

Herman Ostrow School of Dentistry of USC

Appointment and Promotion Guidelines for Research-Teaching-Practitioner-Clinical (RTPC) Track Faculty

Effective November 2017

Achievements by Research-Teaching-Practice-Clinical (RTPC) faculty members are recognized by increase in rank. Consideration of such an increase is based on guidelines established in the following document and taking into consideration the specific track: the duration of service; and whether the faculty are full-time or part-time, paid or volunteer.

I. Full-time Faculty (RTPC)

A. Criteria - The basis for faculty promotion to the various ranks as outlined is outstanding or exceptional performance in the appropriate track (i.e. teaching, research, practitioner, or clinical). The ranks and titles for each track are as follows:

Research-Track

- Assistant Professor of Research
- Associate Professor of Research
- Professor of Research

Teaching-Track

- Assistant Professor – Instructional
- Associate Professor – Instructional
- Professor – Instructional

Practitioner- and Clinical-Tracks

- Instructor of Clinical
- Assistant Professor of Clinical
- Associate Professor of Clinical
- Professor of Clinical

The expectations for promotion within each track include (but are not limited to):

Teaching- and Clinical-Tracks:

1. Recognition by students and peers as being outstanding or exceptional in teaching or clinical teaching and meritorious in at least one of the areas of service and scholarship*;
2. Contributions to the development of educational experiences and materials (e.g. may include computer programs/activities, clinical evaluation forms, written instructional guides, chapters, books or other publications to facilitate learning);
3. Presentations at educational meetings or those related to discipline focus.
4. May include contributions to the scientific literature through publications in refereed journals;
5. May include success in achieving grant, foundation, governmental support for scholarship or service;

6. May include evidence of involvement in school, university, local and national professional and/or educational organizations (e.g. American Dental Education Association or APHA, SCDA or other organizations as appropriate);

*When we consider a faculty member's research contributions, we use an expansive definition of scholarship (see attached excerpt from Boyer). Evidence of scholarly contributions may include such things as peer-reviewed publications, textbook chapters, funded grants (including participation in funded projects), presentations at local, regional, national, and international meetings, continuing education presentations, innovative curricular developments and development of new courses, and many other forms of dissemination.

Research-Track:

1. The basis for faculty promotion is outstanding or exceptional performance in scholarship* with at least meritorious participation in the following areas: teaching and service (when applicable);
2. Demonstrated record of scholarship, through recognized contributions to research programs, publications; and/or Involvement in national and international research organizations;
3. Contributions to the scientific literature through publications in refereed journals with selective editors and rigorous review.
4. May include success in achievement of external funding through grant, foundation or, governmental support for scholarship or service;
5. Scholarly presentations of research before colleagues in disciplines of common interest at recognized academies and societies;

Practitioner-Track:

1. Recognized excellence and effectiveness in the public practice of a field of expertise;
2. Excellence may be in clinical practice, teaching or research, with reduced expectation in the other areas.
3. Will include elements of exceptional and/or outstanding performance as described in the teaching and clinical or research tracks as is appropriate, depending on the focus.

All tracks:

1. Yearly performance reviews by the division chair during the period of service since the initial or last promotion/appointment will demonstrate a preponderance of exceptional or outstanding outcomes;
2. A minimum of six years of service at the current rank (promotion following a shorter time in rank is possible for outstanding or exceptional performance);
3. Evidence of involvement in school, university, local and/or national committees or professional and/or educational organizations (e.g. American Dental Education Association, ADHEA, APHA, SCDA or other organizations as appropriate).

B. Identification of candidates for promotion

1. The division chair, section chair or program director may recommend a candidate for promotion.
2. Candidates may self-identify their readiness to be considered for promotion by contacting the division chair or their section chair;
3. A division committee, comprised of the Division's RTPC leadership faculty, assess and recommend those candidates eligible to submit their dossiers.
4. The division committee will be provided with a description of the responsibilities of candidates for promotion in the research track to clarify their designated role in infrastructure support or independent scholarship.

