

CHAPTER 3

FACULTY APPOINTMENTS, PROMOTIONS, AND TENURE

The TUSDM Policy on Faculty, Appointments, Promotions, and Tenure derives from the Bylaws of the TUSDM Faculty, the [Policy on Academic Freedom, Tenure and Retirement of the Board of Trustees of Tufts University](#) and the recommendations of the TUSDM Faculty Appointments Promotion and Tenure Committee (FAPTC).

With the approval of the TUSDM Executive Faculty on August 16, 2017 and Tufts University Office of the Provost on November 4, 2017, TUSDM implemented a four-track faculty track, title, and rank scheme to clarify and simplify our faculty structure by more clearly differentiating faculty types and related expectations.

I. POLICY STATEMENT

Effective November 4, 2017, TUSDM will appoint all new faculty to one of four TUSDM faculty appointment tracks:

- Track 1: Tenure Track and Tenured Faculty Appointments
- Track 2: Non-Tenure/Contract Track Faculty Appointments
- Track 3: Clinical Instruction Track Faculty Appointments
- Track 4: Volunteer Clinical Associate Faculty Appointments

All initial faculty appointments regardless of track or rank will require FAPTC review and approval. FAPTC-endorsed initial appointments and promotions to the rank of full professor in Track 1 and Track 2 require review and approval of the Tufts University Office of the Provost.

Faculty rank, titles, and within-track annual performance review and promotion criteria will align with assigned track specifications (see **§ II–§ V** below). Assessment of faculty performance will be based on demonstrated accomplishments in specified Areas of Excellence (fully defined in **§ III** below):

- A. Teaching
- B. Educational Leadership
- C. Scholarship, Investigation, and Discovery
- D. Clinical Instruction, Expertise, and Innovation
- E. Service, Citizenship, and Professionalism

The FAPTC will establish procedures to ensure the Policy on Faculty Appointments, Promotions, and Tenure is implemented in a fair and consistent manner. All procedures will be reviewed periodically and revised, as necessary. The FAPTC, in coordination with TUSDM Faculty Affairs Officer, will ensure any procedural changes are communicated to affected faculty in a timely manner.

II. FACULTY APPOINTMENT TRACKS

A. Track 1: Tenure Track and Tenured Faculty Appointments

All tenure track and tenured faculty appointments will be full-time faculty who meet the Tufts University criteria for appointment to a tenure track. For tenure track and tenured faculty, the University defines full-time as a commitment of five (5) days per week devoted to university-related academic pursuits on a 12-month basis. This may include up to one (1) day per week of intramural or extramural practice or other professional pursuit, at the discretion of the TUSDM Dean.

Any new or open Tenure Track and Tenured Faculty positions must be posted for a minimum of two (2) weeks with minimum qualifications for education, training, experience, and any additional selection criteria clearly defined.

Review and promotion criteria will be governed by the [Policy on Academic Freedom, Tenure and Retirement of](#)

[the Board of Trustees of Tufts University](#) and other university-level requirements. Faculty may hold joint appointments with another Tufts University school. Track 1 Tenure track and Tenured Faculty Appointment rank titles will be Assistant Professor of Dental Medicine, Associate Professor of Dental Medicine, and Professor of Dental Medicine. Tenure Track and Tenured Faculty must designate Teaching and Scholarship as their primary and secondary Areas of Excellence, with order precedence determined in consultation with the respective Department Chair. The School encourages but does not require designation of a tertiary area (i.e., Educational Leadership; Clinical Instruction, Expertise, and Innovation; Service, Citizenship, and Professionalism).

1) Assistant Professor of Dental Medicine (Track 1)

Initial Appointment as ASSISTANT PROFESSOR OF DENTAL MEDICINE Minimum Qualifications	Criteria & Levels of Review	Initial and Renewal Appointment Term and Promotion Review Timeline
<ul style="list-style-type: none"> - Entry level, junior rank for new faculty - Meet qualifications of education, training, experience and any additional selection criteria included in the open faculty position description - Demonstrated excellence in career to date - Demonstrated commitment to an academic career - Strong recommendations from reputable and position-appropriate references <p><i>(Any Track 2 Non-tenure/Contract Track faculty member who wishes to become tenure track must meet entry requirements and be reassigned to <u>Assistant Professor</u> rank in Track 1, regardless of their existing rank.)</i></p>	<p>At the time of initial appointment, the new faculty member, in collaboration with the relevant TUSDM Department Chair, will develop an individual TUSDM Faculty Profile, based on</p> <ul style="list-style-type: none"> - the position description, - faculty member expertise, <u>and</u> - professional development goals. <p>Faculty member must designate <u>primary</u> and <u>secondary</u> Areas of Excellence (see § III. Areas of Excellence below) and must demonstrate accomplishments in both as the core criteria for performance assessment and promotion review.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC - TUSDM Dean - Tufts Office of the Provost 	<p>Initial Term: 1 Year</p> <p>Eligible for Promotion Review: At discretion of the Dept. Chair (minimum 3 years)</p>

2) Associate Professor of Dental Medicine (Track 1)

