

NYU College of Dentistry
Policies and Procedures for
Appointment and Promotion of Full-Time
Continuing Contract Faculty

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These appointment and promotion policies and procedures pertain to all full-time continuing contract faculty who serve at the College of Dentistry.

I. APPOINTMENT AS A MEMBER OF THE FACULTY

Appointment as a member of the faculty, regardless of title and rank, is considered a mark of distinction and a privilege. All members are entitled to the respect afforded by their appointments and all members are expected to teach and to contribute as outlined below to our community of scholars. Appointments and consideration for promotion are governed by the Faculty Handbook of New York University.

II. GENERAL CRITERIA FOR APPOINTMENTS AND PROMOTION

The criteria for appointment and promotion of full-time continuing contract faculty are specified in the Faculty Handbook of New York University. The criteria that follow are offered as clarifications of those criteria in consideration specifically of the needs of the College and to contribute to the stature of NYU as a whole.

III. SPECIFIC CRITERIA

A. Faculty Titles for Full-Time Continuing Contract Faculty

A.1 Instructor, Clinical Instructor, Research Instructor

An individual seeking faculty appointment in the College of Dentistry, who in the opinion of the Chair of a department at the College of Dentistry is qualified, can be nominated for appointment at the rank of Instructor, Clinical Instructor or Research Instructor. The rank of Instructor is awarded to those individuals being considered for future tenure track appointment. The titles of Clinical and Research Instructors are awarded to individuals whose career paths are directed towards continuing contract academic tracks.

Appointment to the rank of Instructor, Clinical Instructor and Research Instructor carries with it the possibility of annual reappointment but includes no right to further reappointment or to promotion to an assistant professorship.

Instructors shall not serve for more than three years in that rank, and if not promoted at the expiration of three years as an Instructor, shall be ineligible for further full-time faculty service in the University.

Clinical Instructors and Research Instructors will have no limit on the number of permissible reappointments at these ranks.

A.2 Clinical Track, Clinical Educator Track and Research Track Title Above the Rank of Instructor

Appointment to the Clinical Track, the Clinical Educator Track and the Research Track at the level of Assistant Professor or above must follow all of the processes for full-time continuing contract faculty appointments, including review by the Appointments and Promotion (“A&P”) Committee. The criteria for appointment to and promotion within the ranks of continuing contract faculty who serve on a full time basis will be according to the guidelines that appear in the sections below. Promotion within the non-tenure Clinical, Clinical Educator or Research tracks will require documentation of: (1) excellence in teaching, research, and/or patient care; (2) evidence of peer recognition; and (3) contributions of service to the College.

While appointment for all the following continuing contract lines is generally for a duration of one year, multi-year contracts can be offered to an individual at the discretion of the Chair of a department, in concurrence with the Dean, given that multi-year funds are identified and available.

Clinical and Clinical Educator Tracks

Faculty members in these tracks will fulfill critical teaching and service responsibilities. They will carry the titles of Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor. These faculty members will be expected to demonstrate a high level of excellence in patient care and teaching, maintain a degree of scholarly productivity as evidenced by publications or presentations at scholarly meetings, and contribute effectively to the service activities of the College. Faculty members on the Clinical Educator Track will normally devote a larger percentage of their time to teaching and patient care supervision and a smaller percentage of their time to scholarly productivity than those on the Clinical Track.

Appointments to the ranks below must be proposed by the Chair of a department, recommended by the A&P Committee, and endorsed by the Dean. Appointments will generally be for one year and there will be no limit on the number of reappointments.

Clinical Assistant Professor

The rank of Clinical Assistant Professor may be granted to those who have earned a terminal degree (or its equivalent) appropriate to their field, have proven their worth as scholars and have given evidence of character and productive scholarship. Clinical Assistant Professors are expected to show promise of continuing development with clear evidence of future potential to significantly advance their field. They should also be well qualified to teach in the College and its respective programs.

Appointment as Clinical Assistant Professor carries with it the possibility, but no presumption, of annual reappointment or the right to permanent tenure, or to further appointment or promotion to any higher rank.

Clinical Associate Professor

The rank of Clinical Associate Professor may be granted only to those who, in addition to all the qualifications for Assistant Professorship, have continued to demonstrate scholarly productivity and clinical excellence. Evidence of ongoing productivity must include publishing high quality papers in peer-reviewed journals, and by a combination of evidence that can include: (a) obtaining external funding from any of a variety of funding sources; (b) publishing books, book chapters, major literature review articles, and/or other scholarly contributions to the professional literature; (c) participating in clinical trials in significant roles; (d) developing innovative conceptualizations or novel solutions to health care problems; and/or, (e) performing patient care-related activities in a manner that extends well beyond excellent patient management. Clinical Associate Professors must be nationally recognized for contributions to the advancement of their discipline. They must demonstrate effective contributions to the teaching programs and to the service responsibilities of the College.

