

# **PROMOTION POLICIES**

## **CLINICAL SCIENCE FACULTY**

### GUIDELINES FOR PROMOTION IN THE NON-TENURE TRACK

#### I General Statement

Qualified professorial academic ranks equivalent to Instructor, Assistant Professor, Associate Professor, and Professor, shall carry the proper descriptive prefix and/or affix following their rank. i.e. Associate Professor of Clinical Endodontics (full-time non tenure track), Clinical Professor of Periodontics (part-time non-tenure track).

Faculty members holding ranks in this category may be appointed on a yearly basis. Appointments may be renewed one or more times. A non-tenured faculty member must be notified of the intent to renew or not the contract one year prior to the expiration of the contract. Faculty members in this category are not employed on a “probationary” basis and will not be routinely evaluated as to qualifications for tenure.

For Promotion in the non-tenured track, a major portion of the academic commitment for non-tenured faculty will be student contact. Additional criteria are based on scholarly and educational activity.

Individuals transferring from part-time to full-time status shall be considered first for an initial appointment in the tenured or non-tenured category, as appropriate. All transfers from full-time to part-time status shall be reclassified according to titles listed in the non-tenured track qualifications.

#### **PART-TIME and GRATIS**

Part-time and gratis faculty members whose major responsibilities are clinical may hold one of the following ranks. Promotion to a higher rank will be based primarily on teaching ability and scholarly or administrative competence.

#### I CLINICAL INSTRUCTOR

Appointments at this rank shall hold as a minimum the required professional degree(s) in the discipline, (a Bachelor of Science or Arts degree in any discipline and Associate of Science Degree or certificate in Dental Hygiene; an Associate of Science Degree in dental Laboratory Technology (DLT). The normal interval for promotion to Clinical Assistant Professor shall be two years at this or another comparable institution.

#### II CLINICAL ASSISTANT PROFESSOR

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline – (Bachelor of Science or Arts degree in any discipline and an Associate of Science Degree or certificate in Dental Hygiene; Associate of Science Degree in Dental Laboratory Technology and Board Certification (CDT) in one of the five disciplines of Dental Laboratory Technology (written and practical passed). There must be a clear evidence of

a high level of ability in clinical teaching and promotion of the departmental discipline. There must be competence and promise of excellent capability in professional work and an active enrollment in continuing education and postgraduate education courses.

### III CLINICAL ASSOCIATE PROFESSOR

The normal interval for promotion to Clinical Associate Professor shall be 6 years at the Clinical Assistant Professor rank at this or another comparable institution. Advancement to this rank requires that the faculty member is regarded as an excellent and scholarly clinician and teacher, often with a local or regional reputation. The following three criteria must be fulfilled for consideration for promotion:

1. Extensive experience in clinical and professional practice (Associate of Science Degree in Dental Laboratory Technology and Board Certification in two of the five disciplines of Dental Laboratory Technology (written and practical passed).
2. Excellence in teaching at the undergraduate and/or the postgraduate level (as documented by the department chairman).
3. Recognition for excellence and leadership in teaching measured by advancement and contributions to the departmental mission.

In addition to the above three criteria, at least two of the following criteria must be fulfilled:

1. Be co-director of at least one course.
2. Membership and participation in professional societies.
3. Participation in local, regional, or national symposia, CE courses and teaching programs.
4. Office holder in a professional organization

### IV CLINICAL PROFESSOR

The normal interval for promotion to Clinical Professor shall be ten years at the Clinical Associate Professor rank at this or another comparable institution. In addition to the qualifications required as a Clinical Associate Professor, appointees shall have demonstrated a degree of excellence in the practice of the profession and a national exposure in organized dentistry. These can be evidenced by:

1. Demonstrated excellence in teaching as documented by the department chairman:
  - a. History of continued recognition for excellence in teaching and in clinical or laboratory skills.
  - b. Participation in the presentation of CE courses and teaching programs, local, regional, or national symposia.
  - c. Demonstrated and commendable service to teaching programs of the School of Dentistry both on and off-campus, including residency programs, hospital rotations, CE courses, in addition to departmental activities.
2. Scholarly Contributions: at least three out of the four following criteria must be fulfilled.
  - a. Co-authorship of at least 2 publications in quality peer-reviewed journals.
  - b. Office holder in professional organizations and/or governing board; Service on journal review panels, editorial boards and/or professional advisory boards, or service to local, state or national dental organizations.

- c. Recipient of professional honors and awards.
- d. Completion of a recognized specialty program or evidence of advancement within the individual's field, e.g. recognized fellowship, mastership, or board certification; one additional CDT (written and practical passed); Masters degree from a fully accredited institution (Dental Technology); Masters degree from a fully accredited institution for the BS program in Dental Hygiene.