<p style="text-align: center;">Initial Appointment as ASSOCIATE PROFESSOR OF DENTAL MEDICINE (Track 1)</p> <p style="text-align: center;">Minimum Qualifications</p>	<p style="text-align: center;">For Promotion to ASSOCIATE PROFESSOR OF DENTAL MEDICINE (Track 1)</p> <p style="text-align: center;">Criteria & Levels of Review</p>	<p style="text-align: center;">Initial and Subsequent Renewal Appointment Term & Promotion Review Timeline</p>
<ul style="list-style-type: none"> - Mid-career level rank open to candidates who have at <u>least 5 years of service at the Assistant Professor rank at Tufts/TUSDM or comparable university/dental school</u> - Record of superior accomplishment in at least two Areas of Excellence (<i>Internal Candidates only</i>) - Emerging national reputation for achievements in Teaching, Educational Leadership, and Scholarship 	<p>Candidate must demonstrate and document notable accomplishments in the Areas of Excellence (see § III. Areas of Excellence below) designated as <u>primary</u> and <u>secondary</u> in TUSDM Faculty Profile for purposes of promotion review.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department - FAPTC - TUSDM Dean - Tufts Office of Provost 	<p>Initial Term: 1 Year</p> <p>Eligible for Promotion Review: At discretion of the Dept. Chair (minimum 5 years)</p>

3) Professor of Dental Medicine (Track 1)

<p style="text-align: center;">Initial Appointment as PROFESSOR OF DENTAL MEDICINE (Track 1)</p> <p style="text-align: center;">Minimum Qualifications</p>	<p style="text-align: center;">For Promotion to PROFESSOR OF DENTAL MEDICINE (Track 1)</p> <p style="text-align: center;">Criteria & Levels of Review</p>	<p style="text-align: center;">Initial and Renewal Appointment Term & Promotion Review Timeline</p>
<ul style="list-style-type: none"> - Senior-career level rank open to candidates who have <u>at least 5 years of continuous service at the Associate Professor rank at Tufts/TUSDM or comparable university/dental school*</u> - Rank reserved for distinguished members of the faculty in recognition of distinctive achievement - Demonstrated record of superior accomplishment in at two or more Areas of Excellence (<i>Internal Candidates only</i>) - Recognition at the school-wide, local, national and international levels for achievements in Teaching, Educational Leadership and /or Scholarship 	<p>Candidate must demonstrate and document notable accomplishments in the Areas of Excellence (see § III. Areas of Excellence below) designated as <u>primary</u> and <u>secondary</u> for purposes of annual performance assessment and promotion review in TUSDM Faculty Profile.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC - TUSDM Dean - Tufts Office of Provost 	<p>Initial Term: 1 Year</p> <p>Eligible for Promotion Review: At discretion of the Dept. Chair (minimum 5 years)</p>

B. Track 2: Non-tenure/Contract Track Faculty Appointments

Non-tenure/Contract Track faculty appointment will be open to full-time and part-time (minimum 0.5 FTE or greater), benefits-eligible faculty:

- To be considered full-time, faculty must work a minimum of eight (8) sessions per week and a minimum four (4) days per week.
- To be considered part-time, benefits-eligible, faculty must devote 0.5 FTE or more to TUSDM, which is defined as minimum of (5) clinic sessions with no minimum day requirement.

Any new or open Non-tenure/Contract Track Faculty positions must be posted for a minimum of two (2) weeks with minimum qualifications for education, training, experience, and any additional selection criteria clearly defined. Initial and renewal appointments for full-time faculty in the Non-tenure/Contract Track (Track 2) will range from one (1) to three (3) years. The TUSDM Dean, in his/her sole discretion, may authorize shorter or longer terms.

All part-time Non-tenure/Contract Track faculty appointments will be reviewed for possible renewal annually (July 1 – June 30); mid-year appointments may be offered but must end on June 30. All Track 2 appointment duration decisions will be based on TUSDM academic and clinical needs, finances, and annual performance reviews.

Initial faculty appointment to—and any subsequent promotion within—the Non-tenure/Contract Track will be reviewed and approved by FAPTC. All Track 2 faculty appointment contracts will state clearly that the faculty member is “appointed to the Non-tenure/Contract Track, which is a non-tenure-eligible track.”

Any full-time faculty member who is on Track 2 may request consideration for the Tenure Track (Track 1). If FAPTC approves a “switch” (i.e., faculty member will receive a new appointment) to the Tenure Track:¹

- The faculty member who switches must enter at the Assistant Professor rank regardless of their previous Non-tenure/Contract Track rank.
- None of the time served at the on the Non-tenure/Contract Track will count toward the tenure probationary period.

Track 2 Non-Tenure/Contract Track Faculty Appointments rank titles will be limited to Assistant Professor, Associate Professor, and Professor without qualifying prefix or suffix.

¹ The limitations below align with Tufts University [Policy on Research Faculty Appointments](#) and the precedent established by the School of Arts & Sciences, Graduate School of Arts & Sciences, and the School of Engineering.

