhibits, paper presentations, table clinics, workshops, and demonstrations, which are presented at regional, national, or international meetings.

3.3.3 Presentation of continuing education programs

3.3.4 Publication of case studies of new procedures and techniques

3.4 Time in Rank. Promotions are based on merit. They are not automatic. The years of service listed are intended as guidelines only. They should not be interpreted in such a manner as to inhibit the promotion of persons performing in an extraordinary manner. Nor should they be interpreted to suggest that a person can or should be automatically promoted solely on the basis of time in rank. Ordinarily, a faculty member will be expected to demonstrate ability for a minimum of:

3.4.1. One to two years for promotion from Instructor to Assistant Professor.

3.4.2. Three to five years for promotion from Assistant Professor to Associate Professor.

3.4.3. In as much as the rank of Professor is reserved for individuals of outstanding accomplishment, no time guidelines are recommended for promotion from Associate Professor to Professor.

3.5 Service to the University. Administrative or clinical services may be considered by the Committee as criteria for attainment of rank. In exceptional cases, many years of exceptional service in these areas may be given primary consideration by the Committee. Service to the University may be construed as:

3.5.1. Service on the boards of and as consultant to regional, national and international organizations.

3.5.2. Election to offices in regional, national and international groups.

3.5.3. National awards or honors.

3.5.4. Service and leadership on committees within the University.

3.5.5 Demonstrable excellence in clinical skills as evidenced by patient referrals, superior patient care, or innovative techniques.

DESIGNATION OF FACULTY TRACKS

The College of Dental Medicine recognizes three separate faculty tracks: Academic Clinician, Academic Researcher, and Academic Non-clinical Educator. An Academic Clinician is a faculty member who is primarily committed to clinical and didactic teaching with lesser commitment to scholarly activities and research. An Academic Researcher is a faculty member who contributes in the teaching and service areas, but is primarily committed to the research enterprise. An Academic Non-clinical Educator is a faculty member who is primarily committed to didactic teaching and academic administration, but does not provide clinical patient care supervision. Upon joining the CDM, a faculty member's track will be determined by the Dept Chair, in consultation with the faculty member and with the approval of the Dean. If a faculty member wishes to change from one track to another it must be with the Dept Chair's permission and approval of the Dean.

Guidelines for assessment of accomplishment at the various faculty ranks are given in the following table:

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(The number of stars indicates the level of importance from *** very important, to * important)

Instructor	Academic Researcher	Academic Clinician	Academic Non-clinical Educator
Evidence of promise of a career in academic dentistry or academia	***	***	***

Assistant Professor	Academic Researcher	Academic Clinician	Academic Non-clinical Educator
Demonstrates commitment to career in academic dentistry or academia	***	***	***
Is developing reputation as excellent clinician		*	
Participates in intramural clinical practice		*	
Is performing high quality research in mentored setting	***	*	*
Has joined appropriate scientific/professional organizations	***	***	***
Is developing skills, support systems to submit grant proposals	***	*	*
Has published 2 peer-reviewed manuscripts	**		**
Has presented talks/posters at local/regional/national meetings	**	*	*
Is developing excellent teaching skills	*	***	***

Associate Professor	Academic Researcher	Academic Clinician	Academic Non-clinical Educator
Has fulfilled with distinction duties of Assistant Professor	***	***	***
Has established independent laboratory or clinical research effort	***	*	
Has obtained research support from extramural source	***	*	*
Participates in collaborative research programs	***	*	*
Has presented talks/posters at local/regional/national meetings	***	***	***
Is involved in local and professional organizations	***	***	***
Is involved with college/university committees	**	***	***
Is mentoring students and trainees	***	***	***
Has contributed to course development	**	***	***
Has attained excellence as educator (awards,	*	***	***

evaluations)			
Participates in Interprofessional/Interdisciplinary activities	*	*	**
Has attained reputation as excellent clinician		***	
Maintains intramural clinical practice		*	
Has published peer-reviewed manuscripts (first or last author) (5 for Academic Researcher, 2 for Academic Clinician, 3 for Academic Non-clinical Educator)	***	***	***
Has published peer-reviewed manuscripts (total) (20 for Academic Researcher, 7 for Academic Clinician, 10 for Academic Non-clinical Educator)	***	***	***

Professor	Academic Researcher	Academic Clinician	Academic Non-clinical Educator
Has fulfilled with distinction duties of Associate Professor	***	***	***
Continues independent laboratory or clinical research effort	***	*	
Continues research support from extramural source	***	*	*
Leads collaborative research programs	***	*	*
Continues to mentor students and trainees	***	***	***
Has achieved national recognition in specific field	***	**	**
Has served on national committees, study sections, editorial boards; reviews manuscripts	***	***	***
Is a leader on college/university committees	**	***	***
Maintains excellence as educator (awards, evaluations)	*	***	***
Is a leader in Interprofessional/Interdisciplinary collaborations	**	**	***
Maintains reputation as excellent clinician		***	
Continues intramural clinical practice		*	
Has published peer-reviewed manuscripts (first or last author) (10 for Academic Researcher, 5 for Academic Clinician, 7 for Academic Non-clinical Educator)	***	***	***
Has published peer-reviewed manuscripts (total) (30 for Academic Researcher, 15 for Academic Clinician, 20 for Academic Non-clinical Educator)	***	***	***

