

Louisiana State University - Health

School of Dentistry

Guidelines for Appointment, Promotion and Tenure

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**Louisiana State University Health Sciences Center
School of Dentistry**

Part I. General Statement

The Appointments, Promotions, and Tenure (APT) Committee has made certain basic assumptions in developing these guidelines:

- a. All academic appointments will be reviewed by the APT Committee with respect to appropriateness of rank and track.

- b. Academic advancement (promotion and/or granting of tenure) is not automatic, but is based on meritorious achievement.

- c. The APT Committee has a responsibility to the institution to maintain a faculty of excellence and to the candidate for recognizing, encouraging, and rewarding academic achievement.
- d. The guidelines for promotion and/or tenure listed in this document are the *minimum* criteria for consideration for advancement by the APT Committee. Meeting the minimum criteria for advancement does *not* guarantee promotion and/or granting of tenure.
- e. Assistant professors will hold the terminal degree in the field: DDS, DMD, BDS, or PhD. Dental Hygiene Program faculty will hold a master's degree in a pertinent discipline from a fully accredited institution. Dental Laboratory Technology Program faculty will hold a master's degree from a fully accredited institution; or Master Dental CDT representing successful completion of five (5) separate CDT's, both practical and written.
- f. Flexibility should be maintained in balancing distinguished productivity in one area against less meritorious accomplishments in another. Overall, emphasis will be placed on the effectiveness and productivity of the candidate with their primary role in the school being considered with high priority when evaluating said accomplishments.
- g. Academic achievement is usually related to experience. Therefore, there are recommended minimum periods of service in the various academic ranks prior to consideration for promotion.
- h. The criteria for appointment to a particular rank are the same as those for promotion to that rank.
- i. The Guidelines in this document pertain only to the LSUHSC - School of Dentistry and are valid to the extent that they comply with the LSUHSC Faculty Handbook and the rules and regulations of the LSU Board of Supervisors and PM-23, revised February 2, 2009.

Part II. Guidelines Regarding Full-Time Faculty

Tracks

Full-time faculty members at LSUHSC - School of Dentistry are appointed to and may be promoted within one of the following tracks as defined below. These tracks include:

A. Tenure Track: Clinician Educator or Scientist Educator Track

B. Non-Tenure: Clinical Educator or Research Track

A faculty member on tenure track may switch to non-tenure track. This requires the approval of the Department Head, the LSUSD Dean, and the Vice Chancellor for Academic Affairs. Similarly, a faculty member on non-tenure track may switch to tenure track. This requires formal review by the APT Committee in addition to approval of the Department Head, the Dean of LSUSD, and the Vice Chancellor for Academic Affairs. [LSUHSC-NO]

A. Tenure Track

Introduction

The specific criteria for appointment, promotion, and tenure of faculty to and within the LSUHSC-School of Dentistry, are consistent with PM-23 dated February 2, 2009

(<http://www.lsuhsd.edu/no/administration/pm/pm-23.pdf>) 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.

1. Clinician / Educator Path to Tenure

A full-time member of the faculty whose professional activity involves a major commitment to clinical teaching, service, and to a lesser extent, research, will be appointed to this pathway on the tenure track. Primary appointments in this pathway may be held in any clinical department and promotion will be based on peer-recognized achievements and scholarship within one's discipline. Members of the faculty appointed to this pathway will be individuals who are committed to clinical education and patient care. The faculty members on this pathway must serve as exemplary clinical educator role models for students and residents. Advancement on the Clinician/Educator track will be granted to individuals with documented excellence in clinical teaching and practice, peer esteem, and scholarly activity in the form of documentable contributions to the corpus of knowledge in their discipline. Such contributions should include peer-reviewed original papers, review articles, book chapters, and other forms of scholarly activity. Extramural funding is not required but documentation of teaching excellence and service is expected.

A. Assistant Professor

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

1. Highest appropriate degree requisite in the field. DMD, DDS, BDS, or Master's Degree from a fully accredited institution.
2. Potential for teaching, advising, and clinical contributions.
3. Participation in departmental activities and on LSUSD committees.
4. Excellence and scholarly approach in patient care.
5. Evidence of ability to perform scholarly activity including peer-reviewed publications, as well as meet other high standards of performance prevailing in his/her discipline.
6. Active enrollment in CE and/or postgraduate education courses.

B. Associate Professor with Tenure

Promotion to the rank of Associate Professor with tenure is reserved for faculty regarded as accomplished/skilled clinicians with evidence of a scholarly product, often with a regional or national reputation. All of the expectations for the assistant professor rank pertain in equivalent or greater measure for the rank of Associate Professor. 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 both qualitative and quantitative judgments. Advancement to this rank is based on following criteria:

1. 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 coursedirector, rotation coordinator, postgraduate coordinator or comparable department responsibility.
- b. Recognition for excellence and leadership in teaching (e.g., membership in the LSUHSC Teaching Academy).
- c. Active involvement in lecturing to students in basic courses, elective courses, IPE courses, and/or advanced courses.
- d. Development of new teaching materials or curricular initiatives
- e. Evidence of active participation in postgraduate education.