1) Assistant Professor (Track 2)

Initial Appointment as ASSISTANT PROFESSOR (Track 2) Minimum Qualifications	Criteria & Levels of Review	Initial and Renewal Appointment Term & Promotion Review Timeline
<ul style="list-style-type: none"> - Entry level rank open to candidates who meet qualifications of education, training, experience and any additional selection criteria included in the posted faculty position - For positions involving clinical supervision of students/residents, a dental degree from a CODA-accredited program and an active license in good standing to practice in Massachusetts is required. International Faculty from non-CODA accredited programs must have an active limited license to practice in Massachusetts. - For non-dentist positions, a minimum master-level degree in the profession and an active license to practice in Massachusetts required, as appropriate - Demonstrated excellence in career to date - Demonstrated commitment to dental profession and dental education - Strong recommendations from reputable and position-appropriate supervisors, colleagues, and/or past students or mentees 	<p>At the time of initial appointment, the new faculty member, in collaboration with the relevant TUSDM Department Chair, will develop an individual TUSDM Faculty Profile, based on</p> <ul style="list-style-type: none"> - the position description, - faculty member expertise, <u>and</u> - professional development goals. <p>- Faculty member must designate <u>primary</u> and <u>secondary</u> Areas of Excellence (see § III. Areas of Excellence below), which will be basis for performance assessment and promotion review.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC - TUSDM Dean 	<p>Full-time Initial Term: 1 Year</p> <p>Part-time Initial Term: 1 Year</p> <p>Renewal Term: 1-3 Years</p> <p>Full-time Eligible for Promotion Review: Year 5</p> <p>Part-time Eligible for Promotion Review: Year 5</p>
Criteria for CONTRACT RENEWAL as ASSISTANT PROFESSOR		
<ul style="list-style-type: none"> - Evidence of effectiveness, continuous improvement, and accomplishment in designated Areas of Excellence - Adherence to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures - Successful completion of annual performance review <p><u>Levels of Performance/Contract Renewal Review:</u></p> <ul style="list-style-type: none"> - Department Chair - TUSDM Dean 		<p>Full and Part-time: Annually</p>

2) Associate Professor (Track 2)

Initial Appointment to ASSOCIATE PROFESSOR (Track 2) Minimum Qualifications	For Promotion to ASSOCIATE PROFESSOR (Track 2) Criteria & Levels of Review	Initial and Renewal Appointment Term & Promotion Review Timeline
<ul style="list-style-type: none"> - Mid-career rank open to candidates who have <u>at least 5 years' service at the Assistant Professor rank</u> at Tufts/TUSDM or comparable institution - Meet qualifications of education, training, experience and any additional selection criteria included in the posted faculty position - For positions involving clinical supervision of students/residents, a dental degree and active license to practice in Massachusetts is required - For non-dentist positions, a minimum master-level degree in the profession and an active license to practice in Massachusetts, as appropriate - Demonstrated excellence in career to date - Demonstrated commitment to Areas of Excellence - Strong recommendations from reputable and position-appropriate supervisors, colleagues, and/or past students or mentees - Record of superior accomplishment in at least two Areas of Excellence as defined in Faculty Profile (<i>Internal Candidates only</i>). - Evidence of recognition in dental profession/oral health care field (i.e., regional, national, international) for professional achievement 	<p>Candidate must demonstrate and document notable accomplishments in the Areas of Excellence (see § III. Areas of Excellence below) designated as <u>primary</u> and <u>secondary</u> in TUSDM Faculty Profile for purposes of promotion review.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC - TUSDM Dean 	<p>Full-time Initial Term: 1-3 Years</p> <p>Part-time Initial Term: 1 Year</p> <p>Full-time Eligible for Promotion Review: 5 years as full-time Associate Professor</p> <p>Part-time Eligible for Promotion Review: 5 years as part-time Associate Professor</p>
Criteria for CONTRACT RENEWAL as ASSOCIATE PROFESSOR		
<ul style="list-style-type: none"> - Evidence of progress and accomplishment in designated Areas of Excellence - Adherence to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures - Successful completion of annual performance review <p><u>Levels of Performance/Contract Renewal Review:</u></p> <ul style="list-style-type: none"> - Department Chair - TUSDM Dean 		<p>Renewal Term: 1-3 Years</p>

3) Professor (Track 2)

