Charter and Bylaws

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Case Western Reserve University
Cleveland, Ohio

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TABLE OF CONTENTS

CHARTER AND BYLAWS
School of Dental Medicine
Case Western Reserve University

CHARTER

Articles	Contents	Pages
Article I	Goals	4
Article II	Faculty	
	Tenured or Tenure Track	
	Non-Tenure Track A and B	
	Special	5
	Members	5
	Ex officio members	6
	Appointments, Reappointments, Promotions,	
	Tenure and Terminations	6
	Academic Freedom	6
	Responsibilities	6
	Privileges	6
Article III	Organization	7
	Dean	7
	Associate and Assistant Deans	7
	Other Administrative Officers	7
	Executive Board	7
	Departments	7
Article IV	Amendments	8

BYLAWS

Article I	Officers	9
Article II	Executive Board	9
	Membership	9
	Election to the Executive Board	9
	Terms of Membership	9
	Duties and Functions	9
	Organization	10
	Voting Privileges	10
	Transaction of Business	10

Articles	Contents	Pages
Article III	Faculty of the School of Dental Medicine	11
	Composition	11
	Faculty Ranks	11
	Appointments, Reappointments, Promotions, Tenure and Terminations	12
	Standards, Categories and Procedures	12
	Pretenure Period	12
	Faculty Academic Status	13
	Faculty Titles and Definitions	13
	Qualifications and Standards	14
	Faculty Development and Mentorship	14
	Promotion and Tenure	15
	Procedures for Review for Promotion and/or Tenure Considerations	16
	Procedures for Secondary Appointments	19
	Dental Faculty Meetings	20
	Voting Faculty	20
	Elections	20
	Procedures for Elections and Filling of Vacancies	20
Article IV	Departments of the School of Dental Medicine	22
Article V	Committees	22
	Terms of Membership	23
	Admissions	23
	Charter and Bylaws	24
	Clinical Affairs	24
	Dental Education	25
	Faculty Academic Status	26
	Faculty Nominations	27
	Faculty-Student Relations	27
	Graduate Studies	28
	Outcome Assessment and Program Evaluation	29
	Student Standing and Promotion	30
Article VI	Amendments	31
Tables	I	32
	II	33
	III	35

CHARTER

The School of Dental Medicine
Case Western Reserve University

Article I
Goals

1. The School of Dental Medicine is a duly constituted professional school of Case Western Reserve University operating in accordance with the constitution of the University Faculty and Bylaws of the Faculty Senate. The School of Dental Medicine herein shall be referred to as the School unless otherwise specified.

2. The goals of the School are to:

EDUCATION

a. Prepare students to become highly knowledgeable, clinically competent and critically thinking practitioners of general dentistry and dental specialties through the provision of curricula that integrate clinical, biomedical and behavioral sciences. In the process these practitioners shall develop the foundations of caring, ethics and professionalism.

b. Develop the environment and opportunity for life-long learning.

PATIENT CARE

c. Provide a broad range of high quality patient services as a principal means of furnishing clinical education opportunities for students.

RESEARCH AND SCHOLARSHIP

d. Support the educational, patient care and service components of the mission through a focused research program integrated with faculty development and postdoctoral education.

e. Promote the role of the School of Dental Medicine as a scholarly and productive member of the university, health science, and dental communities.

SERVICE

f. Extend institutional citizenship by providing school-based outreach service and health education.

g. Support the profession through service to and leadership in the dental professional community, including a strong and relevant continuing education program.

Article II

Faculty

1. **Members**.

   a. The tenured or tenure track faculty members are those persons holding full-time academic appointments at the faculty ranks of assistant professor, associate professor and professor. The obligations to the School include 1) expert knowledge in an academic field, 2) dedication to effective teaching, 3) research and scholarship, 4) service to the School/University community. This category is part of the School of Dental Medicine's Voting Faculty.

   b. The non-tenure track faculty consists of two groups: non-tenure track A (60% or greater time commitment) and non-tenure track B faculty (greater than 50%, but less than 60% time commitment). Non-tenure track A and non-tenure track B faculty are those persons holding non-tenure track academic appointments at the faculty ranks of instructor, senior instructor, assistant professor, associate professor and professor as specified in the Bylaws of the School of Dental Medicine. The obligations to the School include two of the three obligations of the tenured/tenure track faculty as specified in Table II of the Bylaws. Those in non-tenure track A are part of the School of Dental Medicine's Voting Faculty. Those in non-tenure track B will not be designated as part of the School of Dental Medicine's Voting Faculty, but are entitled to vote on all matters coming before the University Faculty as provided in the Faculty Handbook. Therefore, the Voting Faculty of the School of Dental Medicine includes the tenured and tenure track faculty plus the non-tenure track A faculty members.

   c. The Special Faculty, clinical instructor through professor, visiting instructor through professor, or adjunct assistant professor through professor, shall consist of all faculty whose appointments meet this definition as described in the Constitution of the University Faculty and in the current version of the Faculty Handbook.

   d. All of the above classification shall be known as the Dental Faculty.

   e. The School has determined that tenured and tenure track faculty will comprise the majority of the Dental Medicine Voting Faculty, i.e. faculty who are tenured, in the tenure track, or in non-tenure track A (Bylaws, Article III, 1. b.). To appoint faculty in non-tenure track B sufficient in number to fulfill the School's educational missions, the School requires an exemption from the requirement that the majority of full-time faculty shall be tenured or tenure track faculty members (Faculty Handbook, Chapter 2, Article I, Section D).