5. If a candidate is deemed eligible, the division committee will advise the division chair to invite the candidate to prepare and submit his or her dossier and will determine a list of external, internal, and student referees (as appropriate) considering the candidate's track and current rank.
6. For those deemed not yet eligible, the division committee will meet with the candidates to provide guidance regarding how to strengthen their dossiers to become eligible in the future.

*When we consider a faculty member's research contributions, we use an expansive definition of scholarship (see attached excerpt from Boyer). Evidence of scholarly contributions may include such things as peer-reviewed publications, textbook chapters, funded grants (including participation in funded projects), presentations at local, regional, national, and international meetings, continuing education presentations, innovative curricular developments and development of new courses, and many other forms of dissemination.

C. Dossier Preparation

1. The candidate's responsibilities:
 - a. To deliver only the requested information that he/she is requested to prepare to the designated division staff member.
 - i. Updated and accurate Curriculum Vitae (submitted in the proper format)
 - ii. Personal statement of approximately 1 to 3 pages in length outlining the candidate's academic contributions, goals and future plans;
 - iii. When appropriate, suggestions of individuals to serve as referees. Nonetheless, the preponderance of referees solicited should be the choice of the Division Chair.
 - iv. Selected abstracts or samples of published materials as is practical.
 - b. To meet the processing deadlines for the requested materials so that the dossier preparation can proceed in a timely manner.
2. The division's responsibilities:
 - a. Select final list of referees and send letter soliciting their involvement in evaluating the candidate for promotion.
 - b. Preparation of brief biographies of each solicited referee and a table listing the referees and designating whether they were recommended by the candidate or division chair.
 - c. Letters solicited from leaders in research disciplines, clinical practice and/or education, the number and type to be recommended by the division committee as is appropriate for track and rank: external letters from referees who are "at arm's length;" e.g. those who are independent of the candidate's teaching, personal or work relationships; internal letters, where internal referees (not students) share a teaching, personal or work relationships with the candidate;
 - d. Assemble summaries of year-end evaluations and reviews performed by the division chair during the period of service since the last promotion/appointment;
 - e. For those faculty with teaching profile, documentation of teaching excellence including peer observation or evaluation of student outcomes or both.
 - f. Evidence of teaching excellence, e.g. teaching evaluations from workshops, presentations, PBL facilitation, CE courses, etc.;
 - g. Division committee letter;
 - h. Division chair letter;
 - i. The completed dossier documenting and evaluating the candidate's accomplishments in his/her facet of specialization is submitted to the Faculty Development Committee.

3. The Faculty Development Committee

- a. Reviews dossier and decides whether to recommend promotion;
- b. Sends all reviewed dossiers to dean for final decision.

II. Clinical Scholar Designation

The purpose of the Clinical Scholar designation is to provide a basis for recognizing the scholarly accomplishments of clinical professors at the Herman Ostrow School of Dentistry.

The Herman Ostrow School of Dentistry's "clinical scholar" designation should be available to those dental school faculty and affiliated faculty on the RTPC track who have gained scholarly distinction in their field without fitting into the traditional profile of a tenure track faculty member. The designation will be based upon a rigorous evaluation process to ensure a validation of esteem.

The faculty (RTPC) ranks for the clinical scholar track are:

Clinical Scholar Track

- Associate Professor of Dentistry (Clinical Scholar)
- Professor of Dentistry (Clinical Scholar)

Clinical scholars shall be appointed on the RTPC track in accordance with the USC Faculty Handbook and the manual of the University Committee on Appointments, Promotion and Tenure (UCAPT). The President of the University will award the designation after advice by UCAPT. Such faculty members should, when the dean determines it is appropriate and feasible, have contracts of three to five years. University records will record them as being on RTPC track, with a clinical scholar designation.

Requirements:

As stated in the Faculty Handbook and the UCAPT Manual.

III. Part-Time RTPC Track Faculty (50% or greater)

A. Criteria - The basis for part-time {RTPC} faculty appointment time commitments will vary and expectations for promotion in the part-time ranks differ with the candidate's involvement in the Herman Ostrow School of Dentistry's educational programs.