<p style="text-align: center;">Initial Appointment to PROFESSOR (Track 2)</p> <p style="text-align: center;">Minimum Qualifications</p>	<p style="text-align: center;">For Promotion to PROFESSOR (Track 2)</p> <p style="text-align: center;">Criteria & Levels of Review</p>	<p style="text-align: center;">Initial and Renewal Appointment Term & Promotion Review Timelines</p>
<ul style="list-style-type: none"> - Senior career rank open to candidates who have <u>at least 5 years of service at Associate Professor rank at Tufts/TUSDM or comparable institution</u> - Meet qualifications of education, training, experience and any additional selection criteria included in the posted faculty position - For positions involving clinical supervision of students/residents, a dental degree and active license to practice in Massachusetts required - For non-dentist positions, a minimum master-level degree in the respective profession and an active license to practice in Massachusetts required, as appropriate - Demonstrated excellence in career to date - Demonstrated commitment to Areas of Excellence - Strong recommendations from reputable and position-appropriate supervisors, colleagues, and/or past students or mentees - Record of superior accomplishment in at least two Areas of Excellence as defined in Faculty Profile (<i>Internal Candidates only</i>) - Evidence of recognition in dental profession/oral health care field (i.e., regional, national, international) for professional achievement 	<p>Candidate must demonstrate and document notable accomplishments in the Areas of Excellence (see § III. Areas of Excellence below) designated as <u>primary</u> and <u>secondary</u> for purposes of annual performance assessment and promotion review in TUSDM Faculty Profile.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC - TUSDM Dean - Tufts Office of Provost 	<p>Initial Term: 1-3 Years</p> <p>Renewal Term: 1-3 Years</p>
Renewal Criteria for PROFESSOR		
<ul style="list-style-type: none"> - Notable accomplishments in at least two Areas of Excellence designated as primary and secondary annual performance and promotion review criteria in the candidate's TUSDM Faculty Profile - Adherence to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures - Faculty who have achieved the rank of Professor, both tenured and non-tenured, are expected to play major service and governance roles on a regular basis throughout their careers, such as serving on or chairing major committees or undertaking administrative assignments such as associate dean, assistant dean, chair or director, associate chair, or other such positions as asked. <p><u>Levels of Performance/Contract Renewal Review:</u></p> <ul style="list-style-type: none"> - Department Chair - TUSDM Dean 		<p>Full and Part Time: 1-3 Years</p>

C. Track 3: Clinical Instruction Track Faculty Appointments)

Clinical Instruction appointments will be open to part-time, less than 0.5 FTE, non-benefits-eligible paid faculty. Any new or open Clinical Instruction Track Faculty positions must be posted for a minimum of two (2) weeks with minimum qualifications for education, training, experience, and any additional selection criteria clearly defined.

Initial faculty appointment to—and any subsequent promotion within—the Clinical Instruction Track will be reviewed and approved by FAPTC. All Clinical Instructor and Senior Clinical Instructor appointments are governed by 12 month contracts with annual renewal based on performance assessment at the departmental level.

Track 3 Clinical Instruction faculty rank titles will be limited to Clinical Instructor and Senior Clinical Instructor.

1) Clinical Instructor (Track 3)

<p>Initial Appointment to CLINICAL INSTRUCTOR (Track 3)</p> <p>Minimum Qualifications for Initial Appointment</p>	<p>Criteria & Levels of Review</p>	<p>Initial and Renewal Appointment Term & Promotion Review Timelines</p>
<ul style="list-style-type: none"> – Entry level rank open to candidates who meet qualifications of education, training, experience and any additional selection criteria included in the posted less than 0.5 FTE, non-benefits eligible faculty position – For positions involving clinical supervision of students/residents, a dental degree and active license to practice in Massachusetts required. – For non-dentist positions, a minimum master-level degree in the profession and an active license to practice in Massachusetts, required as appropriate – Demonstrated excellence in career to date – Demonstrated commitment to dental profession and dental education – Strong recommendations from reputable and position-appropriate supervisors, colleagues, and/or past students or mentees 	<p>At the time of initial appointment, the new faculty member, in collaboration with the relevant TUSDM Department Chair and/or supervisor, will develop an individual TUSDM Faculty Profile, based on</p> <ul style="list-style-type: none"> - position description, - faculty member expertise, <u>and</u> - professional development goals. <p>Faculty member must designate a primary Area of Excellence (see § III. Areas of Excellence below) which will be basis for performance assessment and promotion review.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> – Department Chair – FAPTC 	<p>Initial Term: 1 Year</p> <p>Eligible for Promotion at: 7 years</p>
<p>Renewal Criteria as CLINICAL INSTRUCTOR</p>		
<ul style="list-style-type: none"> – Evidence of progress and accomplishment in designated Area of Excellence – Adherence to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures <p><u>Levels of Review:</u></p> <ul style="list-style-type: none"> – Department Chair 		<p>Renewal Term: 1 year</p>

2) Senior Clinical Instructor (Track 3)