2. Scholarly Activity: Growth as a scholar since previous appointment as Assistant Professor at LSUSD or a comparable institution:

a. Publications:

A minimum of six (6) publications in reputable, peer-reviewed journals (see list of approved journals in a separate folder on the Learning Center) whose contributions are selected by editors on the basis of scientific quality or merit are required. *Of these six publications, the candidate must publish at least three as first /senior author; the remaining three may be co-authored.* Note: Credit for a first author publication as ‘senior’ author requires a mentorship or leadership role in the study. All publications since the last promotion/tenure request should be included in the promotion packet. Publications from work conducted prior to the academic appointment at LSUSD but published after the appointment date should have LSUSD as the affiliation of record on the publication. 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.) proof or copy of the accepted manuscript sent to the publisher. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations, abstracts, small technique articles, tip articles, commentaries, editorials, 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 (1) first-author and one (1) co-authored publication.
- 2. A chapter in a textbook (first, second or senior author) will be accepted in lieu of one (1) co-authored publication with a maximum of two (2) allowed.
- 3. Board certification will be accepted in lieu of one (1) first-authored publication if the Board examination was passed during the appointment as an Assistant Professor. Re-certifications are not counted similarly.
- 4. Case Reports will be accepted in lieu of publications; three (3) Case Reports can be substituted for one (1) co-authored publication, five (5) Case Reports can be substituted for one (1) first/senior-authored publication. Any Case Report can only be used once with a maximum of one (1) set allowed for each type of publication. Med-Ed Portal contributions are acceptable and encouraged.
- 5. Mastership in the Academy of General Dentistry will be accepted in lieu of one (1) co-authored publication.

6. Approved and funded federal, state, industrial or foundation-supported research grants of at least \$10,000 will be accepted in lieu of one (1) first authored publication for the Principal Investigator or Co-Principal Investigator, and in lieu of one (1) co-authored publication for a co-investigator role.

7. Production of an innovative technology (e.g., patents, disclosures), driven advancement in a teaching program/tool/model can be considered on an individual basis as one (1) first-author or one (1) co-authored publication.

Of items (1) through (7) above, only three (3) 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. Presentations/service 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. Examples may include: invited presentations at academic institutions, invited presentations at national/international conferences, Board Examiner, grant review committees, journal reviewer, etc.)
5. Evidence of active enrollment in CE and/or postgraduate education courses.

3. University, Academic, and Professional Service: There should be evidence 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

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.
- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

4. Letters of Recommendation: Three (3) letters of recommendation from recognized, established scholars in the candidate's field outside LSUHSC-NO at the rank of Associate Professor (or Professor) with tenure are

required, using the above appropriate criteria for their evaluation. Please refer to the “Guidelines for Letters of Recommendation” on page 26, section A.

The maximum interval for promotion shall be six (6) years (promotion packet prepared and submitted at the end of the 5th year of service). However, promotion packets are commonly submitted during the 5th year of service (packet prepared and submitted after the 4th year of service). Under exceptional circumstances, promotion may be considered after a minimum of 3 years of service. Failure to achieve tenure and/or promotion prior to the 6th year does not preclude the candidate from declaring candidacy in future years. However, **failure to achieve tenure and/or promotion by the end of the 6th year of service will result in termination at the end of the 7th year of service.**

All Assistant Professors on a tenure track (Clinician Educator or Scientist Educator) are required to submit a packet for Mid-Term Review **after three (3) years of service**. Please refer to Appendix B for guidelines for submitting a Mid-Term Review packet.

All Assistant Professors on a tenure track (Clinician Educator or Scientist Educator) have a “mandatory review date” of five (5) years from the initiation of their contract with LSUHSC. For example, if a faculty member began service on July 1, 2010, his / her mandatory review date would be June 30, 2015. Prior to the mandatory review date, the department head should meet with the faculty member as needed to advise/guide him/her with respect to the criteria required for promotion to Associate Professor with tenure and when the candidate fulfills the criteria to be recommended for promotion.

C. Professor with Tenure

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

1. Teaching: 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. (e.g., membership in the LSUHSC Teaching Academy).
- 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.

2. Scholarly Activity: Significant scholarly achievement since previous appointment as Associate Professor:

- a. Publications:

A minimum of eight (8) publications in reputable, peer-reviewed journals (see list of approved journals in a separate folder on the Learning Center) 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 / senior author; the remaining four (4) may be co-authored. Note: Credit for a first author publication as ‘senior’ author requires a mentorship or leadership role in the study. These publications must be published since the previous appointment date at LSUHSC-School of Dentistry. None of these publications may have been used for prior promotion credit. 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.) a proof or copy of the accepted manuscript sent to the publisher. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations small technique articles, tip articles, commentaries, editorials, and course manuals are not considered as publications in the scholarly definition for promotion.

1. Primary author of a textbook will be accepted in lieu of one (1) first/senior publication and one (1) co-authored publication.
2. A chapter in a textbook (first, second or senior author) will be accepted in lieu of one (1) co-authored publication with a maximum of two (2) allowed.
3. Board certification will be accepted in lieu of one first-authored publication if the Board examination was passed during the Associate Professor appointment. Re-certifications are not counted similarly.
4. Case Reports will be accepted in lieu of publications; four (4) Case Reports can be substituted for one (1) co-authored publication, six (6) Case Reports can be substituted for one (1) first/senior-authored publication. Any case report can only be used once with a maximum of one (1) set allowed for each type of publication. Med-Ed Portal contributions are acceptable and encouraged.
5. MAGD in the Academy of General Dentistry will be accepted in lieu of one co-authored publication.
6. Approved and funded federal, state, industrial or foundation-supported research grants of at least \$10,000 will be accepted in lieu of one (1) first authored publication for the Principal Investigator or Co-Principal Investigator, and in lieu of one (1) co-authored publication for a co-investigator role.
7. Production of an innovative technology (e.g., patents, disclosures), driven advancement in a teaching program/tool/model will be considered on an individual basis as one (1) first-author or one (1) co-authored publication.

Of items (1) through (7) above, only three may be used in lieu of publication.

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. Presentations/service in local, regional, or national symposia, CE courses or teaching programs.
6. Evidence of a national reputation in his/her field. Examples may include: invited presentations at academic institutions, invited presentations at national/international conferences, Board Examiner, grant review

committees, journal reviewer, etc.)

3. University, Academic, and Professional Service: Continued contributions to departmental, university and scholarly affairs including leadership at department, school or health science center level, including committees and community service.

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.
- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

4. Letters of Recommendation: Three (3) letters of recommendation from recognized, established scholars in the candidate's field outside LSUHSC-NO at the rank of Professor with tenure are required, using the above criteria for evaluation. Please refer to the "Guidelines for Letters of Recommendation" on page 26, section A.