Appointment as Clinical Associate Professor carries with it the possibility, but no presumption, of annual reappointment or the right to permanent tenure, or to further appointment or promotion to any higher rank.

Clinical Professor

The rank of Clinical Professor may be granted only after careful consideration of the individual's character, scholarship, productivity, teaching ability, funding history and national and international reputation among peers in his or her field. The rank of Clinical Professor may be granted only to faculty members who have made exceptional, original and innovative discoveries and for whom there is reasonable certainty that they will continue to make outstanding contributions throughout the remainder of their working years. The rank should never be granted as a reward of seniority and should be reserved as a mark of distinction in the field of scholarship and instruction. Notable academic achievements, awards and prizes and membership in prestigious scientific professional societies and advisory groups should attest to this distinction. Professorial rank should never be granted only as recognition of service in administration. The rank of Clinical Professor may be granted to those who, in addition to all the qualifications for Associate Professorship, have continued to demonstrate productivity in research and scholarly activities. This must be documented by accomplishments achieved since attaining the rank of Clinical Associate Professor, including first or senior authorship of high quality papers in peer-reviewed journals and by success within the areas listed above in sub-items "a-e" as accomplishments for Clinical Associate Professors. Clinical Professors must continue to be recognized nationally for their scholarly contributions to the advancement of their discipline. They must demonstrate continued effective contributions to the dental, graduate or postgraduate teaching programs and to the service responsibilities of the College.

Appointment as Clinical Professor carries with it the possibility, but no presumption, of annual reappointment or the right to permanent tenure, or to further appointment or promotion to any higher rank.

Teaching

Teaching includes both direct teaching in varied settings and the creation and use of instructional materials. Preferably, documentation of teaching should be in the form of a teaching portfolio that includes:

Examples of direct teaching could include classroom lectures that encourage active learning in a large group setting, teaching and facilitating small groups, leading faculty development workshops, and teaching procedural skills or mentoring in a clinical or simulation environment.

Examples of developed instructional materials could include teaching handouts, slides, computer assisted instructional materials, interactive distance-learning modules, simulation modules, and other audiovisual learning materials.

Educational scholarship requires that the activities or products be publicly available for peer review so they can be evaluated and applied accordingly. Peer review and dissemination methods for teaching activities are highly diverse. They may include, but are not limited to, the following:

- Peer-review of the faculty member's teaching or instructional materials (e.g. clinical seminar, journal club, grand rounds, case studies, simulations)
- Participation in national committees focused on teaching in the discipline (such as ADEA)
- Recognition through teaching awards for local, regional and national contributions
- Citations in other instructors' curricula
- Invited expert commentary on a clinical condition for publication
- Peer-reviewed or invited presentations – including workshops, abstracts, or posters – at local, regional, national, or international meetings
- Adoption of lectures, workshops, or teaching methods by other institutions
- Publication(s) in peer-reviewed repository, for example: MedEd Portal
- Chapters in textbooks, monographs, manuals
- Editor/journal reviewers/judge for journals, publications, presentations, meetings, poster competitions, etc.

Research Track

Faculty members in this track will fulfill critical research, teaching and service responsibilities in the institution. They will carry the titles of Research Assistant Professor, Research Associate Professor or Research Professor. Generally, appointments in this track will be used for faculty engaged in full-time research who have circumscribed teaching and service responsibilities. They may obtain independent funding or may be dependent upon the grants of others. Their contributions to investigation must be recognized by authorship on published manuscripts.

Appointments to the ranks below must be initially proposed by the Chair of a department, recommended by the A&P Committee, and endorsed by the Dean. Appointments will generally be for one year and there will be no limit on the number of reappointments.

Research Assistant Professor

The rank of Research Assistant Professor may be granted to those who have earned a terminal degree (e.g. PhD, MD, DMD, DDS or equivalent) appropriate to their field, have proven their worth as scholars and have given evidence of character and productive scholarship. Research Assistant Professors are expected to show promise of continuing development with clear evidence of future potential to significantly contribute to their fields. They should also be well qualified to teach.

Appointment as Research Assistant Professor carries with it the possibility, but no presumption, of annual reappointment or to further appointment or promotion to any higher rank.

Research Associate Professor

The rank of Research Associate Professor may be granted only to those who, in addition to all the qualifications for Assistant Professorship, have continued to demonstrate scholarly productivity. Evidence of ongoing productivity must include publishing high quality papers in peer-reviewed journals, and by a combination of evidence that can include: (a) obtaining external funding from any of a variety of funding sources; (b) publishing books, book chapters, major literature review articles, and/or other scholarly contributions to the professional literature; (c) participating in clinical trials in significant roles. Research Associate Professors must be nationally recognized for contributions to the advancement of their discipline.