Outside evaluations may be requested to substantiate the candidate's evaluations.

## **FULL TIME**

### **I INSTRUCTOR TO ASSISTANT PROFESSOR OF (Clinical Discipline)**

Normally, promotion will be considered only after the nominee has completed a minimum of two years of satisfactory service. Promotion will be based on recommendation by the department head and the approval of the Dean. For DLT, a Bachelor of Science Degree in Dental Laboratory Technology and Board Certification (CDT) in one of the five disciplines of Dental Laboratory Technology (written and practical passed).

1. Potential for teaching, advising, and clinical contributions.
2. Willingness to participate in departmental or school committees.
3. Excellence and scholarly approach in patient care.
4. Active enrollment in CE and postgraduate education courses.

### **II ASSISTANT PROFESSOR TO ASSOCIATE PROFESSOR OF (Clinical Discipline)**

Promotion to Associate Professor of Clinical Discipline is reserved for faculties regarded as excellent and scholarly clinicians, often with a local or regional reputation. A minimum of 6 years of satisfactory service at the Assistant Professor level is a prerequisite in order to be considered for promotion. Advancement to this rank is based upon attainment of the highest appropriate degree in the field (DMD or DDS; in Dental Hygiene, Masters degree from a fully accredited institution; Bachelor of Science Degree in Dental Laboratory Technology) and upon the following criteria:

1. Teaching: demonstrated excellence in teaching (as documented by the department chairman).
  - a. Recognition for excellence and leadership in teaching and patient care or in dental laboratory support.
  - b. Major academic involvement in departmental courses.
  - c. Development of new teaching materials or curricular initiatives.
  - d. Evidence of active support of departmental teaching care activities such as postgraduate education, residency programs, fellowship programs or extramural programs. In DLT, board certification (CDT) in two of the five disciplines of Dental Laboratory Technology (written and practical passed).
2. Scholarly Contributions: at least three of the five following criteria must be fulfilled.
  - a. Minimum of 3 co-authored articles (at least second author), in quality peer-reviewed journals. One such article may be substituted with being co-investigator on a research grant or contract.

- b. Elected membership in professional societies.
  - c. Presentations in local, regional, or national symposia.
  - d. Completion of a recognized specialty program or evidence of advancement within the individual's field, e.g. recognized fellowship or board.
  - e. Active enrollment in CE and/or postgraduate education courses.
3. University Service
- a. Active membership in university committees and school activities.
  - b. Evidence of beginning of leadership in administrative performance at the departmental and school level.

*III ASSOCIATE PROFESSOR TO PROFESSOR OF (Clinical Discipline).*

Promotion to Full-time Professor of Clinical Discipline is reserved for exceptional faculty, often those of regional or national recognition. A minimum of 10 years of satisfactory service at the Associate Professor level is a prerequisite in order to be considered for promotion.

1. Teaching: demonstrated excellence in teaching and patient care (as documented by the department chairman).
  - a. Significant directorship of at least two of the following: course director or co-director, or elective course director, rotation coordinator, or postgraduate coordinator.
  - b. Recognition for excellence in teaching as documented by:
    - Active involvement in lecturing to students.
    - Leadership in teaching mentoring and advising students, including awards for teaching effort and/or long-term success in particular teaching assignment.
    - Development of new teaching materials or curricular initiatives.
    - Evidence of leadership demonstrated by active participation in postgraduate education, residency programs, fellowship programs or extramural programs.
2. Scholarly Contributions: must satisfy at least 3 of the 4 cited criteria
  - a. Minimum of 3 co-authored articles (at least second author), in quality peer-reviewed journals since promotion to Associate Professor. One such article may be substituted with being co-investigator on a research grant or contract.
  - b. Service on journal review panels, editorial boards and/or professional advisory boards or organizations.
  - c. Presentations in local, regional, or national symposia.
  - d. Board Certification, Master in Education (M.Ed.), or Master of the Academy of General Dentistry, additional postgraduate course study (Dental Hygiene) or one additional CDT (written and practical passed).
3. University Service
  - a. Active membership in university committees and school activities.
  - b. Leadership in administrative performance at the departmental and school level

GUIDELINES FOR TENURE REVIEW  
for Associate Professors or higher who join the  
campus at that rank without tenure

Initial appointments of Associate Professors who join the campus at that rank and their subsequent re-appointments may be made for a specific term through no more than 5 years (5) of total service on that campus (PM-23) ~~The maximum interval for awarding tenure shall be no more than four years (recommended at six years to Administrative Council and Systems office) from the beginning of the contract period as an Associate Professor.~~ Therefore the candidate must be reviewed by the Promotion Committee no later than 3.5 years ~~(recommended at 4.5 years to the Administrative Council and Systems office)~~ after the initiation of the contract.