The minimum interval for promotion is normally five (5) years of service at the rank of Associate Professor at this or another comparable institution. Under exceptional circumstances, promotion may be recommended earlier.

For all ranks, academic achievements at previous institutions will be considered in the review process, if said achievements have not been credited at the previous institution and the candidate's affiliation for the work is listed as LSUHSC-School of Dentistry.

2. Scientist / Educator Path to Tenure

Members of the faculty whose professional activity involves a major commitment to research and teaching will be appointed to this pathway on the tenure track. Faculty appointed to this pathway should strive to make significant contributions to the body of knowledge in their scientific disciplines in addition to demonstrating excellence in teaching. Although faculty appointed to this pathway may participate in clinical teaching and patient care, it is expected that a majority of their professional activity will be devoted to scientific research and education. Advancement along this pathway will ordinarily be awarded to faculty who demonstrate a significant body of focused independent research and research support that results in peer esteem at the national or international level. Instruction-intensive basic science faculty may also choose this pathway with the same criteria for promotion with the exception of a requirement for extramural funding. In such cases, additional teaching activities are usually warranted together with service, and possibly administrative roles.

A. Assistant Professor:

Appointment to this rank requires the DDS or equivalent degree and graduate training in dentistry or a health-related field, or the PhD degree. Normally, this individual has yet to achieve exceptional status as a teacher or regional/national recognition in their professional field. Persons who have begun to publish scholarly work and/or who may have had teaching responsibilities, *e.g.*, seminars, chair side instruction, small group interactions, and/or didactic activities, before their initial faculty appointment may begin their faculty careers at the rank of assistant professor.

B. Associate Professor with Tenure:

Appointment to the rank of Associate Professor is made only to individuals of well-established professional position and demonstrated scholarly ability that impacts their field. Those promoted or appointed to this rank must have achieved national recognition for scholarly accomplishment of significance as evidenced by: evaluations from independent national leaders in their field; national lectureships; memberships on editorial boards and peer review committees; significant involvement in peer organizations beyond membership; and, scholarship. Scholarly independence is typical for Associate Professors. Usually this is evidenced by peer-reviewed papers published since their appointment as assistant professor. For those with a predominant expectation of clinical or laboratory research, a sustained level of external research funding is the norm. An Associate Professor must have demonstrated a significant contribution to the educational missions of the school. Unless otherwise specified, appointments and promotions to Associate Professor are with tenure, although persons may be appointed as Associate Professor without tenure. "Guidelines for 'Tenure Only' Review" are provided on page 15 for faculty who join the campus at the rank of Associate Professor or Professor without tenure. Advancement to this rank is based on following criteria:

1. Teaching - A record of excellence in teaching and mentoring as evidenced by the following:

- a. Serving as a course director
- b. Development of innovative technology (*e.g.*, patents, disclosures), teaching methods or new models for conveying / presenting didactic material for enhanced critical thinking skills, membership in the LSUHSC Teaching Academy).
- c. Favorable peer reviews/evaluations

- d. Favorable student reviews/evaluations
- e. Advising graduate or dental students
- f. Service on graduate dissertation committees

2. Scholarly Activity- A distinguished record of independent, scholarly contribution in a field, and a national reputation for significant contributions in this field. This should include the following:

- a. A minimum of six (6) peer-reviewed publications since the previous appointment (see list of approved journals in a separate folder on the Learning Center), with evidence of affiliation at LSUHSC-School of Dentistry (this usually equates to an average of one publication per year). At least three (3) of these publications will be as the *first or senior* author. Note: Credit for a first author publication as ‘senior’ author requires a mentorship or leadership role in the study. A book chapter or a review article can substitute for one (1) co-author publication (maximum of two (2) allowed), and an authored book or editorship can substitute for a primary/senior author publication. Articles accepted for publication but ‘in press’ will be acceptable with the inclusion of the acceptance letter and/or publisher proofs of the article. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations small technique articles, tip articles, commentaries, editorials, and course manuals are not considered as publications in the scholarly definition for promotion.
- b. Instruction-intensive faculty (hired for the primary purpose of teaching) can substitute an extramural funded grant (>\$10,000 direct costs) for one (1) first/senior author publication if Principal Investigator or Co-Principal Investigator, or for one (1) co-authored publication if a co-investigator.
- c. It is understood that certain circumstances (e.g., publication of lesser numbers of papers in extremely high impact journals; time-intensive experiments such as animal studies, etc.) can result in a lower than expected number of publications and still not negatively affect the promotion / tenure decision. However, such mitigating circumstances must be clearly described by the candidate and department head in the application packet so that the committee can take this into account in their deliberations.
- d. Publications should show evidence of scientific maturity. For example, the transition from first author to senior author is evidence of mentorship and seniority in the scientific community.
- e. Evidence of substantial extramural grant funding by federal agencies, industrial companies, or private foundations with significant salary support in direct costs (benchmark is 50%, but track record of funding since the appointment and status of potential funding at the time of review will be taken into consideration).

3. University, Academic, and Professional Service - A record of significant contributions in academic, professional, and university service may be evidenced by:

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.

- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

4. Letters of Recommendation - Three (3) letters of recommendation from recognized, established scholars in the candidate's field outside LSUHSC-NO at the rank of Associate Professor or Professor with tenure are required, using the above appropriate criteria for evaluation. Please refer to the "Guidelines for Letters of Recommendation" on page 27, section A.

The maximum interval for promotion shall be six (6) years (promotion packet prepared and submitted at the end of the 5th year of service). However, promotion packets are commonly submitted during the 5th year of service (packet prepared and submitted after the 4th year of service). Under exceptional circumstances, promotion may be considered after a minimum of 3 years of service. Failure to achieve tenure and/or promotion prior to the 6th year does not preclude the candidate from declaring candidacy in future years. However, **failure to achieve tenure and/or promotion by the end of the 6th year of service will result in termination at the end of the 7th year of service.**

All Assistant Professors on a tenure track (Clinician Educator or Scientist Educator) are required to submit a packet for Mid-Term Review **after three (3) years of service**. Please refer to Part VI p. 28 for guidelines for submitting a Mid-Term Review packet.