2. **Ex Officio Members**.
The president, vice presidents, and the provost of the University and such other officers as may be specified by the president and/or dean of the School, as provided in the Bylaws of the Faculty Senate, will be *ex officio* non-voting members of the Dental Faculty.

3. **Appointments, Reappointments, Promotions, Tenure and Terminations**.
Policies and criteria concerning appointments, reappointments, promotions, tenure, and terminations of members of the Dental Faculty shall be in accordance with the Constitution of the University Faculty, the Faculty Handbook Policies and Procedures for University Faculty and in keeping with the Bylaws of the School. Please see the narrative in the School of Dental Medicine Bylaws, Article III 3.1-3.7 and the Appendix Tables I, II, III. The Committee on Faculty Academic Status shall review and submit recommendations to the dean concerning appointments, reappointments, promotions, tenure, and terminations. Such recommendations shall be either implemented by the dean or forwarded to the president with comments in accordance with the Faculty Handbook provisions.

4. **Academic Freedom**.
The Dental Faculty shall enjoy the privileges existing under the terms of academic freedom as outlined in the Faculty Handbook. Members of the faculty shall have the right to communicate freely with the administrative officers of the school and the University Faculty.

5. **Responsibilities**.
   a. The tenured, tenure-track and non-tenure track faculty (track A and track B) shall participate in the development and implementation of programs and policies of the School in accordance with the aims and philosophies of the university.
   b. The tenured, tenure track and non-tenure track A faculty have voting privileges in matters coming before the School of Dental Medicine Voting Faculty and shall approve students for degrees by a majority vote.

6. **Privileges and Authority.**
   a. The tenured/tenure-track and non-tenure track A and B faculty shall have the authority to:

      (1) participate in meetings of the Dental Faculty called by the dean for the discussion of matters relating to the functions of the School. A quorum majority (60%) of the voting faculty eligible to vote and participate is present.

      (2) make recommendations to the administrative officers, faculty committees, and chairpersons of departments.

      (3) make recommendations to amend the charter of the School.

(4) serve on committees as specified in the Bylaws.

b. All meetings shall be conducted in accordance with the latest edition of *Robert's Rules of Order Revised*.

Article III

Organization

1. **Dean**: The chief administrator of the School shall be a dean appointed by the president in accordance with the constitution of the University Faculty.

   The dean shall administer the affairs of the School in consultation with the appropriate administrative officers of the university, the School, the Executive Board, and members of the Voting Faculty.

2. **Associate and Assistant Deans**: Associate and assistant deans and other administrative officers shall be appointed by the dean. They shall be appointed in such numbers as the dean deems necessary to administer the School. They shall be assigned defined areas of responsibilities and authority and be responsible to the dean for discharge of their duties.

3. **Executive Board**:
   a. The School shall have an Executive Board whose membership shall be the dean, all associate and assistant deans, and at least six (6) members elected as specified in the Bylaws, Article III, Sec. 5.a., from the Voting Faculty. The elected members shall constitute the majority.

   b. The duties, functions, organization, and operational requirements of the Executive Board shall be as specified in Article II of the Bylaws.

4. **Departments**:
   a. The School shall have a departmental structure (Chapter 2, Article VII, Section B of the Constitution of the University Faculty).

   b. Each department shall be administered by a chairperson. The chairperson shall be appointed by the president after consultation with the members of that department and the dean in accordance with the "Guidelines for Selecting Chairpersons" (Chapter 3, PART TWO, Section IX of the Faculty Handbook).

Article IV

Amendments

This charter may be amended in the following manner:

Proposals to amend the charter may be submitted to the Executive Board by petition signed by five (5) or more Voting Faculty members.

1. Within thirty (30) days after receiving the proposal, the Executive Board shall submit a factual report to the Voting Faculty. This report shall be forwarded by mail at least two (2) weeks prior to the next scheduled meeting of the Voting Faculty.

2. An affirmative vote of not less than two-thirds (2/3) of the Voting Faculty voting shall be required for adoption of an amendment. At least 60% of the Voting Faculty must participate. Voting may be done by mail ballot.

3. Proposed amendments so approved by the Voting Faculty shall be forwarded through the dean of the School to the University Faculty Senate for final approval before adoption.

BYLAWS

Article I

Officers

1. **Dean**:
   Appointment and term. The dean shall be appointed for a term of office by the president of the university, after consultation with the members of the Voting Faculty and in accordance with the "Guidelines for Selecting Deans" (Chapter 3, Part II, Section VIII of the Faculty Handbook).

2. **Other Administrative Officers**:
   a. Associate and assistant deans and other administrative officers who shall be appointed as provided for in the charter, Article III, Sections 2.

Article II

Executive Board

1. **Membership**:
   The Executive Board shall consist of the dean, associate dean(s), assistant dean(s), and at least six (6) elected members of the Voting Faculty, The elected members shall constitute the majority.

2. **Election to the Executive Board**:
   a. Members shall be elected according to Bylaws, Article III, Section 5. a.

   b. Vacancies shall be filled according to Bylaws, Article III, Section 5.a.(1)(a) 1. and 2.

3. **Terms of Membership**:
   The members shall serve in accordance with the Bylaws, Article V, Committees.