1. Evidence of instructional effectiveness:

This may be evidenced by activities among the following:

- a. Directorship of teaching courses
- b. Recognition for excellence and leadership in teaching.
- c. Active involvement in lecturing to students in required and elective courses.
- d. Development of new teaching materials or curricular initiatives.
- e. Evidence of active participation in postgraduate education.
- f. Reputation for excellence in clinical service.
- g. Supervision of, or participation in, extramural programs.

2. Accomplishment in scholarly and other professional activities since their appointment at LSUHSC:

This may be evidenced by activities among the following:

- a. Publications as a primary author in quality peer-reviewed journals whose contributions are selected by editors on the basis of scientific quality and merit.
- b. Elected membership in professional societies.
- c. Participation in local, regional, or national symposia, CE courses and teaching programs.
- d. Service on journal review panels, editorial boards and/or professional advisory boards.
- e. Evidence of advancement within the individual's field, e.g. board eligibility, board certification, fellowship or Mastership.
- f. Active enrollment in CE and postgraduate education courses.
- g. Evidence of progress toward acquiring a national reputation in his/her field.

3. Community Service

This may be evidenced by:

- a. Promotion of LSUHSC within the community.
- b. Active membership on university committees and service in school activities.

# LOUISIANA STATE UNIVERSITY

## School of Dentistry

### GUIDELINES FOR PROMOTION IN THE TENURE TRACK

#### *General Statement*

The essential prerequisite for advancement in a university dental school is a commitment to enlarging the body of knowledge by the demonstration of competence in teaching, scholarly investigation with publications and administration. A further prerequisite for the clinical faculty of a dental school is clinical proficiency.

#### **Introduction**

The specific criteria for appointment, promotion, and tenure of faculty to, and within the School of Dentistry, Louisiana State University Medical Center, New Orleans, Louisiana, are consistent with PM-23 dated May 17, 1996, and Chapter II, Sections 2-6 and 2-7 of the Bylaws and Regulations of the Board of Supervisors of Louisiana State University, January 1999, Edition.

#### **Guidelines for Appointment to the Rank of Instructor**

The individual shall show definite promise of ability to teach successfully the courses with which he/she will be charged and/or to perform successfully the other duties for which he/she may be employed or with which he/she may be charged.

The individual shall possess the appropriate degree in his/her field of teaching (a Bachelor of Science or Arts degree in any discipline and Associate of Science Degree or certificate in Dental Hygiene), inquiry or performance and give evidence of ability to do scholarly work or to meet other higher standards of performance.

#### **Guidelines for Appointment or Promotion to the Academic Rank of Assistant Professor**

Qualitative and quantitative judgments must be involved in the evaluation of a candidate. The guidelines below are minimal for promotion to the rank of Assistant Professor.

1. Highest appropriate degree requisite in the field. DMD or DDS, or Masters degree from a fully accredited institution (for the BS program in Dental Hygiene or Laboratory Technology)
2. Potential for teaching, advising and clinical contributions.
3. Ability to participate in departmental or school committee work
4. Excellence and scholarly approach in patient care.
5. Evidence of ability to perform scholarly activity including publication, as well as meet other high standards of performance prevailing in his/her discipline.

6. Active enrollment in CE and postgraduate education courses.

### **Guidelines for Appointment or Promotion to the Academic Rank of Associate Professor**

Promotion to Associate Professor is reserved for faculty regarded as excellent and scholarly clinicians, often with a local or regional reputation. The following minimal guidelines must be satisfied for appointment or promotion to the academic rank of Associate Professor. Meeting these criteria does not guarantee promotion. Evaluation of candidate involves qualitative and quantitative judgments. Advancement to this rank is based on following criteria:

1. Highest degree requisite in the field. DMD or DDS, or Masters degree from a fully accredited institution (for the BS program in Dental Hygiene or Laboratory Technology)
2. Teaching: demonstrated growth and excellence in teaching and patient care since previous appointment as Assistant Professor as documented by the department chairman. These may be evidenced by:
  - a. Significant directorship of at least one of the following: course director or co-director, elective course director, rotation coordinator, postgraduate coordinator or comparable department responsibility.
  - b. Recognition for excellence and leadership in teaching.
  - c. Active involvement in lecturing to students in basic courses, elective courses and/or advanced courses.
  - d. Development of new teaching materials or curricular initiatives
  - e. Evidence of active participation in postgraduate education.
3. Scholarly Activity: Demonstrated and growth as a scholar since previous appointment as Assistant Professor at LSU or a comparable institution:
  - a. Publications: *small technique or tip articles will not be considered for promotion to the rank of associate professor.*  
A minimum of six (6) publications in reputable, peer-reviewed journals whose contributions are selected by editors on the basis of scientific quality or merit. Of these six (6) publications, the candidate must publish at least three (3) as first author; the remaining three (3) may be co-authored. These publications should be published since the previous appointment date at Louisiana State University School of Dentistry. Reprints (or xerox copies) of all publications must accompany promotion requests. Articles accepted for publication, but not yet published, will be approved for consideration by this committee with 1. an official letter of acceptance from the publisher and 2. Galley proof or copy of the accepted manuscript sent to the publisher. Theses, dissertations and course manuals are not considered as publications in the scholarly definition for promotion.

1. Primary author of textbook will be accepted in lieu of one first-author and one co-authored publication.
  2. Chapters in textbooks will be accepted in lieu of one co-authored publication
  3. Board certifications will be accepted in lieu of one first-authored publication if the Board examination was passed during the Assistant Professor appointment.
  4. Mastership in the Academy of General Dentistry will be accepted in lieu of one co-authored publication.
  5. Approved and funded federal, state, industrial or foundation-supported research grants of at least \$10,000 will be accepted in lieu of one first authored publication for the principal investigator.
  6. Production of an advanced computerized teaching program can be considered on an individual basis as one first-author or one co-authored publication.
- Of items (1) through (6) only three may be used in lieu of publications.

b. Activities in the majority of the following must be demonstrated:

1. Elected membership in professional societies.
  2. Participation in local, regional, or national symposia, CE courses or teaching programs.
  3. Service on journal review panels, editorial boards and/or professional advisory boards.
  4. Evidence of progress toward acquiring a national reputation in his/her field.
  5. Evidence of active enrollment in CE and postgraduate education courses.
4. There should be evidence of a beginning of competent work in one or more of the following: departmental administration, participation in departmental research, school or university committees, community service and professional organizations
  5. Three (3) letters of recommendation from recognized, established scholars in the candidate's field of at least equal or higher academic rank are required, using the above criteria for their evaluation. A copy of the candidate's C.V. and the LSU dental school promotion criteria should be sent to the evaluator for his/her evaluation. At least two of these letters must be from outside the Louisiana State University Health Science Center. Please refer to the enclosed guidelines for letters of recommendation.
  7. The normal interval for promotion shall be five (5) years at this or another comparable institution. Under exceptional circumstances, promotion may be recommended earlier.

## **Guidelines for Appointment or Promotion to the Academic Rank of Professor**

Promotion to the rank of Professor with tenure is reserved for accomplished faculty regarded as excellent and scholarly clinicians, often with international recognition. Satisfying the following minimal criteria is essential for promotion to the academic rank of Professor. Meeting these criteria does not guarantee promotion. Evaluation of candidate involves qualitative and quantitative judgments.

1. Highest degree requisite in the field. DMD or DDS, or Masters degree from a fully accredited institution (for the BS program in Dental Hygiene or Laboratory Technology)
2. History of continued recognition for excellence in teaching and patient care, since last promotion. This usually includes a substantial amount of advanced teaching as documented by the department chairman and may be evidenced by:
  - a. Directorship of teaching courses.
  - b. Leadership in teaching mentoring and advising students, including awards for teaching effort and/or long-term success in particular teaching assignment.
  - c. Active involvement in lecturing to students in basic courses, elective courses and advanced courses.
  - d. Development of new teaching materials, curricular initiatives or computerized instruction.
  - e. Evidence of active participation in postgraduate education.
3. Scholarly Activity: Significant scholarly achievement since previous appointment as Associate Professor:
  - a. Publications: *Small technique or tip articles will not be considered for promotion to the rank of Professor.*

A minimum of eight (8) publications in reputable, peer-reviewed journals whose contributions are selected by editors on the basis of scientific quality or merit. Of these eight (8) publications, the candidate must publish at least four (4) as first author; the remaining four (4) may be co-authored. These publications must be published since the previous appointment date at Louisiana State University School of Dentistry. None of these publications may have been used for prior promotion. Reprints (or xerox copies) of all publications must accompany promotion requests. Articles accepted for publication, but not yet published, will be approved for consideration by this committee with 1. an official letter of acceptance from the publisher and 2. Galley proof or copy of the accepted manuscript sent to the publisher. Theses, dissertations and course manuals are not considered as publications in the scholarly definition for promotion.