All Assistant Professors on a tenure track (Clinician Educator or Scientist Educator) have a "mandatory review date" of five (5) years from the initiation of their contract with LSUHSC. For example, if a faculty member began service on July 1, 2020, his / her mandatory review date would be June 30, 2025. Prior to the mandatory review date, the department head should meet with the faculty member as needed to advise/guide him/her with respect to the criteria required for promotion to Associate Professor with tenure and when the candidate fulfills the criteria to be recommended for promotion.

C. Professor with Tenure:

Appointment to the rank of Professor is made only for persons of national and international professional reputation and demonstrated continued high quality scholarly activity. All of the expectations for the Associate Professor rank pertain in equivalent or greater measure for the rank of Professor. The difference between the ranks of Associate Professor and Professor is primarily one of ongoing achievement, usually over a period of five to ten years. Promotion to the rank of Professor is not automatic after a certain time in rank as Associate Professor. A person appointed to the rank of Professor must have demonstrated continued scholarship, productive research, contributions to the teaching mission, organizational service (and clinical care if it pertains to their professional field). This ongoing achievement is roughly equivalent in quantity to the accomplishments that gained the previous promotional step. National and international impact must pertain to this person's work. Three (3) letters of support are required from outside LSUHSC-NO from individuals at the rank of Professor with tenure, or its equivalent. These letters usually provide evidence of

national or international reputation and scholarly contributions to the field. Continued and consistent publication that contributes significantly to an area of knowledge is essential. It is expected that the case for promotion to the professorial rank may reference the work done to achieve the rank of Associate Professor, but it will be based primarily on *new scholarly accomplishments since the last promotional review*. For those involved in clinical, educational, or laboratory research, sustained external funding is the norm.

Unless otherwise specified, appointments and promotions to Professor are with tenure, although persons may be appointed at the rank of Professor without tenure. If appointed without tenure, the candidate will be reviewed for tenure under the “Tenure Only Review” guidelines. “Guidelines for ‘Tenure Only’ Review” are provided on page 15 for faculty who join the LSUSD campus at the rank of Associate Professor or Professor without tenure.

In summary, this rank is appropriate for someone who has met the requirements and qualifications for appointment as Associate Professor and who also has established:

1. **Teaching** - A sustained record of excellence in teaching, usually including training of advanced students
2. **Scholarly Activity** - A sustained and growing record of scholarly eminence in a field, and a national or international reputation for leadership and outstanding contributions in this field. This is usually accompanied by long term substantial extramural research support and the continual publication of peer-reviewed papers (often at an average of two or more per year). In addition, the extramural letters of support should reflect a national and international reputation in the candidate’s scientific field.
3. **University, Academic, and Professional Service** - A sustained record of substantive contributions in academic, professional, and university service.

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.
- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

4. Letters of Recommendation – At least three (3) letters of recommendation from recognized, established scholars in the candidate’s field from outside the LSUHSC- NO at the rank of Professor with tenure are required, using the above appropriate criteria for their evaluation. Please refer to the “Guidelines

for Letters of Recommendation” on page 27, section A.

The minimum interval for promotion shall be five (5) years of service at the rank of Associate Professor at this or another comparable institution. Under exceptional circumstances, promotion may be recommended earlier.

For all ranks, academic achievements at previous institutions will be considered in the review process, if said achievements have not been credited at the previous institution and the candidate’s affiliation for the work is listed as LSUHSC-School of Dentistry.

3. Guidelines for Tenure Only Review

The following guidelines apply to **Associate Professors or Professors who join the LSUHSC-School of Dentistry campus at that rank without tenure**. Initial appointments of Associate Professors or Professors and their subsequent re- appointments may be made for a specific term through no more than 5 years of total service on that campus (PM-23). Therefore, the normal interval for tenure will be four (4) years with the Tenure Only Review packet prepared and submitted after 3 years of service. Tenure Only Review *can* occur after a minimum of two (2) years of service.

Failure to achieve tenure by the end of the fourth (4th) year will result in termination at the end of the fifth (5th) year of service.

All Associate Professors and Professors who join the university without tenure and who will eventually undergo Tenure Only Review must submit a Mid-Term Review packet **after two (2) years of service**. Please refer to Appendix B for guidelines for submitting a Mid-Term Review packet.

1. Teaching - 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. (e.g., membership in the LSUHSC Teaching Academy).
- 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 (clinical faculty).
- g. Supervision of, or participation in, extramural programs.

2. Scholarly Activity - Accomplishment in scholarly and other professional activities since their appointment at LSUSD, which may be evidenced by activities among the following.

- a. Publications as a primary/senior author in quality peer-reviewed journals whose contributions are selected by editors on the basis of scientific quality and merit.
- b. Continued evidence of extramural funding

- c. Elected membership in professional societies.
- d. Presentations/service in local, regional, or national symposia (basic science and clinical faculty); CE courses and teaching programs (clinical faculty).
- e. Service on journal review panels, editorial boards and/or professional advisory boards.
- f. Evidence of advancement within the individual's field, e.g. board eligibility, board certification, fellowship or Mastership.
- g. Active enrollment in CE and/or postgraduate education courses.
- h. Evidence of continued national reputation and progress toward acquiring an international reputation in his/her field.

3. University, Academic, and Professional Service

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

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.
- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

4. Letters of Recommendation – The file must include three (3) letters of recommendation from outside LSUHSC-NO that the candidate has met the various criteria necessary for tenure as required by the School of Dentistry. Please see the *Guidelines for Letters of Recommendation* on page 27, section A.