4. Tenure

4.1. Tenure is the assurance of continuous appointment to a particular faculty rank, with continuation of salary commensurate with the rank. Tenure ensures academic freedom, with the expectation that the faculty member will continue to perform according to accepted standards subject to termination for cause (Faculty Handbook 7.1.1), upon retirement, on account of financial exigency or the change or abolition of institutional programs. The assurance of compensation applies to that base academic salary which is agreed upon by the faculty member and the department chair, as defined in the annual contract.

Faculty members who have consistently met the criteria for associate professor or professor and have a record of sustained excellence at that rank may apply for consideration for awarding of tenure. A record of sustained excellence means that over time the faculty member's teaching, scholarship, and service activities have made continuous and identifiably significant contributions to the College, University, and profession.

Scholarship sufficient for consideration of tenure requires a balance of achievement which is based upon teaching, research, professional service, and leadership within the University above and beyond the routine responsibilities required of all faculty. If the candidate's academic accomplishments are primarily limited to one or two areas of academic endeavor, he/she must have demonstrated competencies to some extent in all areas with an absolute necessity for demonstrated and current effectiveness in teaching. In considering tenure, the individual's long-term value to the University is the central issue. Tenure is recommended when, in the opinion of the college, the level of mutual responsibility between the faculty member and the college has developed such that the college can better meet its academic and societal mission with the commitment implicit in the tenure relationship.

In accordance with the MUSC Faculty Handbook, a tenured faculty member will be subjected to post tenure review, every sixth year after obtaining tenure.

5. Nominating Procedures of Appointment, Promotions and Tenure.

Recommendations for appointments, promotions, and tenure shall normally originate with the department chairs as stated in the Faculty Handbook of the Medical University of South Carolina. Where administratively appropriate, the review process may originate with the Dean. Consideration of tenure recommendations shall be independent of any prior or concurrent appointment and promotion recommendations.

5.1. Nominees for appointment shall supply a complete curriculum vitae to the Committee. The department chair shall furnish statements documenting the principal areas of responsibility of nominees. The department chairmen shall forward requests for faculty appointment to the Dean who, if he concurs, will forward them to the Committee for consideration. If approved by the Committee

and the Dean, appointment requests are referred to the Vice-President for Academic Affairs of the University. Appointments at the rank of Associate Professor and Professor require approval of the University Board of Trustees.

In the case of an appointment of a department chair, the Dean shall appoint a search committee. The search committee shall include, where practical and not in conflict with the goals of the College, one or more faculty of the department concerned, two or more chairs of other departments and any number of other qualified referees. Recruitment and interviews shall be the responsibility of the search committee with its final recommendations being submitted to the Dean. The Dean will forward the final recommendation to the Committee.

5.2. Promotions and Tenure. A portfolio supporting the recommendation for promotion or tenure shall be assembled and forwarded to the Dean for referral to the Committee. A list of external references will be provided by the candidate, and requests for an evaluation of the credentials of the candidate will be made by either the Dean or the Committee chair. The Committee shall review the nomination and supportive information. The Dean shall review the recommendations of the Committee and submit recommendations for promotion to the appropriate officers of the Medical University. Recommendations for award of tenure will be forwarded from the Dean to the Office of the Provost and University Tenure Committee.

The supportive information provided to the Dental Medicine Committee shall include:

5.2.1. A Letter of Nomination prepared by the department chair or Dean. This letter shall include a statement of the academic and administrative responsibilities of the candidate. It should clarify the candidate's principal areas of responsibility or function and the time required for such activity. Also, it should include an estimate of the time available for the candidate to pursue independent research or similar scholarly activities.

5.2.2. A Complete Curriculum Vitae prepared by the candidate. The curriculum vitae shall consist of: (a) personal history, (b) education, (c) professional experience, (d) professional honors received, (e) board status (if applicable), (f) membership in professional societies, (g) publications (publication should be identified, e.g. articles, books, monographs, abstracts, etc.), (h) other scholarly activities.

5.2.3. A Personal letter and Resume prepared by the candidate of his/her significant achievements since the time of last appointment or promotion. The resume should consist of such activities as:

- a. Involvement in continuing education
- b. Participation in postgraduate seminars and "short courses"

- c. Contributions - As service and with presentations and publications - to local, state, national and international societies and professional groups.
- d. Service to the University (committee assignments, etc.)
- e. Teaching innovations
- f. Research activities and interests.

5.2.4. External letters and other supporting information (e.g., sample publications, patents, etc). Nomination for tenure requires a minimum of three letters of recommendation solicited from referees unaffiliated with MUSC.