4. **Duties and Functions**:
   a. The Executive Board shall assist the dean in the affairs and organization of the school.

   b. The Executive Board shall ensure that the administration of the school operates in accordance with the charter and Bylaws.

   c. The Executive Board shall meet at least once before to each meeting of the Voting and/or Dental Faculty to review committee and other reports submitted and make

recommendations.

d. The Executive Board shall approve the agenda for each meeting of the Voting and/or Dental Faculty.

e. The Executive Board shall present a report to the Dental Faculty at every Dental Faculty Meeting.

5. **Organization**:

a. The chairperson of the Executive Board shall be the dean or the dean's designee.

b. A secretary shall be elected by members of the Board.

6. **Voting Privileges**:

All members of the board shall have voting privileges except the chairperson, who shall vote only in the case of a tie.

7. **Transaction of Business**:

A quorum of two-thirds of the membership of the Executive Board is necessary to transact official business. A simple majority vote of the members present is required for action. In situations where quick action is essential and the members cannot be assembled, a vote may be taken by mail ballot or by a polling of the members by the chairperson or the secretary of the board. In the case of mail ballots and polling, the quorum and percentage of affirmative votes necessary for action shall be the same as if transacting business in person. The voting of each member shall be recorded in an interim report presented at the next meeting of the Board. A vote so taken shall be regarded as an action of the Executive Board.

A meeting shall be called by the dean no later than two (2) weeks after receiving a petition signed by a majority of the board requesting such a meeting.

Items to be considered for the agenda must be submitted to the secretary no less than one (1) week before the meeting. The agenda shall be established by a subcommittee consisting of the chairperson and the secretary of the Board at least four (4) days prior to the meeting and forwarded to the members of the board.

Article III

Faculty of the School of Dental Medicine

1. **Composition**:

   a. The Dental Faculty consists of the tenured/tenure track, the non-tenure tracks A and B, and the special faculty.

   b. The Voting Faculty is defined as those who are entitled to vote on all matters coming before the Dental Faculty and shall consist of the faculty holding primary full-time academic appointments, who are tenured, tenure track and non-tenure track A, within the departments of the school, and at the faculty ranks specified in the Constitution of the University Faculty, Article I, Section A and B. Primary full-time academic appointments shall be reserved for those devoting 3/5 (60%) or greater of full-time activity in the School of Dental Medicine.

   c. The Special Faculty shall consist of all other academic appointees as defined in Article II, Section 1c.

   d. The Non-Voting Faculty is defined as those who are not entitled to vote on all matters coming before the Dental Faculty consists of the non-tenure track B and the Special Faculty.

2. **Faculty Ranks**:

   See Bylaws Table I - Categories and Titles of the School of Dental Medicine Faculty

   Faculty ranks/titles include instructor through professor in the tenure and non-tenure tracks. There are two non-tenure tracks as follows: Track A greater than 60% commitment and Track B 51%-59% commitment. Special faculty ranks include instructor through professor and whose title can be modified by Clinical, Research, Visiting or Adjunct. Secondary appointments include instructor through professor.

3 **Policies regarding Appointments, Reappointments, Promotions, Tenure, and Terminations**: See Bylaws Table II - Standards for Appointment, Reappointment, Promotion and Tenure for Tenured, Tenure Track, Non-Tenure Tracks A or B and Special Faculty

   a. All policies of the faculty with regard to appointments, reappointments, promotions, tenure and termination shall be consonant with those set forth in the "Policies and Procedures for Members of the Faculty of Case Western Reserve University" as stated in the current edition of the Faculty Handbook.

b. Each department chairperson shall have the individual responsibility to provide official recommendations and documentation for members of their department concerning matters of academic status.

c. Recommendations for appointments, reappointments and promotions normally shall be made by the chairperson(s) of the departments in writing to the Committee on Faculty Academic Status. Separate recommendations may be initiated by the dean after consultation with the chairperson(s) of the department concerned. Formal requests for promotion by individual faculty members must be submitted in writing to both the chairperson of the department and the chairperson of the Committee on Faculty Academic Status.

d. All recommendations by chairpersons and requests for promotion must be submitted to the Committee on Faculty Academic Status by October 1st.

4. **Standards for Appointment, Reappointment, Promotion and Tenure for Tenured, Tenure Track, Non-tenure Track and Special Faculty.**

In accordance with the University Faculty Handbook (Chapter 3, PART ONE, I, A., 3.), at the time of the initial appointment, the faculty member shall be provided with a general written description of 1) the criteria by which his/her performance will be judged, and 2) the teaching, research and scholarship, and service required to maintain faculty status and for renewal of appointment, promotion, and/or tenure, as applicable.

The criteria for each category of faculty appointment and for promotion and tenure are developed by the School of Dental Medicine faculty and described in Bylaws Table II, Standards for Appointment, Reappointment, Promotion and Tenure, subject to approval by the provost, as appropriate for its discipline, and following the criteria set forth in the University Faculty Handbook (Chapter 3, Part One, I,F.,3). The School of Dental Medicine faculty shall also set forth written procedures providing for an appropriate review of each member of the faculty, as defined in University Faculty Handbook (Chapter 3, Part One, I,F.,5). All faculty members, with the exception of special faculty, receive an annual review.

5. **The Pretenure Period**

The pretenure period in the School of Dental Medicine is nine years. Each faculty member whose appointment leads to tenure consideration shall be considered for tenure no later than in the ninth year after the date of initial appointment at the rank of assistant professor or higher. Each department chair or an appropriate designate shall meet annually with each full-time junior faculty member to review performance and to set future goals.