    1. Primary author of textbook will be accepted in lieu of one first-author and one co-authored publication.
    2. Chapters in textbooks will be accepted in lieu of one co-authored publication.

3. Board certifications will be accepted in lieu of one first-authored publication if the Board examination was passed during the Associate Professor appointment.
4. MAGD in the Academy of General Dentistry will be accepted in lieu of one co-authored publication.
5. Approved and funded federal, state, industrial or foundation-supported research grants of at least \$10,000 will be accepted in lieu of one first authored publication for the principal investigator.
6. Production of an advanced computerized teaching program will be considered on an individual basis as one first-author or one co-authored publication.

Of items (1) through (6) only three may be used in lieu of publications.

- b. Activities in the majority of the following must be demonstrated:
  1. Grants, Awards, and/or honors for research and research productivity.
  2. Office holder in professional organizations and/or governing board (e.g. Chairs of committees and officers).
  3. Service on national journal review panels, editorial boards and/or professional advisory boards.
  4. Recipient of professional honors and awards and invited and/or named lectureships.
  5. Participation in local, regional, or national symposia, CE courses or teaching programs.
  6. Evidence of a national reputation in his/her field.
5. Continued contributions to departmental, university and scholarly affairs including leadership at department, school or health science center level, including committees and community service.
6. Three (3) letters of recommendation from recognized, established scholars in the candidate's field of at least equal or higher academic rank, are required, using the above criteria for their evaluation. A copy of the candidate's C.V. and the LSU dental school promotion criteria should be sent to the evaluator for his/her evaluation. At least two of these letters must be from outside the Louisiana State University Health Science Center. Please refer to the enclosed guidelines for letters of recommendation.
7. The normal interval for promotion shall be six (6) years at this or another comparable institution. Under exceptional circumstances, promotion may be recommended earlier.

## **PROMOTIONS AND TENURE GUIDELINES BASIC SCIENCE FACULTY**

### **INTRODUCTION**

The promotion and tenure process is structured to evaluate accomplishment in accordance with the major focus of effort of the candidate as defined by the terms of the initial appointment and by any redirection of the candidate's effort that has subsequently occurred. Promotion and granting of tenure represent a succession of judgments by the departmental faculty (departmental promotions committee), department head, the SOM appointments and promotions committee and the Administrative Council, the dean and the medical center. The recommendations of these bodies will consider the accomplishments of the faculty candidate in the context of the current appointment track and assigned responsibilities. Time in rank or overall service does not alone constitute justification for advancement. The following general guidelines recognize that a faculty member functions in many spheres and that assessment for advancement must be highly individualized. Promotion and tenure recommendations consider the following four basic categories of faculty activities: teaching; research; service; and academic administration. The process seeks evidence of continuing commitment to the fulfillment of the mission of the School of Medicine in all four categories. Consequently, the promotions and tenure review process is meant to consider a faculty candidate's activities in these categories and also is meant to assess academic progress since appointment or the last promotional step.

Initiation of the promotions or tenure process is one step in career development and planning for a faculty member. The decision to proceed with promotion or tenure evaluation is typically made jointly by the faculty member and his/her supervisor. Anticipating candidate review at multiple levels, the faculty member and supervisor should prepare the promotion or tenure materials with general evaluation criteria in mind. The promotions packet should clearly document the accomplishments of the faculty candidate, emphasizing those activities that are most valued in the candidate's academic appointment track.

### **PROMOTION PACKET PREPARATION**

1. In accordance with LSU Health Center policy, the candidate must participate in the preparation of materials in the packet and "sign-off" on the biographical materials and the teaching and/or administrative portfolios submitted.
2. The standard Biographical Data currently requested by the Systems form is used.
3. A summary of formal teaching evaluation is included on the "Promotion/Tenure Request" form as part of the departmental recommendation.
4. Standardized information provided on teaching and administrative portfolio forms is included with the promotions packets.
5. Three letters of recommendation for advancement are required for all candidates.

- a. For a candidate being considered for promotion to Tenured Full Professor or for the granting of tenure for a candidate hired at the rank of Professor (tenure-track, probationary), three out-of-state letters are required.
- b. For a candidate being considered for promotion to Tenured Associate Professor or for the granting of tenure for a candidate hired at the rank of Associate Professor (tenure-track, probationary), three out-of-institution letters are required.
- c. For a candidate being considered for promotion to the rank of full-time, non-tenured Professor, three out-of-institution letters are required and for promotion to the rank of full-time, non-tenured Associate Professor, three letters out-of-department are required.
- d. For other advancements, three letters of recommendation for a variety of sources are accepted, including intradepartmental, institutional, or outside sources.
- e. A list of potential references is provided by the candidate or by the candidate and the department head. The three required letters must be solicited from that list of potential references; however, the department head may also solicit other letters of recommendation that are submitted to the departmental and school committees for consideration.