<p style="text-align: center;">Initial Appointment to SENIOR CLINICAL INSTRUCTOR (Track 3)</p> <p style="text-align: center;">Minimum Qualifications for Initial Appointment</p>	<p style="text-align: center;">For Promotion to SENIOR CLINICAL INSTRUCTOR (Track 3)</p> <p style="text-align: center;">Criteria & Level of Review</p>	<p style="text-align: center;">Initial and Renewal Appointment Term & Promotion Review Timelines</p>
<ul style="list-style-type: none"> - Senior-level rank primarily available as a promotion from TUSDM Clinical Instructor - <u>5 years of continuous service as a TUSDM Clinical Instructor</u> <p><i>(Under rare and well-justified circumstances, initial appointment to Senior Clinical Instructor rank is allowed. The Department Chair must present evidence to FAPTC that candidate meets the criteria for promotion to Senior Clinical Instructor upon appointment, including 5 years continuous service in a comparable clinical teaching setting.)</i></p>	<p>Candidate must demonstrate and document notable accomplishments in the Areas of Excellence (see § III. Areas of Excellence below) designated as <u>primary</u> for purposes of annual performance assessment in TUSDM Faculty Profile.</p> <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC 	<p>Initial Term: 1 Year</p> <p>Renewal Term: 3-5 years</p>
<p>Renewal Criteria as SENIOR CLINICAL INSTRUCTOR</p>		
<ul style="list-style-type: none"> - Evidence of progress and accomplishment in - Faculty members at the Senior Clinical Instructor rank are expected to <ul style="list-style-type: none"> - demonstrate superior collegiality with students, staff, and peers; - maintain excellence in teaching and mentoring students; - participate in the TUSDM governance as a member of a standing committee of the Faculty; and - adhere to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures <p><u>Levels of Review:</u></p> <ul style="list-style-type: none"> - Department Chair 		

D. Track 4: Clinical Associate Faculty Appointments

Volunteer Clinical Associate Faculty Track Appointments are unpaid appointments granted to dental professionals who volunteer as faculty mentors who support and guide the student dentists and residents providing direct patient care in the TUSDM Comprehensive Care and Specialty Care Clinics.

Volunteer Clinical Associate appointments will be open to credentialed dental professionals who are licensed to practice their profession as required by the Massachusetts Board of Registration in Dentistry and/or Commission on Dental Accreditation (CODA) requirements. Volunteer Clinical Associate Faculty must be willing and able to commit to a schedule determined in consultation with the Dean or Department Chair

Initial appointment as Volunteer Clinical Associate Faculty Track must be reviewed and approved by FAPTC. All Volunteer Clinical Associate Faculty Track appointments are governed by one-year *Volunteer Service Agreements* with annual renewal subject to satisfactory performance assessment at department level.

Track 4 Volunteer Clinical Associate faculty rank titles will be limited Clinical Associate, Senior Clinical Associate.

1) Volunteer Clinical Associate (Track 4)

<p style="text-align: center;">Initial Appointment to VOLUNTEER CLINICAL ASSOCIATE (Track 4)</p> <p style="text-align: center;">Minimum Qualifications for Initial Appointment</p>	<p style="text-align: center;">Criteria & Levels of Review</p>	<p style="text-align: center;">Initial and Renewal Appointment Term & Promotion Review Timelines</p>
<ul style="list-style-type: none"> - Open to mid and senior level practitioners who demonstrate strong commitment to education and best practices in dental care - Education, training, experience that is appropriate for supervising student dentists and resident dentist in a clinical education setting - A dental degree and active license to practice in Massachusetts - For non-dentist positions, a minimum master-level degree in the respective profession and an active license to practice in Massachusetts, as appropriate - Willing and able to commit to a schedule determined in consultation with the Department Chair 	<p>At the time of initial appointment, the new faculty member, in collaboration with the relevant TUSDM Department Chair and/or relevant supervisor, will develop a position description, based on</p> <ul style="list-style-type: none"> - faculty member expertise and - departmental, clinical supervision, and other TUSDM responsibilities. <p><u>Levels of Review & Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC 	<p>Initial Term: 1 Year</p> <p>Eligible for Promotion at: 5 years</p>
<p>Renewal Criteria for CLINICAL ASSOCIATE</p>		
<ul style="list-style-type: none"> - Positive student evaluations - Positive feedback from colleagues - Evidence of collegiality and support for the School - Reliability in attendance - Adherence to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures 	<p>Renewal Term: 1 year</p>	

2) Volunteer Senior Clinical Associate (Track 4)

Minimum Qualifications Initial Appointment to VOLUNTEER SENIOR CLINICAL ASSOCIATE (Track 4) Minimum Qualifications for Initial Appointment	For Promotion VOLUNTEER SENIOR CLINICAL ASSOCIATE (Track 4) Criteria & Levels of Review	Initial and Renewal Appointment Term & Promotion Review Timelines
<ul style="list-style-type: none"> - Senior-level rank primarily available as a promotion from TUSDM Clinical Associate - <u>5 years of continuous service as a TUSDM Clinical Associate</u> - Willing and able to commit to a schedule determined in consultation with the Department Chair <p><i>(Under rare and well-justified circumstances, initial appointment to Senior Clinical Associate rank is allowed. The Department Chair must present evidence to FAPTC that candidate meets the entry criteria for Clinical Associate and have 5 years continuous service in a comparable clinical teaching setting.)</i></p>	<ul style="list-style-type: none"> - Demonstrated excellence in teaching and mentoring students - Outstanding service to TUSDM and the professional community - Demonstrated superior collegiality with students, staff, and peers - Reliability in attendance - Adherence to TUSDM Clinical Affairs and Compliance policies and procedures <p><u>Levels of Review and Approval:</u></p> <ul style="list-style-type: none"> - Department Chair - FAPTC 	<p>Initial Term: 1 Year</p> <p>Renewal Term: 1 Year</p>
Renewal Criteria for SENIOR CLINICAL ASSOCIATE		
<ul style="list-style-type: none"> - Positive student evaluations - Positive feedback from colleagues - Evidence of collegiality and support for the School - Reliability in attendance - Adherence to Tufts/TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies and procedures 		<p>Renewal Term: 1 year</p>