6. **The Committee on Faculty Academic Status**

The Committee on Faculty Academic Status (defined in Article V Committees, page 28) shall meet to review candidates for appointment, promotion or tenure in accordance with the criteria and procedures for promotion and tenure established by the School of Dental Medicine Faculty (see Bylaws Table III, Procedure for Faculty Review and Promotion and Tenure Consideration).

This committee shall consider all candidates for promotions and awards of tenure to insure the application of equitable standards for assessing credentials and to insure compliance with the personnel policy guidelines established by the University Faculty Senate. In the third year and in the sixth year of the pretenure period, the Committee on Faculty Academic Status shall review each faculty member reaching this point and transmit the written summary of its review to the department chair and the faculty member. For faculty members whose tenure consideration has not produced tenure award during the pretenure period, further appointment is restricted to one year. In exceptional cases, individuals who failed to receive tenure may be appointed to a term appointment in the non-tenure track on recommendation of the department chair, the Committee on Faculty Academic Status and the dean of the School of Dental Medicine, and with the approval of the president, provided that such appointments are contingent upon full financial support from non-University resources (see Chapter 3, PART ONE, I., H.1 of the Faculty Handbook).

On recommendations involving promotion of tenured and tenure track faculty, only tenured and tenure track members of the Committee on Faculty Academic Status of rank equal or superior to the rank being considered shall be eligible to vote. On recommendations involving promotion of non-tenure track and special faculty, all members of the Committee on Faculty Academic Status (tenured, tenure track and non-tenure track A) of rank equal or superior to the rank being considered shall be eligible to vote.

On recommendations involving the award of tenure to tenure track faculty, only faculty with tenure shall vote.

The School of Dental Medicine Committee on Faculty Academic Status shall be chaired by a tenured faculty member and shall make formal recommendations to the dean. The dean's position on candidates shall be transmitted to the University in a separate report accompanying the formal recommendations submitted by the committee.

7. Faculty Titles and Definitions

Members of the Dental Faculty shall be all persons holding full-time tenured or tenure track, non-tenure tracks A (60% or greater) and B and (greater than 50% less than 60%) and Special Faculty appointments. Case School of Dental Medicine faculty titles and

ranks are described in the School of Dental Medicine Bylaws and are summarized in Table I. Table I is consistent with provisions of the Faculty Handbook and School of Dental Medicine Bylaws (approved 1994).

- The Constitution of the University Faculty and a School of Dental Medicine faculty resolution state that at least 51% a majority of University Faculty members within the School shall be tenured or tenure track faculty members. The provost will monitor and must approve available tenured or tenure track positions in all constituent faculties.

- The Voting Faculty is defined as the tenured/tenure track and the non-tenure track A faculty. These groups of faculty have voting privileges as stated in the Faculty Handbook. Nontenure track B and Special faculty members have no vote on matters coming before the School of Dental Medicine faculty, unless specifically asked to vote on a particular issue by the Voting Faculty.

8. Qualifications and Standards

School of Dental Medicine criteria for consideration of appointment, promotion and tenure are organized into four areas drawn from the CWRU Faculty Handbook. These are as follows:

a. Expert knowledge of their academic field and a commitment to continuing development of this competence

b. Effectiveness in facilitating learning

c. Implementation of a continuing program of research and scholarship

d. Assuming a fair share of School/University service and administrative tasks, including contributing to community and professional service

These criteria are applicable to each faculty member, but the emphasis and the types of evidence required to support achievement of each criterion depends on the nature and terms of appointment (tenure track, non-tenure track A or B, special). In accordance with the Faculty Handbook (Chapter 3, Part One, I, A.3), at the time of the initial appointment, the faculty member shall be provided with a general written description of 1) the criteria by which his/her performance will be judged, and 2) the teaching, research and scholarship, and service required to maintain faculty status and for renewal of appointment, promotion, and/or tenure, as applicable.

9. Faculty Development and Mentorship

The School of Dental Medicine shall provide an appropriate allocation or resources and time (taking into account rank and type of faculty appointment) for scholarly growth,

academic achievement, and professional development, and shall delineate the commitment of resources that accompany an award of tenure.

The department chair is responsible for providing career guidance in the development of each tenure track and non-tenure track faculty member in the department.

Each faculty member is recommended to have a mentor from either within or outside of the University to assist in career guidance and development.

10. Appointment, Promotion and Tenure

Table II illustrates the criteria, as applicable, for appointment, re-appointment, promotion and award of tenure. These criteria reflect a commitment to quality and excellence, and provide guidance to faculty in career development.

a. The first criterion, "expert knowledge of academic field and a commitment to continuing development of this competence," applies to all School of Dental Medicine faculty, i.e. tenure track, non-tenure track, A and B and special.

b. Tenure track faculty should provide evidence that they can and will continue to satisfy all of the other three criteria (#s 2, 3, and 4, listed in Table II).

c. Non-tenure track A faculty should provide evidence that they can and will continue to satisfy at least two of the remaining three criteria (#s 2, 3, and/or 4), depending on their initial appointment.

d. Non-tenure track B faculty should provide evidence that they can and will continue to satisfy at least two of the remaining criteria #2, 3, or 4 depending on their initial appointment.

e. Special faculty should provide evidence that they can and will continue to satisfy at least one of the other three criteria (# 2, 3, or 4), depending on their initial appointment. Table III

f. School of Dental Medicine provides an appropriate allocation of resources and time (taking into account rank and type of appointment) for scholarly growth, academic achievement and professional development.

g. Faculty appointed in the tenure track must remain in the tenure track and can only by exception and on the request of the department chair and approval of the dean considered for a non-tenure track position. Faculty in the non-tenure track may apply for an open tenure track position, but if they move into a tenure track position, they may not move back to ~~a~~ non-tenure track status. Requests to move from one track to another will be granted only if it is in the best interest of School of Dental Medicine.