For all ranks, academic achievements at previous institutions will be considered in the review process, if said achievements have not been credited at the previous institution and the candidate's affiliation for the work is listed as LSUHSC-School of Dentistry.

B. Non-Tenure Tracks

1. Clinical Educator Track

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). 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 not renew 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-tenure 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 track, as appropriate. All transfers from full-time to part-time status shall be reclassified according to titles listed in the non- tenured track qualifications.

A. Instructor of Clinical (Discipline)

The individual shall possess the appropriate degree in his/her field of teaching:

Dental Hygiene - A Bachelor of Science degree in Dental Hygiene.

Dental Laboratory Technology - A Bachelor of Science or Arts degree in Dental Laboratory Technology, or an Associate of Science degree in Dental Laboratory Technology.

The individual should show promise of the ability to successfully perform the duties (teaching, research extension, or other scholarly activity) for which he/she was employed or which may be assigned in the future. The minimum interval for promotion to Assistant Professor of Clinical (Discipline) is three (3) years at this or another comparable institution. Individuals must hold the terminal degree in the field. (see Part I. General Statement, sec. e)

B. Assistant Professor of Clinical (Discipline)

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline. This appointment is for full-time faculty in the clinical sciences who are effective in teaching and service programs and are essential for patient care, but whose research, publications, or scholarly activity does not warrant appointment or promotion to tenured positions.

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/or postgraduate education courses.

C. Associate Professor of Clinical (Discipline)

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline. Promotion to Associate Professor of Clinical (Discipline) is reserved for faculty members regarded as excellent and scholarly clinicians, often with a local or regional reputation. The minimum interval for promotion to Associate Professor is three (3) years at the Assistant Professor rank at this or another comparable institution.

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. (e.g., membership in the LSUHSC Teaching Academy).
- b. Major academic involvement in departmental courses.
- c. Development of new teaching materials or curriculum initiatives.
- d. Evidence of active support of departmental teaching and patient care activities such as postgraduate education, residency programs, fellowship programs or extramural programs.

2. Scholarly Activity -

A minimum of three (3) co-authored articles in quality peer-reviewed journals are required. A list of approved journals is posted in a separate folder on the Learning Center. One such article may be substituted with being co-investigator on a research grant or contract. Primary author of textbook will be accepted in lieu of one (1) first-author and one (1) co-authored publication. A chapter in a textbook (first, second or senior author) will be accepted in lieu of one (1) co-authored publication with a maximum of two (2) allowed. Three (3) Case Reports will be accepted in lieu of one (1) co-authored publication with a maximum of one (1) set allowed. Med-Ed Portal contributions are acceptable and encouraged. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations small technique articles, tip articles, commentaries, editorials, and course manuals are not considered as publications in the scholarly definition for promotion.

At least two (2) of the following five (5) criteria must be fulfilled:

- a. Elected membership in professional societies.
- b. Presentations/service at local, regional, or national symposia.
- c. Completion of a recognized specialty program or evidence of advancement within the individual's field. (e.g. recognized fellowship or board).
- d. Active enrollment in CE and/or postgraduate education courses.
- e. Service on review panels, editorial boards, and/or professional advisory boards.

3. University, Academic, and Professional Service -

- a. Active membership/participation on LSUHSC committees and School of Dentistry activities.
- b. Evidence of beginning leadership in administrative performance at the departmental and school level.

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.
- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

4. Letters of Recommendation - Three (3) letters of recommendation from recognized, established scholars in the candidate's field of at the rank of Associate Professor or Professor are required, using the above appropriate criteria for evaluation. Please refer to the "Guidelines for Letters of Recommendation" on page 27, section B.

D. Professor of Clinical (Discipline)

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline. Promotion to Professor is reserved for exceptional faculty, often those with regional or national recognition. All of the expectations for the Associate Professor rank pertain in equivalent or greater measure for the rank of Professor. Normally, a minimum of five (5) years of satisfactory service at the Associate Professor level is prerequisite for consideration for promotion. Under exceptional circumstances, promotion may be recommended earlier.

1. Teaching: demonstrated excellence in teaching and patient care (as documented by the department chairman).

a. Significant directorship of at least two (2) of the following: course director or co-director, or elective course director, rotation coordinator, or post-graduate coordinator.

b. Recognition for excellence in teaching as documented by:

- 1. Active involvement in teaching with student and/or peer evaluations.
- 2. Leadership in teaching, mentoring and advising students, including awards for teaching effort and/or long-term success in particular teaching assignment. (e.g., membership in the LSUHSC Teaching Academy).

3. Development of new teaching materials or curricular initiatives.
4. Evidence of leadership demonstrated by active participation in postgraduate education, residency programs, fellowship programs or extramural programs.

2. Scholarly Contributions:

A minimum of three (3) co-authored articles in quality peer-reviewed journals since promotion to Associate Professor are required. A list of approved journals is posted in a separate folder on the Learning Center. One such article may be substituted with being co-investigator on a research grant or contract. Primary author of textbook will be accepted in lieu of one (1) first-author and one (1) co-authored publication. A chapter in a textbook (first, second or senior author) will be accepted in lieu of one co-authored publication with a maximum of two (2) allowed. Three (3) Case Reports will be accepted in lieu of one (1) co-authored publication with a maximum of one (1) set allowed. Med-Ed Portal contributions are acceptable and encouraged. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations small technique articles, tip articles, commentaries, editorials, and course manuals are not considered as publications in the scholarly definition for promotion.

At least three (3) of the following five (5) criteria must be fulfilled:

- a. Service on journal review panels, editorial boards and/or professional advisory boards or organizations.
- b. Presentations / service at regional or national symposia.
- c. Board Certification, Master in Education (M Ed), Master of the Academy of General Dentistry, or additional postgraduate course study.
- d. Active enrollment in CE and/or postgraduate education courses.
- e. Elected membership in professional societies.