III. AREAS OF EXCELLENCE

All members of the TUSDM Faculty must demonstrate commitment to Areas of Excellence that align with the TUSDM mission of Education Committed to Clinical Excellence:

- A. Teaching (Didactic Instruction)
- B. Educational Leadership
- C. Scholarship, Investigation, and Discovery
- D. Clinical Instruction, Expertise, and Innovation
- E. Service, Citizenship, and Professionalism

The School acknowledges that individual faculty accomplishments within each area may vary, but strongly encourages faculty members to integrate elements of all Areas of Excellence to the extent that their faculty track and rank allow. TUSDM expects all faculty members to commit fully to excellence in Service, Citizenship, and Professionalism as this Area of Excellence is the foundation for achievement in all other areas.

As part of the review and approval of faculty appointments, reappointments, and/or changes in clinical privileges, FATPC will require that all documentation received will be verified. Annual performance, promotion, and tenure review assessments by the FATPC will be based substantially on achievement in Areas of Excellence identified in the **Annual Faculty Profile and Department Conference & Review Form**, which all members of the TUSDM faculty in Tracks 1, 2, and 3 will complete in consultation with their respective Department Chairs or Supervisors. Faculty may reassess their Areas of Excellence as part of the annual performance review process and realign their designated Areas of Excellence with their faculty performance goals for the upcoming performance review period. Faculty in Tracks 1 and 2 will be required to specify both “primary” and “secondary” Areas of Excellence whereas faculty in Track 3 will only specify a “primary” Area of Excellence to serve as an objective metric in their annual performance reviews and promotion consideration. All faculty should demonstrate accomplishment and continuous improvement in their designated Areas of Excellence.

For promotion consideration, faculty must submit specific documentation—outlined below—for their designated Areas of Excellence in addition to other materials that will comprise a formal *TUSDM Promotion Dossier* (see **Guidelines for Promotion Dossier Content and Format**). If the candidate, in consultation with his/her Department Chair or Supervisor, changed the designation or order of precedence of the Areas of Excellence as part of a previous performance review, the candidate must also provide a summary and rationale for the changes. Dossiers will be reviewed and subject to approval at two or more levels (Department Chair, FATPC, TUSDM Dean, Tufts University Office of the Provost) depending on faculty track and rank. All requests for promotion must be approved at each level for further consideration.

A. Teaching

Teaching, defined here as **didactic instruction**, entails the effective communication of knowledge to foster student learning via any appropriate method including but not limited to: lecture, seminar, laboratory, workshop, hybrid or on-line courses, one-to-one tutorials, and continuing education programs. Good teaching also requires continuous improvement of teaching via the development of innovative educational methods and resources.

Evidence of Accomplishment	Required Documentation for Promotion
<ul style="list-style-type: none"> – Positive findings of TUSDM Office of Academic Affairs/Curriculum Committee course and faculty peer evaluation process – Positive evaluation of the quality of the teaching by TUSDM and Tufts University colleagues – Positive course evaluations from current and/or former students; predoctoral, postgraduate, and/or continuing education students, as appropriate – Novel or particularly effective teaching materials and methods developed – Education and professional development to enhance discipline knowledge or teaching skills 	<ul style="list-style-type: none"> – Statement of teaching philosophy – Summary of TUSDM teaching activities and responsibilities – Concise summary of prior professional and teaching experience – Statement of teaching advancements and accomplishments – Course syllabi and teaching materials developed – TUSDM peer course and teaching evaluations – Comprehensive TUSDM student evaluation data (didactic courses only)

B. Educational Leadership

Educational Leadership, which may be internal or external, emphasizes broader efforts to improve curriculum, pedagogy, training and mentoring practices, or the delivery of quality patient care. Educational leadership roles and accomplishments may be evaluated as evidence of achievement in both Educational Leadership and in Service, Citizenship, and Professionalism.

Evidence of Accomplishment	Required Documentation for Promotion
<ul style="list-style-type: none"> – Serving successfully in a leadership position at TUSDM (e.g., Dean, Department Chair, Division Head) – Serving successfully as a member of the TUSDM academic or administrative leadership team and/or serving as chair or co-chair of one of the TUSDM Standing Committees or Management Committees focused on educational programs and student outcomes (e.g., Curriculum Committee, Advanced and Graduate Education Committee, Outcomes Assessment Committee) – Serving as a course director – Serving as chair or co-chair of an ad hoc committee or work group convened by the School or University leadership to address mission and education-specific matters – Active participation in local, state, national, or international organizations related to education (e.g. ADEA, etc.) – Participating in local, state, regional or national efforts (e.g., policy advocacy, health advisory committees or panels) to effect positive change in oral healthcare policy, standards, education and training, financing, delivery of services, and/or patient outcomes – Education and professional development to enhance leadership, communication, advocacy, and related skills 	<ul style="list-style-type: none"> – Written documentation of active participation (not just membership) in leadership roles, describing roles as related to educational leadership, including: <ul style="list-style-type: none"> - dates of leadership - minutes, reports, etc. showing evidence of efforts to improve curriculum, pedagogy, training and mentoring practices or the delivery of quality patient care – Documentation of improvements made, peer/chair annual evaluations, meeting minutes, letters of support from colleagues – Contact information for TUSDM to verify accomplishments if done independently of TUSDM

C. Scholarship, Investigation, and Discovery

Scholarship, Investigation, and Discovery is as an active, diligent, and systematic process of inquiry that leads to the discovery, advancement, and dissemination of knowledge.