The provost's office must approve a transfer into the tenure track. Although a one-time move, from tenure to non-tenure track and from a non-tenure track to a tenure track position, is possible, it is not allowable to move back and forth between tenure track and non-tenure track positions.

h. Tenure is granted only at the tenure track associate and full professor levels. For tenure to be awarded there must be demonstrated intensity of continuous academic, scholarship and service commitment consistent with the goals and objectives of the school and the university. Examples of this type of achievement include: the attainment of a national or international reputation as an authority in a particular field of interest; development of an innovative education program or of teaching and learning methodologies; significant publications in refereed journals, books, periodicals, a number of which should be first authored; significant research initiatives both funded and unfunded; outstanding services to the local, state, national and international communities; and other forms of recognition of professional attainment.

i. Faculty who have served nine (9) years in the School in the tenure track without being awarded tenure will be offered a terminal appointment for the tenth year.

Table III summarizes procedures for faculty review of tenured, tenure track, non-tenure track and Special Faculty who seek a promotion in rank and/or award of tenure. The chart also shows ways in which a faculty member may receive guidance and feedback on job performance, including annual reviews, formation of advisory committees (Faculty Academic Status Committee), and in the case of tenure track faculty in the pre-tenure period, 3rd year reviews and 6th year reviews.

a. All faculty members, with the exception of the special or part-time faculty, receive an annual review, as required by the CWRU Faculty Handbook.

b. On recommendations involving promotion, only faculty of rank equal or superior to that being considered shall be eligible to vote. On recommendations involving tenure, only faculty with tenure shall vote.

c. Procedures for initial appointments and renewals of secondary appointments are summarized following the policy statement on secondary appointments approved by the School of Dental Medicine faculty in 1994 and listed later in this document.

11. Procedures for Review for Promotion and/or Tenure Considerations

a. Review Committee

All candidates for promotion and/or tenure will be reviewed by The Faculty Academic Status Committee consisting of faculty who are eligible to vote at the rank being considered. On recommendations involving promotion of tenured or tenure track faculty, only tenured and/or tenure track faculty of rank equal or superior to the rank being

considered shall be eligible to vote. On recommendations involving tenure of tenure-track faculty, only faculty with tenure shall vote. These faculty shall consider all promotions and awards of tenure to insure the application of equitable standards for assessing credentials and to insure compliance with the personnel policy guidelines established by the Faculty Senate. These faculty shall review candidates in accordance with the criteria for promotion and tenure, the procedures for promotion and tenure review established by the School of Dental Medicine Faculty, and the guidelines established by the Faculty Senate.

The faculty committee shall make written recommendations to the dean. The dean's position should not be included in the vote of the faculty committee, but should be transmitted to the University in a separate report accompanying the formal recommendations submitted by the committees.

b. Review of Tenure Track Faculty

There shall be a yearly review by the dean of all tenure track faculty during the pre-tenure period.- At the end of the third year and before the sixth year of the faculty appointment, there shall be a review conducted by the tenured faculty, which will assess the progress of the faculty member toward meeting the criteria for tenure and indicate areas of strength and concern. This report will be given to the candidate. The review report will be sent to the Dean's office.

c. Preliminary Procedures

1. At the time of the appointment, incoming faculty will receive a copy of the procedures and criteria for promotion and tenure.

2. A formal consideration for tenure will ordinarily occur at the time of the faculty member's mandatory review date but, if circumstances warrant, may be initiated earlier. Consideration may be initiated at the request of either the faculty member, the department chair or the dean. It shall be the responsibility of the dean to initiate a tenure review in a timely fashion with respect to the mandatory review date. If warranted by special circumstances, individual extensions of the pre-tenure period may be made as described in the University's Faculty Handbook, subject to the Provost's approval.

3. At no time shall an individual be considered for review without his/her knowledge.

4. Candidates may consult with members of review committees (Faculty Academic Status Committee, the department chair and/or individual mentors) for guidance and advice regarding preparation of material prior to a scheduled review.

5. Candidates will receive both the School of Dental Medicine's criteria for

promotion and tenure and the guidelines provided by the provost's office.

d. Material to be Reviewed

1. Candidates shall submit the following materials to the Dean:

    a. A current and complete *vitae*;

    b. a selection of publication reprints or manuscript copies that the candidate considers representative of his/her strengths and contributions plus any reviews or commentaries on the work;

    c. a list of persons from whom the dean can request references. These should be persons who can comment knowledgably about the capabilities and contributions of the candidate.

    d. other material that the candidate believes will serve as evidence including written statements of self-evaluation covering the criteria for promotion and tenure.

2. The dean's office shall submit the following material to the faculty eligible to review the candidate's promotion and/or tenure request:

    a. The material submitted by the candidate;

    b. written review by the chair of the department;

    c. if applicable, letters submitted by colleagues (internal and/or external to the school) solicited by the dean in consultation with the candidate and other colleagues;

    d. evaluations requested from outside referees. The dean is responsible for the solicitation of letters of reference from outside referees. He/she assumes final responsibility for the content of the letters and for determining the referees that shall be solicited. Names of persons submitted by the candidate will be used selectively and will be supplemented by names submitted by members of the Faculty Academic Status Committee.

    e. the most recent three years of student ratings and written evaluations of the candidate's teaching;

    f. the responses from a random sample of current and former students who have taken courses from the candidate;

    g. written third-year and sixth-year reviews of the Faculty Academic

Status Committee.