3. University, Academic, and Professional Service -

- f. Active membership and participation on university committees and in school activities.
- g. Leadership in administrative performance at the departmental and school level.

Academic and Professional Service can include:

- a. Positions of leadership or responsibility in organizations, agencies, and/or professional societies
- b. Appointments to editorial boards of scientific journals
- c. Participation in grant review committees, consultant panels, advisory boards, or the equivalent
- d. Visiting faculty or invited lectureship appointments
- e. Invitations to speak at symposia or give seminars at other institutions
- f. Scientific collaboration as evidenced by publications/grants/contracts.
- g. Organization of symposia or state, national, or international meetings
- h. Participation in IPE activities, courses

University Service can include:

- a. Departmental committees
- b. School of Dentistry committees
- c. LSUHSC committees

3. Letters of Recommendation – Three (3) letters of recommendation from recognized, established scholars in the candidate’s field of at the rank of Professor are required, using the above appropriate criteria for their evaluation. Please refer to the “Guidelines for Letters of Recommendation” on page 27, section B.

For all ranks, academic achievements at previous institutions will be considered in the review process, if said achievements have not been credited at the previous institution and the candidate’s affiliation for the work is listed as LSUHSC-School of Dentistry.

2. Research Track

The Research Track is specifically designed for faculty members whose primary activity within the school is research.

A. Assistant Professor - Research

Appointment of advancement to this rank can be evidenced by

1. Capacity for original and independent research, as demonstrated by recommendations from established senior faculty at LSUHSC and/or other institutions.
2. Scientific productivity as evidenced by peer-reviewed publications.

B. Associate Professor – Research

A minimum of three (3) years of satisfactory service at the research assistant professor level is a prerequisite in order to be considered for promotion. Appointment or 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:

- a. Scientific productivity evidenced by continued publication of original studies in peer-reviewed journals. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations small technique articles, tip articles, commentaries, editorials, and course manuals are not considered as publications in the scholarly definition for promotion.
- b. Recognition by peers for independent investigation through external funding of research projects.
- c. Salary support from grants and contracts from independent or collaborative awards.
- d. Elected membership in major scientific societies.

- e. Recognition through formal awards, invitation to participate in local, regional, and national meetings, etc.
- f. Leadership in local, regional, and national scientific committees, programs, and/or governing boards.
- g. Extent and quality of teaching, service, and/or administrative activities undertaken.

Letters of Recommendation: Three (3) letters of recommendation from recognized, established scholars in the candidate's field of at the rank of Associate Professor or Professor are required, using the above criteria for evaluation. Please refer to the "Guidelines for Letters of Recommendation" on page 27, section B.

C. Professor - Research

A minimum of five (5) years of satisfactory service at the research associate professor rank is a prerequisite in order to be considered for promotion. Appointment or advancement to Professor of Research usually indicates that a faculty member has achieved professional recognition, in most instances at an international level, which can be evidenced by:

- a. Continued publication of original studies in peer-reviewed journals. Peer reviewed Methods articles, Diagnostic criteria, and Review articles will count as publications. Theses, dissertations small technique articles, tip articles, commentaries, editorials, and course manuals are not considered as publications in the scholarly definition for promotion.
- b. National and international reputation as an investigator.
- c. Continued independent investigation with sustained external funding.
- d. Salary support from grants and contracts from independent awards.
- e. Authorship or editorship of textbooks, monographs, or journals.
- f. Membership on editorial boards, study sections, and/or advisory groups.
- g. Invited society memberships
- h. Participation and/or leadership in major regional, national, and international society committees and programs.
- i. Formal research awards.
- j. Major invited lectures.
- k. Extent and quality of teaching, service, and/or administrative activities undertaken.

Letters of Recommendation: Three (3) letters of recommendation from recognized, established scholars in the candidate's field of at the rank of Professor are required, using the above appropriate criteria for

evaluation. Please refer to the “Guidelines for Letters of Recommendation” on page 27, section B.

For all ranks, academic achievements at previous institutions will be considered in the review process, if said achievements have not been credited at the previous institution and the candidate’s affiliation for the work is listed as LSUHSC-School of Dentistry.

Part III. Guidelines Regarding Part-Time and Gratis Faculty

Part-time and *gratis* faculty members whose major responsibilities are clinical may hold one of the following ranks: Instructor, Assistant Professor, Associate Professor, or Professor, and shall carry the proper descriptive prefix for their rank. i.e. - *Clinical* Professor of Periodontics (part-time / non-tenure). Promotion will be based primarily on teaching ability and scholarly or administrative competence.

A. Clinical Instructor of (Discipline)

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 *minimum* interval for promotion to Clinical Assistant Professor is three (3) years at this or another comparable institution.

B. Clinical Assistant Professor of (Discipline)

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline: for the B. S. Program in Dental Hygiene, a Master’s degree from a fully accredited institution. For the Dental Laboratory Technology Program, a Master’s degree from a fully accredited institution or a Master Dental CDT (successful completion of five (5) separate CDTs both practical and written) is required. 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 /or postgraduate education courses.

C. Clinical Associate Professor of (Discipline)

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline. 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 minimum interval for promotion to Clinical Associate Professor is three (3) years at the Clinical Assistant Professor rank at this or another comparable institution. For appointment or promotion to Clinical Associate Professor, three (3) letters of recommendation from a variety of sources are acceptable, including intradepartmental sources.

The following three (3) criteria must be fulfilled for consideration for promotion:

1. Extensive experience in clinical and professional practice.
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 (3) criteria, at least two (2) of the following criteria must be fulfilled for promotion to Clinical Associate Professor:

1. 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 /or teaching programs.
4. Office holder in a professional organization 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.