Evidence of Accomplishment	Required Documentation for Promotion
<ul style="list-style-type: none"> - Research grants, development of centers for study or service, research projects that address issues of local, state, or other needs - Preparation and dissemination of documents that promote research into practice such as policy briefs, manuals, practice guides, or other publications based on research for the good of the community - Development or leadership role in community-based health care initiatives - Consulting as requested by academic, healthcare, and other organizations - Service as an editor or editorial board member of a discipline-related professional publication or other form of media (e.g., newspaper, magazine, literary magazine, scholarly professional journal, online publications or videos) - Conference planning - Education and professional development to enhance scholarly output (e.g., training in grantwriting, writing for lay audiences, public speaking, new research techniques) 	<ul style="list-style-type: none"> - Introduction and summary of scholarly activity - Detailed list of all fellowships and grants received (i.e., funding agency, amount, title, brief synopsis) since original hire or last promotion - List and synopsis of all peer-reviewed publications since original hire or last promotion - List and summary all scholarly outputs disseminated in alternative peer-reviewed outlets (e.g., <u>MedEdPortal</u>, professional newsletters) - List of other notable publications (e.g., policy briefs, editorials, manuals) - List of all posters and/or presentations to professional societies - List of patents received - Description of outcomes research or community oral health initiatives with measureable outcomes detailed - Conference evaluation summary

D. Clinical Instruction, Expertise, and Innovation

Clinical instruction, expertise, and innovation encompasses high quality student supervision and mentorship as well as innovative approaches leading to improved oral health promotion and patient quality of care, including disease diagnosis, treatment and/or prevention; the development or application of technology for clinical care; and/or the development of novel models of care delivery that influence care at a regional, and often national, level.

Evidence of Accomplishment	Required Documentation for Promotion
<ul style="list-style-type: none"> - Positive evaluations from current and/or former students supervised in the clinical setting, predoctoral, postgraduate, and/or continuing education students, as appropriate - Development and/or application of methods and technologies that have a measurable impact on the efficiency and effectiveness of clinical care and/or to the development of models leading to improved oral healthcare delivery - Certification by specialty board - Awards that recognize clinical expertise - Leadership in the development of clinical practice guidelines - Fellowship status in national clinical dental organization - Membership on a specialty examining board - Service as a consultant on patient care (e.g. health/dental insurers, public agencies, courts, health organizations, industry, etc.) - Participation in clinical trials and investigations - Acquisition of patents on clinical materials or instruments - Education and professional development to enhance clinical mentorship skill and clinical expertise 	<ul style="list-style-type: none"> - Documentation of board certification status for advanced trained dentists - Summary of continuing education in dental profession - Comprehensive TUSDM clinical faculty evaluation data - Summary of methodological and technological innovations - List of patents received, as appropriate - Description of any clinical trial participation - List of notable publications (e.g., practice guidelines, editorials, manuals) in education, clinical practice, or patient care - List of all posters and/or presentations to professional societies, as appropriate - List of awards, fellowships, and/or honors received

E. Service, Citizenship, and Professionalism

Service and Citizenship includes activities that benefit society, the profession of dentistry, TUSDM, and Tufts University. Professionalism encompasses responsibility, dependability, communication, collegiality, respect, teamwork and ethical behavior in interactions with fellow faculty, students, staff, and patients. The functioning of the TUSDM depends on faculty participation in academic and clinic governance and administration. Academic and clinical affairs are governed primarily by the faculty, and the administration of academic and clinical units is a faculty responsibility.

All faculty must engage in the operation and collegial life of their department, TUSDM, and Tufts University. **Service, Citizenship, and Professionalism may not be designated as a primary or secondary Area of Excellence.**

Evidence of Accomplishment	Required Documentation for Promotion
<ul style="list-style-type: none"> - Attendance at regular faculty meetings in the departments and programs with which faculty member is affiliated as well as TUSDM faculty meetings - Participation in undergraduate recruitment and graduate admissions activities and in the recruitment of faculty - Service on TUSDM Standing Committees and/or university committees on a regular basis - Participation in TUSDM community-wide ceremonies (e.g., Commencement, White Coat Ceremony) - Extramural service to other schools, industry, relevant professional organizations, governmental agencies, and the public at large, which may be paid (in compliance with Tufts University guidelines), advisory, or volunteered - Major service and governance roles (e.g., serving on or chairing major committees or undertaking administrative assignments such as associate Dean, Assistant Dean, Chair or Director, Associate Chair, or other such positions as asked. <i>(Required for all tenured and non-tenured full Professors)</i>) 	<ul style="list-style-type: none"> - Summary of leadership and service activities since original hire or last promotion - Description of TUSDM departmental role and accomplishments - List of TUSDM and Tufts Committee memberships with summary of key contributions - Summary of other TUSDM and Tufts University activities - Summary of external activities: <ul style="list-style-type: none"> - State-and local activities - National activities - International activities - Description of TUSDM patient care activities - Description of community-based patient care and/or educational activities, as appropriate