The candidate may review submitted material with the exception of confidential evaluations from outside referees, colleague letters, and letters from students solicited by the school. He/She may provide a written rebuttal but cannot remove any material with which he/she disagrees. [asked Dean Goldberg to check this paragraph above]

12. Procedures for Secondary Appointments

Definition

The Faculty Handbook states that in cases where an appointment applies to more than one constituent faculty or department, or to an administrative office as well as an academic unit, one constituent faculty or department shall be identified as that of the primary appointment, and the other as secondary. Secondary faculty appointments are designed for persons who hold primary appointments in other schools/departments within the university. Such appointments will range in title from instructor through professor. Secondary appointments are important for establishing working relationships with other schools or departments and conducting interdisciplinary studies.

Terms and Procedures for Appointment

a. No faculty member shall hold a secondary appointment at a rank higher than the rank held in his/her primary department or school.

b. Secondary appointments are made as special faculty appointments as described in Tables I and III.

c. Persons holding secondary appointments will receive no individual financial compensation or office space as a function of the secondary appointment.

d. Those holding secondary appointments in School of Dental Medicine only will not be voting members of the CSDM faculty.

e. Faculty members may nominate individual faculty members for a secondary appointment in writing for the dean's consideration. The dean may bring request for initial secondary appointments to the Faculty Academic Status Committee for their consideration. Faculty of the same or higher rank will review the candidate's credentials (which would ordinarily include a CV, statement of rationale for secondary appointment, and a copy of one recent published paper) and submit their recommendation to the dean. Initial secondary appointments will be for one academic year. Re-appointments (renewals) may be made by the dean.

As stated in the Faculty Handbook, the primary department or school continues to be responsible for the initiation or consideration of reappointment, promotion, tenure or

termination.

13. **Appointments Beyond Pretenure Period**

Extensions to the pre-tenure period may be made for exceptionally worthy candidates to compensate for special earlier circumstances disadvantageous to a candidate's tenure consideration, as stated in the Faculty Handbook (Chapter 3, PART ONE, I, G, 4, 5). Requests for such extensions shall be made as soon after the event(s) giving rise to the request for the extension as practicable. Such extensions shall be reviewed and a recommendation made by, in turn, the department chair, the Faculty Academic Status Committee, and the dean of the School of Dental Medicine, subject to approval by the provost and concurrence of the faculty member.

14. **Dental Faculty Meetings**.

Voting Faculty:

A minimum of three (3) meetings of the Voting Faculty per year shall be convened at the call of the dean. These meetings shall be convened in conjunction with meetings of the Dental Faculty. The Voting Faculty shall have the privilege and authority to request the dean to convene additional meetings relative to matters of the school. A request to convene such a meeting shall be a written request to the dean stating the matter(s) to be discussed signed by twenty percent (20%) of the members of the Voting Faculty. The dean shall normally convene the meeting not later than ten (10) days after receiving the request. The dean may, if necessary, convene the meeting at a later date with the consent of those members who signed the request.

15. **Elections**.

a. The school shall have a Committee on Faculty Nominations consisting of five (5) members of the Voting Faculty whose function shall be to nominate eligible members of the Dental Faculty to the Executive Board and to committees. The Voting Faculty shall elect members of the Committee on Faculty Nominations at the regularly scheduled faculty meeting immediately preceding the expiration of the terms for present members of the committee.

b. **Procedures for Elections and Filling of Vacancies**.

(1) Election to membership. An assistant or associate dean shall conduct the elections of members to the Executive Board and to those Standing Committees specified under Article III, Section 5.a.(1)(a) of the Bylaws. The Committee on Faculty Nominations shall mail its slate of nominees for the Executive Board and Standing Committees to the Voting Faculty

at least one week before a Voting Faculty meeting held in late April or May. During that meeting the Voting Faculty shall elect from the nominees proposed by the Committee on Faculty Nominations and from other candidates who may be nominated from the floor. The candidates receiving the most votes shall be elected. In case of a tie, the decision shall be made by lot. Elections to committee memberships are valid only if a quorum majority of sixty percent (60%) of the Voting Faculty eligible to vote and participate is present.

(2) Vacancies on the Executive Board or standing committees shall exist when an elected voting faculty member: (a) becomes permanently disabled or dies, (b) is granted an extended leave of absence or sabbatical*, (c) resigns, retires, or is terminated from University appointment, or (d) misses two consecutive meetings without an excuse.

*Upon return from sabbatical or leave of absence, the member shall fill the remainder of his/her term.

(3) Interim appointments to fill vacancies on standing committees shall be made by the chairperson of the standing committee except when the chairperson is the dean. In that event, the vacancy shall be filled by a faculty member assigned by the Committee on Faculty Nominations. Interim appointments to fill vacancies on the Executive Board shall be made by the chairperson of the Executive Board. These interim appointments shall be consistent with representation for each committee as specified in the Bylaws. In the case of a vacancy by a department chairperson, the acting chairperson shall serve. In the case of a vacancy by a dean, associate or assistant dean, the acting dean, or acting associate or assistant dean shall serve. These latter interim appointments shall end when the absent member returns or a permanent successor is named.

(4) The chairperson of a standing committee shall be elected by its members by a simple majority vote, unless otherwise stated.