D. Clinical Professor of (Discipline)

Appointees at this rank shall hold as a minimum the terminal degree(s) in the discipline. The *minimum* interval for promotion to Clinical Professor is five (5) years at the Clinical Associate Professor rank at this or another comparable institution. For appointment or promotion to Clinical Professor, three (3) letters of recommendation from a variety of sources are accepted, including intradepartmental sources. In addition to the qualifications required as a Clinical Associate Professor, candidates 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. Teaching - 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 Activity - at least three (3) of the following four (4) criteria must be fulfilled:

- a. Co-authorship of at least two (2) publications in quality peer-reviewed journals (see list of approved journals in a separate folder on the Learning Center).
- 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).

Part IV. Forms & Instructions for Completing the Promotion/Tenure Review Application

While the formal request for promotion and/or tenure of a faculty member is normally initiated by the Department Head, the faculty member or the departmental promotions committee may also begin the process. The LSUSD APT Committee meets annually in the fall to review promotion and tenure requests. A full-time faculty candidate can request review and recommendation by the School of Dentistry Appointments, Promotions and Tenure Committee despite receiving negative recommendations by the Departmental Promotions Committee and/or the Department Head. *It is important that the candidate for promotion and his/her Department Head begin preparation of the promotion/tenure review application early in the summer. This will allow adequate time for letters of recommendation from outside LSUHSC-NO to be received.*

All faculty candidates participate in the preparation of promotions and tenure materials. The candidate attests that the biographical materials and the teaching and/or administrative portfolios are accurate and complete before formal review begins, acknowledging the attestation on the Signature page (Form E). The candidate submits the attested packet to their Department Head. The Department Head then completes the packet by incorporating the Departmental Promotions Committee's evaluation, Department Head's evaluation, and letters of recommendation, and submits the completed packet to the Office of the Dean.

LSUSD Promotion policies and all of the required forms are located on the LSUSD Learning Center website at <http://www.lsusd.lsuhsd.edu/intranet/lc/learningcenter.html> in the "Promotion Policies" link. **The completed forms (1 hard copy original with signatures and an electronic file on disc)** must be submitted to the Dean's Office by the deadline for submission. No late packets will be accepted and no exceptions are made.

INSTRUCTIONS: A completed Promotion & Tenure Review Application has eight (8) parts, consisting of five completed forms and three folders. *Please submit one hard copy original with signatures and an electronic PDF of each form.*

The five forms are as follows:

- A. Biographical Data Form (Word or PDF)
- B. LSUHSC Promotion & Tenure Form (4 pages) **with original signatures - PDF only**
- C. Candidate's CV (in current LSUSD format) (Word or PDF)
- D. Teaching Portfolio form (Word or PDF)
- E. Signature form (PDF)

A. Biographical Data Form (Form A) - (hard copy and Word/PDF file). Follow the biographical data format exactly. If not followed exactly, the forms will be returned.

B. LSUHSC Promotion / Tenure Review Request Form (Form B) - (hard copy with original signatures and electronic **PDF file only**)

Page 1:

Campus – (at top right of form): all pages should read "LSUHSC-NO"

Date Appointed - list the date the candidate was appointed to his *present rank*.

Review For - check appropriate box(es) and list the appropriate rank classification. Please refer to the above ranks for proper classification.

Education - list institutions, degrees, and dates awarded in *reverse chronological order*. This section should only include degree-granting educational experiences.

Professional Experience - list institutions, rank, and periods of appointment in reverse chronological order.

Page 2:

Evaluation by the Tenured / Senior Department Faculty (Department Promotions Committee)

Associate Professors and Professors are "senior" faculty. All senior/tenured faculty members of the department *at the proposed rank or higher* should participate in evaluating the candidate. *A minimum of 5 senior faculty members should review the candidate's promotion request and make a recommendation to the APT Committee. If the promotion is to a tenured position, the senior faculty evaluators must be tenured.* If the Departmental Promotions Committee does not have at least 5 qualified senior (and tenured if required) faculty in his/her department, the Department Head should solicit the necessary qualified reviewers of appropriate rank from other departments that have worked closely with the candidate. The Department Head will nominate a chairman of the Departmental Promotions Committee to conduct the meeting and to write the candidate's evaluation.

The committee's evaluation should be based upon the 4 areas listed. Specifically, the evaluation should address how the candidate meets and exceeds the Guidelines for Appointment, Promotion and Tenure stipulated for the appropriate rank, as listed in this document (see LSUHSC Faculty Handbook Sections 2.0 and 6.0.)

The members of the departmental committee should be listed by name and department. *The vote of the Departmental Promotions Committee in the evaluation of the applicant must be indicated at the bottom of page 2.* The chairman of the review committee shall sign below the committee's report.

Page 3:

Evaluation by the Department Chair / Head - The Department Head should state whether he/she concurs or disagrees with the Departmental Promotions Committee's evaluation. In addition, the chair's evaluation should give a departmental perspective on the candidate's value to the department and to LSUSD. If a candidate has joint or multiple appointments, all department heads and center directors must submit an evaluation, in addition to that of the department head of the primary academic department.

Page 4:

Type the candidate's name at the top of the form. The remainder of page 4 should be left blank.

C. Applicant's C.V. (Form C) - a current copy of the applicant's C.V. (hard copy and electronic Word or PDF file). Please use the current LSUSD format for C.V.s found in the "Promotions Policy" folder on the Learning Center website.

D. Teaching Portfolio (Form D) – (hard copy and electronic Word or PDF file)

E. Signatory Page – (Form E) (hard copy and PDF) the candidate attests that the biographical materials and the teaching and/or administrative portfolios submitted are accurate and complete before formal review begins, acknowledging the attestation on the Signature Page.

The Letters of Recommendation, Departmental Committee Evaluation, and the Department Head's evaluations are then added to the packet and submitted to the Dean's Office.

The three (3) folders are as follows.

Folder 1: Letters of Recommendation – Include PDFs of the letters of recommendation in Folder 1. Please submit the original hard copy of each letter of recommendation with the packet. Refer to the Guidelines for Letters of Recommendation below.