IV. CONTINGENCY AND COURTESY APPOINTMENTS

TUSDM may engage faculty outside the four track structure to support its educational mission. Such faculty must adhere to all Tufts University and TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies as applicable to their TUSDM role and contractual commitment or affiliate agreement. They will not be considered members of the General Faculty and will not be granted voting rights. They may attend meetings of the General Faculty at the discretion of the TUSDM Dean.

A. Adjunct Faculty

Adjunct faculty are defined as those persons with high professional qualifications who perform teaching, research, scholarly activity or service at TUSDM, but do not do so on a regular basis and have no current academic appointment at another institution of higher education. TUSDM may accept voluntary services from such individuals or enter into short-term, deliverable-based contracts with such persons to teach courses, deliver lectures, lead workshops, or otherwise engage academic and clinical instruction tasks that current members of the TUSDM Faculty cannot undertake due to time constraints or the need for specialized expertise. These persons will be deemed Adjunct Faculty and will not receive a title.

B. Visiting Faculty

Visiting faculty are defined as those persons with high professional qualifications who perform teaching, research, scholarly activity or service at TUSDM, but who hold an academic appointment at another institution of higher education. These faculty members do not perform these functions on a regular basis at Tufts and will not receive a rank title other than Visiting Faculty.

C. Externship Site Preceptor Faculty

Externship Site Preceptor Faculty are dental professionals who are employed by community-based healthcare entities that enter into Affiliation Agreements with TUSDM to host student dentists and residents for externships. Externship Preceptors personally mentor, supervise, and evaluate the performance of student dentists and residents.

D. Emeritus Faculty

Upon retirement from Tufts University, a Department Chair, at his/her discretion, may request the TUSDM Dean recommend to the Provost that an outstanding, full-time faculty member who has served TUSDM for at least 7 years prior to retirement be elevated to emeritus status. See **Tufts University Guidelines for Nominating Faculty for Emeritus/a Faculty Appointments** and **TUSDM Policy on Emeritus Faculty**. This recommendation is sent to the Provost and the President for forwarding to and approval by the Trustee Committee on Academic Affairs. Emeritus faculty will retain their title at the time of their retirement with the suffix “Emeritus” and are strongly encouraged to remain engaged in TUSDM activities, including serving as non-voting advisors to one or more Standing Committees, participating in TUSDM community events (e.g., White Coat Ceremony, Commencement), and contributing to workshops and seminars. Emeritus Faculty may attend meetings of the General Faculty without voting privileges.

V. SEPARATION FROM THE UNIVERSITY

The [*Policy on Academic Freedom, Tenure and Retirement of the Board of Trustees of Tufts University*](#) establishes minimum requirements for advance notification of nonreappointments not involving tenure. The timing of advance notice (minimum 3 months, 6 months, 12 months) depends on the length of time served at the university (1 year, 2 years, more than 2 years) and the termination date of the current appointment. All TUSDM faculty appointments end on June 30.

The decision not to renew a faculty member's appointment may be based on a range of factors including but not limited to unreliable attendance, poor student and peer evaluations, failure to meet performance expectations, non-adherence to Tufts University and TUSDM Academic, Clinical Affairs, Compliance, and Human Resources policies.

Certain policy violations and acts of misconduct may lead to immediate termination, including but not limited to substance abuse, harassment, violence, engaging in consensual relationships with students, failure to follow medical and safety protocols, disclosing protected patient personal and health information, academic dishonesty,

and unlawful acts (see **Chapter 5. Academic, Clinical Affairs, Compliance, and Human Resources Policies**).

The Trustees of Tufts University grant TUSDM the right to not renew non-tenured faculty appointments based on evolving academic and clinical needs, program discontinuance, and financial exigencies.

A. Resignation

TUSDM strongly encourages faculty members who plan to resign or retire to avoid departing during the academic year; the preferred effective date of resignations and retirements is June 30. TUSDM requires faculty members to provide advance notice to the Department Chair, in writing, at least three (3) months prior to their desired separation date to allow the Department sufficient time to hire a replacement without any break in the continuity of the department's activities.

Upon confirming separation from the University and prior to the resignation or retirement effective date, the faculty member must (a) settle any outstanding debts or financial obligations and (b) return all university-owned property including but not limited to keys, university identification cards, cell phones, computers, and credit cards.

See **Chapter 10. Human Resources Employment Benefits and Programs** for additional considerations when separating from Tufts University.