## **GENERAL CRITERIA**

Some review criteria are cited below. These criteria are not intended to be inclusive, but rather illustrative of the type of evidence that may be included in a review packet to establish achievement within the different academic ranks. However, the specific criteria used for promotion or granting of tenure (in the case of tenure track appointments) will be weighed differently depending on the academic track and the designated responsibilities of the faculty member. Consequently, the review process does not necessarily seek evidence of excellence in all four categories of faculty activities.

### **I. Excellence in Teaching can be documented by:**

- ◆ Surveys, evaluations, or ratings by students, residents, fellows and fellow faculty.
- ◆ Measures of student achievement.
- ◆ Long term success in a particular teaching assignment.
- ◆ Number and type of students taught and hours of student contact.
- ◆ Special awards for teaching efforts.
- ◆ Evidence that the faculty member serves as a role model or mentor.
- ◆ Development and implementation of curricular initiatives or teaching materials that may be adopted by other institutions.
- ◆ Regional, national, and international contributions in educational arenas.
- ◆ Leadership or commendable participation in the education of graduate students or house officers.
- ◆ Leadership or commendable participation in continuing medical education.

- ◆ Invitations to serve as a visiting professor or guest speaker, especially endowed professorships or lectureships.
- ◆ Leadership roles in educational programs (e.g., program chair for professional society's annual meeting).
- ◆ Letters of commendation for educational contributions outside the institution.
- ◆ Evaluations from participation in professional and other external teaching programs.
- ◆ Published articles in medical or dental education, or related fields in accepted refereed journals.
- ◆ Service as reviewer or editor of educational publications.

**II. Excellence in Research can be recognized by:**

- ◆ Reputation with peers as an independent, original investigator.
- ◆ Publication of original research in peer-reviewed journals.
- ◆ Record of national grant and contract support.
- ◆ Regional, national, international or professional society prizes or awards.
- ◆ Invitations for endowed lectureships or professorships or special lectures at professional meetings.
- ◆ Letters referencing research excellence and contributions to the discipline.
- ◆ Seminal work in a specific discipline or area of investigation.
- ◆ Continued participation on review or editorial boards, associate editorships, editorships of journals.
- ◆ Continued participation on study sections and scientific advisory boards.
- ◆ Leadership roles in national or international professional societies and related meetings.
- ◆ Leadership or authorship roles in cooperative clinical programs, clinical trials, outcomes analysis.
- ◆ Participation in institutional or program reviews or site visits.
- ◆ Commendable participation or leadership in graduate programs, post-doctoral training, training grants, or program project grants.
- ◆ Commendable participation or leadership in research-related committee or other administrative activity.

**III. Excellence in Institutional, Community, and/or Clinical Service can be recognized by:**

- ◆ Commendable participation or leadership in departmental, school, health science center or hospital committees.
- ◆ Continued participation or leadership in professional organization or society committees and/or governing boards at a regional, state, national or international level.
- ◆ Commendable participation in community service or other volunteer activities.
- ◆ Reputation as a clinician and consultant.
- ◆ Clinical productivity.
- ◆ Introduction of new clinical skills or techniques to the institution.
- ◆ Special competencies that enhance clinical or training programs.

- ◆ Development of new clinical programs that serve to fulfill mission of School of Dentistry
- ◆ Implementation of innovations that enhance patient care: disease management programs, critical pathways, etc.
- ◆ Development of and active participation in clinical trials, cooperative groups or outcomes analysis.
- ◆ Appointed or elected leadership or membership on local, regional or national organizations, societies or specialty governing boards.
- ◆ Participation in or consultation for care-related committees or organizations, locally, regionally or nationally.

**IV. Excellence in Administration can be recognized by:**

- ◆ Organization or reorganization of a department, center, or other administrative unit.
- ◆ Direction of a clinical, research, or administrative unit in the school, health science center or hospital.
- ◆ Initiation or implementation of projects, policy or programs on a school or medical center level.
- ◆ Initiation or implementation of health care delivery systems or programs.
- ◆ Coordination of institutional service with government, community, and volunteer organizations.
- ◆ Leadership in organizations involved with academic health centers and health care delivery, policy and legislation.
- ◆ Participation on site visit teams for funding agencies.
- ◆ Organization of programs at national meetings of professional organizations.

**GUIDELINES FOR ADVANCEMENT**

Specific guidelines for promotion within the different academic tracks follow. These guidelines, however, do not represent absolute requirements. These guidelines also are not intended to be inclusive; advancement requirements may vary depending on the designated responsibilities of the faculty member.