Folder 2: Publications - *submit PDFs of all publications* since the last promotion/tenure request at LSUHSC-School of Dentistry in Folder 2. For articles that have been accepted but not yet published, a letter of acceptance from the editor must be included (PDF format). Only articles that are published in refereed journals will be credited towards promotion /tenure.

The LSUSD librarian maintains a current list of Refereed Journals at:

<https://www.lsusd.lsuhsd.edu/Documents/RefereedDentalJournals.pdf?010522>.

Refereed journals which are not on the list may be added, pending review by the LSUSD librarian.

Folder 3: Annual Faculty Evaluations - Annual Faculty Evaluations should be included in Folder 3. All years of evaluations should be submitted back to the initial appointment for promotion as Assistant Professor, or back to the prior appointment review for promotion to Associate Professor or Professor. Annual evaluations are to be placed in Folder 3 by the department head *prior* to sending the promotion packet to the Departmental Committee for review.

All of the above forms and folders MUST be submitted electronically by the candidate's Department Head to the Office of the Dean, which will review each packet for completeness and accuracy. The applications will be forwarded to Dr. Evans for distribution to the members of the APT Committee. Please contact Dr. Evans at Gevans@lsuhsc.edu if you have any questions regarding the LSUSD promotion process or completion of the application packet. Information on the LSUHSC promotion policy can also be found in the LSUHSC Faculty Handbook, section 7.0. at <https://www.lsuhsd.edu/administration/academic/docs/lsuhsc-no%20faculty%20handbook.pdf>

Guidelines for Letters of Recommendation

A. For appointment or promotion to Associate Professor or Professor in the Tenure track and for Tenure Only Review:

Three (3) letters of recommendation from recognized established scholars in the candidate's field of at the proposed rank or above with tenure are required for advancement candidates, using the above appropriate criteria for evaluation. The three (3) letters must be from outside the Louisiana State University Health Sciences Center-New Orleans system and cannot include previous / current mentors, collaborators, department heads, and colleagues. These exclusions include retired or former LSUHSC faculty who were colleagues or mentors/department heads of the candidate. Letters must be submitted as originals (with PDF scan) on university, or more rarely agency (i.e. NIH) letterhead. Hand-written letters will not be accepted unless submitted on university letterhead.

A copy of the candidate's CV and the current LSUSD Guidelines for Appointment, Promotion and Tenure should be sent by the department chair to the evaluator for his/her evaluation. The letter must address the candidate's qualifications for advancement as compared to the criteria listed in the guidelines. *Specifically, the individual's qualifications in the following areas should be evaluated: (1) Instructional ability, (2) Scholarly and research activity, (3) Participation in departmental, School of Dentistry, LSUHSC activities and community service.*

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 by the Department Head from that list of potential references using the template provided on the Learning Center. Letters must NOT be solicited by the candidate. In addition, the Department Head may also solicit other letters of recommendation that are submitted to the departmental and school committees for consideration. All letters must be sent directly to the Department Head, either to their LSUSD school mailing address or via email.

B. FULL-TIME: For appointment or promotion to Associate Professor or Professor in the non-tenure track or Research track (non-tenure):

For a candidate being considered for promotion to the rank of full-time, non-tenured Professor, three (3) letters are required. The three (3) letters must be from outside the Louisiana State University Health Sciences Center-New Orleans and cannot include previous / current mentors, collaborators, department heads, and colleagues. These exclusions include retired or former LSUHSC faculty who were colleagues or mentors / department heads of the candidate. Letters must be submitted as originals (with PDF scan) on university letterhead. Hand-written letters will not be accepted unless submitted on university letterhead.

A copy of the candidate's CV and the current LSUSD Guidelines for Appointment, Promotion and Tenure should be sent to the author for his/her evaluation. The letter must address the candidate's qualifications for advancement as compared to the criteria listed in the guidelines. Specifically, the individual's qualifications in the following areas should be evaluated: (1) Instructional ability, (2) Scholarly and research activity, (3) Participation in departmental, School of Dentistry, LSUHSC activities, and community service.

A list of potential references is provided by the candidate or by the candidate and the department head. The three (3) required letters must be by the Department Head from that list of potential references using the template provided on the Learning Center. Letters must NOT be solicited by the candidate. In addition, the Department Head may also solicit other letters of recommendation that are submitted to the departmental and

school committees for consideration. All letters must be sent directly to the Department Head, either to their LSUSD school mailing address or via email.

A. PART-TIME: For appointment or promotion to Clinical Associate Professor or Clinical Professor, three (3) letters of recommendation from a variety of sources are accepted, including intradepartmental sources.

Part V. Appeals

The Chairman of the School of Dentistry Appointments, Promotion and Tenure Committee will notify the Dean and Department Head regarding negative recommendations of the APT Committee. The Department Head may appeal the decision of the APT Committee and/or the Dean in writing to the Dean's Office within seven days of receipt of notification of the negative recommendation(s). New supportive documentation, if available, must be submitted with the request. If approved by the Dean, the appeal will be referred to the Appointments, Promotions and Tenure Committee.

Part VI. Mid-Term Review Guidelines

1. Mandatory for tenure-track:

Assistant to Associate Professor after 3 years

Tenure Only Review (Associate Professors) after 2 years.

2. Non-tenure track: voluntary after 3 years, all others voluntary at any time including Associate to Full Professor tenured.

3. The candidate will prepare a Mid-Term review packet due May 1st to include:

Forms A, B (page 1 only), C, and D. The packet should be submitted electronically via the department head to the Chairman of the APT Committee.

Tenure-track candidates will be required to provide the names of three (3) recognized established scholars in the candidate's field outside LSUHSC-N.O. (colleagues/peers but not mentors or collaborators) at the proposed rank or above with tenure. Those individuals may be called upon to provide assessment via formal letters at the time of promotion

4. The APT committee meets in May to review the candidate's packet and provide feedback to the candidate and the department head.