Article IV

Departments of the School of Dental Medicine

1. The department shall constitute the basic organizational unit of the School.

2. Departmental Functions:

   Departmental functions shall be to plan and provide programs of teaching and scholarly work and professional activity, and implement and administer the department's academic and professional programs.

3. Personnel:

   A department chairperson shall be appointed by the president upon the recommendation of the dean and in accordance with Article VII, Sec. B,3 of the Faculty Handbook and the "Guidelines for Selecting Department Chairpersons" (Chapter 3, Part II, Section IX of the Faculty Handbook). The term of office for the department chairperson normally shall be as specified by the president upon the recommendation of the dean.

4. Duties of department chairperson:

   a. The chairperson shall be responsible to the dean for the development and implementation of the department's programs and policies.

   b. The chairperson shall submit an annual summary report on the activities of the department to the dean.

   c. The chairperson shall be responsible for the management of personnel within the department.

   d. The chairperson shall establish budgetary requirements and administer the budget for the department.

   e. The chairperson shall assemble files and make recommendations for appointment, reappointment, promotion and the award of tenure.

Article V

COMMITTEES

1 A standing committee is organized for some general purpose which requires the committee to exist continually in order to discharge its responsibilities.

2. An *ad hoc* committee is organized for some specific purpose or task. It exists until it completes its specific purpose or task, or until it is discharged from service. The dean and/or the faculty may request the formation of *ad hoc* committees by the Committee on Faculty Appointments as necessary but only when the charter and Bylaws do not expressly provide for the specific purpose or task to be carried out by other means.

3. The standing committees of the Dental Faculty are:

Admissions
Charter and Bylaws
Clinical Affairs
Dental Education
Faculty Academic Status
Faculty Nominations
Faculty-Student Relations
Graduate Studies
Outcome Assessment and Program Evaluation
Student Standing and Promotion

4. Terms of Membership:

Unless otherwise stated, the term of membership on the Executive Board and on a standing committee shall be for a maximum of three years for faculty and one year for students. A member can serve no more than two consecutive terms, but then may be reelected for another one or two terms after one year. Appointments or election of members shall be staggered in order to provide continuity. New committee members will assume duties at the beginning of the contract year (July 1) with the exception of the Committee on Admissions and the Committee on Student Standing and Promotions, in which new members will assume duties on September 1.

5. The dean (or the dean's designee) shall schedule a meeting of each standing committee within sixty (60) days of the start of each academic year. A chairperson shall be elected by its membership as the first order of business.

6. All standing committees shall submit an annual report of their activities to the dean and to the Executive Board.

COMMITTEE ON ADMISSIONS

The Committee on Admissions shall consist of a director of admissions and not fewer than six (6) members of the Dental Faculty, five (5) of whom must be Voting Members of the Dental Faculty nominated by the Committee on Faculty Nominations and elected by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

The duties and functions of this Committee shall be to:

1. assume responsibility for administrative matters relating to admissions;

2. establish standards for admission to the pre-doctoral program;

3. review applications, interview applicants and evaluate candidates for admission with advanced standing;

4. make final decisions regarding acceptance or rejection;

5. maintain liaison with the University admission and registrar's offices;

6. maintain liaison with the Council on Dental Education of the American Dental Association (ADA) including conducting the **D**ental **A**dmission **T**est and the Joint Commission on National Board Examinations.

COMMITTEE ON CHARTER AND BYLAWS

The Committee on Charter and Bylaws shall consist of three (3) members of the Voting Faculty elected by that Faculty in accordance with the Bylaws, Article III, Section 5.a. and for a term as specified in Article V, Terms of Membership.

The duties of the Committee shall be to:

1. review the Charter and Bylaws once a year.

2. edit proposed amendments.

3. submit its recommendations for revisions to the Voting Faculty.

COMMITTEE ON CLINICAL AFFAIRS

The Committee on Clinical Affairs shall consist of one (1) representative from each clinical department, one (1) representative from the Advanced Education in Restorative Dentistry Program, the director of quality assurance, one (1) student council representative, one (1) representative of the clinical staff, and one (1) appointee of the dean. The appointee of the dean shall serve as chairperson. All members except the director of quality assurance, staff representative, student representative and the appointee of the dean will be nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

This committee shall meet a minimum of two (2) times per year. It shall provide an annual report to the office of the dean and reports at faculty meetings as requested.

The duties and functions of this committee shall be to:

1. review and make recommendations concerning the clinical standards of care to ensure that they are consistent with the mission, goals and objectives of the School of Dental Medicine.

2. review the criteria for evaluation to ensure that they are consonant with the standards of care.

3. review the services provided along with student requirements to ensure that students receive adequate experience levels in all phases of dental treatment.

4. review current materials and supplies and make recommendations regarding their appropriateness and efficacy.

5. review and make recommendations regarding policy statements as they affect students, patient care and staff.

6. review and make recommendations regarding issues of outcomes assessment including the evaluation itself, the grading format, competency board examinations and regional board examinations.

7. review and make recommendations regarding all issues of quality assurance.

COMMITTEE ON DENTAL EDUCATION

The Committee on Dental Education shall consist of an appointee of the dean, who shall serve as an *ex officio* non-voting member, not fewer than six (6) members of the Dental Faculty, five (5) of whom must be Voting Faculty of the dental faculty and two students in good standing nominated by the Student Council and appointed by the dean. Faculty members shall be nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

The duties and functions of this committee shall be to:

1. update educational goals for the school and recommend modifications in the curriculum consistent with these goals.