**I Tenure Track**

***Promotion to Assistant Professor on the Tenure Track***

Advancement to this rank requires a commitment to basic or clinical research and teaching as evidenced by:

- ◆ Capacity for teaching and advising.
- ◆ Capacity for independent investigation in basic or clinical sciences.
- ◆ Willingness to participate in departmental or school committee work.

### ***Promotion to Associate Professor with Tenure***

Faculty promoted to the rank of associate professor with tenure have achieved professional recognition, in most instances at a national level, which can be evidenced by:

- ◆ Recognition for excellence in teaching.
- ◆ Development of new teaching materials.
- ◆ Recognition by peers for independent and original investigation (through peer-reviewed publications and extramural research funding).
- ◆ Elected membership in major scientific societies.
- ◆ Recognition through formal awards, invitation to participate in local, regional and national meetings, etc.
- ◆ Leadership in scientific or professional organizations.
- ◆ Development and implementation of new programs that serve to fulfill mission of School of Dentistry.
- ◆ Evidence of continuing commitment to departmental and/or institutional missions of teaching, research and/or service.

The normal interval for promotion shall be five (5) years at this or another comparable institution. Under exceptional circumstances, promotion may be recommended earlier.

### ***Promotion to Professor with Tenure***

Promotion to the rank of professor with tenure is reserved for professionally accomplished faculty, often those with international recognition, which can be evidenced by:

- ◆ Excellence in training, teaching, and advising of students, trainees at all levels, and junior faculty.
- ◆ Development or implementation of major courses or other curricular initiatives or courses and/or development of teaching materials.
- ◆ Continued publication in peer-reviewed journals.
- ◆ National and international recognition as an investigator.
- ◆ Continued independent, externally funded investigation.
- ◆ Participation as author or editor of textbooks, monographs, or journals.
- ◆ Membership on editorial boards, study sections, and/or advisory groups.
- ◆ Elected membership and leadership in scientific professional societies.
- ◆ Invited participation in professional society-related committees and/or governing boards.
- ◆ Professional awards and invited and/or named lectureships.
- ◆ Participation in national and international symposia, courses, and teaching programs.
- ◆ Development and implementation of new programs that serve to fulfill mission of School of Dentistry, University or other professional organization.
- ◆ Exceptional leadership or administrative performance, at departmental, school, medical center, hospital, state, or national or international levels.

The normal interval for promotion shall be six (6) years at this or another comparable institution. Under exceptional circumstances, promotion may be recommended earlier.

## **II. Non-Tenure Track**

### **Full-Time Research Track**

The research track is specifically designed for faculty members whose primary service to the Medical center is through research activities.

#### ***Promotion to Assistant Professor - Research***

Normally, promotion will be considered only after the nominee has completed a minimum of two years of satisfactory service. Advancement to this rank can be evidenced by:

- ◆ Capacity for original and independent research, as demonstrated by recommendations from established senior faculty at the Health Science Center and/or other institutions.
- ◆ Scientific productivity (peer-reviewed publications).

#### ***Promotion to Associate Professor – Research***

A minimum of 6 years of satisfactory service at the Assistant Professor level is a prerequisite in order to be considered for promotion. Advancement to Associate Professor of Research normally indicates that a faculty member has achieved professional recognition, in most instances at a national level, which can be evidenced by:

- ◆ Scientific productivity evidenced by continued publication of original studies in peer-reviewed journals.
- ◆ Recognition by peers for independent investigation through external funding of research projects.
- ◆ Salary support from grants and contracts from independent or collaborative awards.
- ◆ Elected membership in major scientific societies.
- ◆ Recognition through formal awards, invitation to participate in local, regional and national meetings, etc.
- ◆ Leadership in local, regional, or national scientific committees, programs, and/or governing boards.
- ◆ Extent and quality of any teaching, service, and/or administrative activities undertaken.

### ***Promotion to Professor - Research***

A minimum of 10 years of satisfactory service at the Associate Professor level is a prerequisite in order to be considered for promotion. Advancement to Professor of Research normally indicates that a faculty member has achieved professional recognition, in some instances at an international level, which can be evidenced by:

- ◆ Continued publication of original studies in peer-reviewed journals.
- ◆ National and international recognition as an investigator.
- ◆ Continued independent investigation with sustained external funding.
- ◆ Salary support from grants and contracts from independent awards.
- ◆ Authorship or editorship of textbooks, monographs, or journals.
- ◆ Membership on editorial boards, study sections, and/or advisory groups.
- ◆ Invited society memberships with or without committee and/or governing board appointment.
- ◆ Participation and/or leadership in major regional, national, and international society committees and programs.
- ◆ Formal research awards.
- ◆ Major invited lectures.
- ◆ Extent and quality of any teaching, service, and/or administrative activities undertaken.