Appointment as Research Associate Professor carries with it the possibility, but no presumption, of annual reappointment or to further appointment or promotion to any higher rank.

Research Professor

The rank of Research Professor may be granted only after careful consideration of the individual's character, scholarship, productivity, funding history, and national and international reputation among peers in his or her field. The rank of Research Professor may be granted only to faculty members who have made exceptional, original and innovative discoveries and for whom there is reasonable certainty that they will continue to make outstanding contributions throughout the remainder of their working years. The rank should never be granted as a reward of seniority and should be reserved as a mark of distinction in the field of scholarship. Notable academic achievements, awards and prizes and membership in prestigious scientific professional societies and advisory groups should attest to this distinction. Professorial rank should never be granted only as recognition of service in administration. The rank of Research Professor may be granted to those who, in addition to all the qualifications for Associate Professorship, have continued to demonstrate productivity in research and scholarly activities. This must be documented by accomplishments achieved since attaining the rank of Research Associate Professor, including first or senior authorship

of high quality papers in peer-reviewed journals and by success within the areas listed above in sub-items “a-c” as accomplishments for Research Associate Professors. Research Professors must continue to be recognized nationally for their scholarly contributions to the advancement of their discipline. They must demonstrate continued effective contributions to the dental, graduate or postgraduate teaching programs and to the service responsibilities of the College.

Appointment as Research Professor carries with it the possibility, but no presumption, of annual reappointment.

B. Other Academic Titles

The College reserves the right to use, as appropriate, other approved academic titles as described in the NYU Faculty Handbook.

POLICIES OF ADMINISTRATION

A. General Policies

In order to implement the system of management of faculty appointments, titles and promotions, the following procedures are specifically required. In addition, any proposed changes to these guidelines must be approved by a vote only of the full-time continuing contract faculty by a closed ballot, and then forwarded to University administration for further review, comment and appropriate due process.

B. Charge to and Composition of the Appointment and Promotion Committee

B.1. Charge to the A&P Committee

The A&P Committee is a standing and independent committee. The A&P Committee reviews credentials and makes recommendations to the Dean for appointments, promotions of all faculty who serve on a full-time continuing contract basis. This Committee will, as necessary, review the guidelines for appointment and promotion, and when indicated, will recommend changes to the Dean who will advise and consult with the Executive Management Council (EMC – consisting of all departmental Chairs, most deans and three faculty council representatives) on the changes. Any such changes will be voted upon by the full time non- tenure track faculty by closed ballot and, if approved, such recommendations will be referred by the Dean to the University for final determination. In addition, the Committee will have the responsibility of communicating to the full-time continuing contract, on an annual basis, the guidelines for promotion.

All votes by the college’s A&P Committee, and by the full- time continuing contract faculty on these matters must be by a closed ballot.

B.2. A&P Committee Membership

The Dean will appoint 7 full-time continuing contract faculty to the A&P Committee, including the Committee's Chair, for three-year terms. Across the A&P Committee membership, the appointment terms will be 'overlapping' such that only a minority percentage of the Committee members terminate their appointment period in any one year to ensure continuity in the Committee. Members may be reappointed for two consecutive terms. Vacancies on the Committee will be replaced by the Dean for the duration of the vacated term of appointment.

C. Promotion Procedures

C.1. Summary of Promotion Procedures for Full-Time Continuing contract Faculty

For each candidate for promotion, the department Chair will transmit to the Dean his or her own recommendation supported by a letter which provides a summary description of the academic responsibilities and contributions of the faculty member to the department and the College. The package of supporting documentation forwarded to the Dean will contain the candidate's curriculum vitae, a set of selected publications, a record of extramural funding (if appropriate), and a one or two page description of the candidate's achievements and future academic plans. The documentation package will also include the teaching portfolio documenting participation and effectiveness in teaching. The supporting documentation will be prepared by the candidate. In addition, the department Chair will send to the Office of Human Resources and Faculty Services a proposed list of 3 internal referees and no less than 5¹ external independent* referees who can provide letters of evaluation. Additionally, letters from up to 3 additional external referees, chosen by the candidate, who can provide working insights into the candidate can also be included in the review packet. These letters will be solicited by the department Chair and sent directly to the Office of Human Resources and Faculty Services. The AP committee will review all the materials, and make a final recommendation to the Dean, based on a majority vote of the Committee members.

All A&P Committee votes must be by closed ballots. Subsequent phases of the promotion decision process will follow in all respects the University procedures as outlined in the Faculty Handbook.

¹ *Independent excludes significant or repetitive co-authors on published papers, collaborators on current research, former PhD mentors, former postdocs, etc.