The ranks for part-time RTPC clinical faculty 50% or greater are as follows:

50% or greater (Clinical)

- Clinical Instructor
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor

Because it is anticipated that most, if not all, part-time faculty appointees concentrate their activities in teaching, most part-time faculty are expected to accomplish the following objectives to qualify for promotion:

1. Recognition by students and peers as being outstanding or exceptional in teaching or clinical teaching and meritorious in at least one of the areas of service and scholarship; for those faculty where teaching is not

the primary concentration, an outstanding or exceptional performance in research or service is expected and meritorious in the other two categories.

2. Yearly performance reviews by the division chair during the period of service since the last promotion/appointment will demonstrate a preponderance of exceptional or outstanding outcomes;
3. A minimum of six years of service at the current rank (promotion following a shorter time in rank is possible for outstanding or exceptional performance);

Teaching activities may include contributions to the development of educational experiences and materials (e.g. computer programs/activities, clinical evaluation forms, written instructional guides, chapters, books or other publications to facilitate learning);

Research activities may include presentations at educational meetings or those related to discipline focus; contributions to the scientific literature through publications in refereed journals, success in achieving grant, foundation, governmental support for scholarship or service;

Service activities may include evidence of involvement in school, university, local and national professional and/or educational organizations (e.g. ADEA, ADHEA, APHA, SCDA or other organizations as appropriate).

B. Identification of candidates for promotion – Same as for full-time RTPC faculty

C. Dossier Preparation – Same as for full-time RTPC faculty

IV. Part-Time RTPC Track Faculty (Less than 50%)

The ranks for part-time RTPC clinical faculty less than 50% are as follows:

Less than 50% (Adjunct)

- Adjunct Instructor of Clinical
- Adjunct Assistant Professor of Clinical
- Adjunct Associate Professor of Clinical
- Adjunct Professor of Clinical

A. Criteria - Requirements similar to that of the 50% or greater part-time faculty on RTPC Track.

The expectations for promotion to part-time RTPC clinical faculty at less than 50% time include:

1. At least eight years of service at the previous rank (promotion following a shorter time in rank is possible for outstanding performance);
2. For those faculty with teaching profile, recognition by students and peers as being an outstanding or exceptional teacher.

V. Appointment, Reappointment and Mid-Contract Terminations

These actions concerning RTPC track faculty will observe all requirements of the Faculty Handbook and other University policies, and for full-time faculty will observe the requirements of the Faculty Handbook Section 4-G.

The general criteria for academic evaluation at the Herman Ostrow School of Dentistry are those stated in University policies, including the Faculty Handbook. Additional evaluation criteria, for those with clinical duties, are excellence in patient care and observance of all compliance and credentialing policies. The specific criteria for assessing the contribution of the individual's teaching, scholarship, or service, to the academic mission of the

University are excellence in performing the duties assigned to the individual. The relative weights given to the criteria, and the relevant evidence, are in accordance with the work profile, or other allocation of duties, as determined by the division chair or his or her delegate. Evaluations, reviews, and other relevant evidence may be taken into consideration in making personnel decisions.

Any RTPC track faculty with patient care duties, who ceases to have a valid license to practice or otherwise fails to meet the obligations listed in the credentialing or compliance policies, may be terminated with a minimum of 30 days notice or pay in lieu of notice.

The decision whether to appoint, promote, reappoint or not is within the discretion of the Dean, provided that it is not for a reason prohibited by law or based on considerations violative of academic freedom. Before the Dean exercises discretion not to reappoint, the Dean shall request the Faculty Development Committee or an ad hoc committee to review thoroughly the documentation supplied by the Division Chair, so as to advise the Dean concerning the suitability and qualifications of the individual and the needs of the academic unit.

These guidelines are subject to amendment by the Provost, who may also approve exceptions or waivers. Any claim that these guidelines were not properly applied are subject to the Provost's decision as to what remedy, if any, is appropriate.

Addenda:

[Division of Biokinesiology and Physical Therapy](#)

[Division of Occupational Science and Occupational Therapy](#)