# ADDENDUM

## *LSU Promotion Guidelines (Based on PM 23)*

1. The LSU System provides department heads with concise guidelines for Promotion and Tenure Review. The biographical data form has ten items to be filled out on the candidate. Each item is to be addressed and not omitted. For example, if number 9 - University Service - has not been done by a candidate, list the item and note None. A number of promotion requests are received with some of the ten items left omitted.
2. The specific request form is four (4) pages and the department head is responsible for the first 2 1/2 pages. Some of the items often not completed are:
  - a. Page 1: Failure to check for Promotions, Tenure or Tenure only.
  - b. Page 2: Evaluation by the tenured or senior department faculty. Also, listing the distribution of academic staff and not the vote of the evaluating faculty.
  - c. Page 3: Frequently the ranking of the promotion in the department is not done. If you have three requests, rank them per your judgment. Examples 1 of 3 or 3 of 3, and check recommended or not recommended prior to signing.
3. The School of Dentistry also has a set of Guidelines for Appointment or Promotion in the Tenured Track and in the Nontenured Track. Please read them carefully and respond specifically to the items requested for promotion to the desired rank. They are:
  - a. Appointment to Assistant Professor Tenure track - the department head is responsible for pre-tenured review *in the fifth year of service* should the individual not have earned a promotion to Associate Professor. The individual must be informed of the decision at the end of their *fifth year*.
  - b. Assistant Professor to Associate Professor Tenure track - There are six items requested and following is a list of items most often neglected.
    - 1) A minimum of six (6) publications in peer-reviewed journals. The candidate must publish a least *three (3)* as first author. The remaining three (3) may be co-authored. These publications must be published after the date the Assistant Professorship was effective. *Note: The department head is required to submit reprints or Xerox copies of each publication with the application or it will be returned (only one (1) copy of each publication to support promotion is required).*
    - 2) There are also a list of six (6) items that can be used to substitute for some of the publication requirements. *Only three (3) of the six*

*(6) items may be used in lieu of publications. Each one must be documented by the department head. Xerox copies of the 1, 2 or 3 items being substituted in lieu of a publication are also submitted with the application.*

- 3) Articles accepted for publication, but not published, will be approved for consideration by this committee with 1. an official letter of acceptance from the publisher and 2. Galley proof or copy of the accepted manuscript sent to the publisher.
  - 4) Documentation of teaching ability as judged by peers and students by department head report. (Note: course evaluations should be kept in the department files for confidentiality purposes and are not part of the promotion file.)
  - 5) Three letters of recommendation must be received with at least two from recognized scholars in the candidate's field from outside the LSUHSC and be written by a faculty member of equal or higher rank. A copy of the candidate's C.V. and the LSU Dental School Promotion criteria should be sent to the evaluator for his/her evaluation. An Assistant Professor should not be used to recommend one being promoted to Professor.
  - 6) The committee follows the time in grade guideline as specified in Item 6.
4. Associate Professor to Professor – Tenure track
- a. The number of new publications is eight (8) in reputable peer-reviewed journals since being promoted to Associate Professor. Four (4) as first author and four (4) as co-author. *Reprints or Xerox copies of each publication must accompany the application (one [1] copy of each publication to support promotion is required.*
  - b. Only three of six items can be used in lieu of a publication.
  - c. Articles accepted for publication, but not published, will be approved for consideration by this committee with 1. an official letter of acceptance from the publisher and 2. Galley proof or copy of the accepted manuscript sent to the publisher.
  - d. Documentation of teaching ability as judged by peers and students by department head report. (Note: course evaluations should be kept in the department files for confidentiality purposes and are not part of the promotion file.)
  - e. Three letters of recommendation must be received with at least two from recognized scholars in the candidate's field from outside the LSUHSC and be written by a faculty member of equal or higher rank in the candidate's field. A copy of the candidate's C.V. and the LSU Dental School Promotion criteria should be sent to the evaluator for his/her evaluation. An Associate Professor should not be used to recommend one being promoted to Professor.
  - f. The number of years of service must be met as stated in item 8.

In conclusion:

1. Follow instructions for LSU System Promotions and Tenure Review, and the LSU Dental School Guidelines for Promotion.
2. Provide one (1) original and ten (10) copies of the promotion requests, eleven (11) copies of the curriculum vitae and one (1) copy of each publication are required and must be submitted to the Deans' office, prior to the announced deadline. Please do not submit promotion requests until all required information is obtained.