2. review, evaluate and make recommendations concerning the quality of educational methods used to achieve these goals.

3. submit final major proposals to the Executive Board for review. The chairperson of the board shall present the proposals and the board's own recommendations to the Voting Faculty for its approval by a two-thirds (2/3) majority.

4. ensure that the curriculum is in accordance with the standards set by the Commission on Dental Accreditation of the American Dental Association.

5. review course schedules and curricula for comprehensiveness, appropriateness and sequencing on a regular basis.

COMMITTEE ON FACULTY ACADEMIC STATUS

The Committee on Faculty Academic Status shall consist of not fewer than eight (8) tenured faculty including all full professors (excluding the dean) and not fewer than two (2) associate professors, as well as one (1) non-tenure track A professor or associate professor, nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership."

The duties and functions of this committee shall be to act on recommendations for appointments, reappointments, promotions, tenure, and terminations, and forward the recommendations to the dean for disposition as stated in the Bylaws, Article III, Section 3.

Members of the committee may vote on all candidates at or below their own rank, or on the award of tenure if they are tenured.

The committee must advise all department chairpersons that the deadline for submitting names of candidates to be considered for promotion is October 1st.

A quorum shall consist of seventy percent (70%) of the members. When voting on promotion to full professor, 70% of the full professors shall constitute a quorum.

Notice of the initial meeting must be sent to all members at least two (2) weeks in advance.

Curriculum vitae and other pertinent information concerning a faculty member who is to be considered for promotion and/or tenure shall be available to all members of the committee at least one (1) week before a meeting.

COMMITTEE ON FACULTY NOMINATIONS

The Committee on Faculty Nominations shall consist of five (5) Voting Faculty members elected from the Dental Faculty in accordance with the Bylaws, Article III, Section 5.a. and for a term as specified in Article V, Terms of Membership.

The duties and functions of this committee are:

1. The committee shall be responsible for filling vacancies on all standing committees arising from expiration of the terms of members of standing committees.

    a. During the month of March of each academic year, the Committee shall send to each member of the Voting Faculty: 1) a list of current members of all standing committees and their terms of office, and 2) a request that each faculty member state a preference for service on standing committees during the next academic year.

    b. The committee shall then prepare a slate of nominees to fill vacancies on all standing committees. Maximum effort shall be made to balance the slate of nominees for each committee with tenured and non-tenured members of the Voting Faculty. Committee responsibilities for non-tenured faculty shall be maintained at an appropriate level to ensure adequate time for development and shall be assigned in consultation with the respective department chairperson. This slate shall be mailed to all faculty at least one week before to the Voting Faculty meeting held in late April or early May.

    c. During the Voting Faculty meeting, the chairperson of the meeting shall request additional nominations from the floor prior to the vote on the slate of nominees.

2. The committee shall maintain complete records of committee memberships, including

terms of membership, for all standing committees.

COMMITTEE ON FACULTY-STUDENT RELATIONS

The Committee on Faculty-Student Relations shall consist of an appointee of the dean who shall be an *ex officio* non-voting member, and four (4) members of the Dental Faculty, three (3) of whom must be Voting Faculty of the Dental Faculty, nominated by the Committee on Faculty Nominations for election by the faculty in accordance with the Bylaws, Article III, Section 5. a. and for a term as specified in Article V, "Terms of Membership." In addition, there shall be four (4) members from the student body, one from each class, nominated by the Student Council and appointed by the dean. The committee shall be convened at the request of the chairperson or any two members of the committee.

The duties and functions of this committee shall be to:

1. review alleged violations of the "Student Codes of Conduct" or problems involving faculty-student or staff-student relationships, except those delegated to the Committee on Student Standing and Promotion.

2. provide a forum for hearing and discussion of alleged inappropriate behavior.

Invitations to the concerned parties to appear before the committee shall include the allegations of the inappropriate behavior. An invitation to appear shall allow a reasonable time for preparation by an individual before ~~to~~ the appearance. The committee may appoint a fact-finding board from its own ranks, and by consent of the involved parties, invite appropriate specialists to assist in solving a problem. All formal hearings shall be conducted in a manner consistent with University policies on student judicial review. All information obtained concerning individuals involved shall be held in strict confidence by the committee. A copy of the minutes of all meetings of the committee shall be forwarded to the dean for disposition.

COMMITTEE ON GRADUATE STUDIES

The committee shall consist of an appointee of the dean (who shall serve as ex officio non-voting members), the program directors of departments offering graduate programs of study, and three (3) Voting Faculty of the Dental Faculty who are not members of the departments offering graduate programs. The latter three (3) members of the committee shall be elected in accordance with the Bylaws, Article III, Section 5.a. and for a term as specified in Article V, Terms of membership.

The duties and functions of this committee shall be to:

1. establish and monitor rules and regulations and the quality standards for graduate and

residency programs in the School of Dental Medicine. Criteria shall be in compliance with guidelines set forth by the School of Graduate Studies and the Commission on Dental Accreditation.

2. establish and monitor guidelines for graduate student admissions in the School of Dental Medicine. Criteria shall be consistent with standards set forth by the School of Graduate Studies.

3. identify students with less than satisfactory performance. Students to be placed on probation shall be notified by the committee, and the conditions to be met by the student to remove him/herself from probationary status shall be prescribed.

4. review for completeness and good standing the credentials of each candidate for the award of a degree and/or certificate. Committee endorsement for each candidate is required. The committee shall forward the names of endorsed candidates to the faculty for consideration for the award of a degree.

5. annually review graduate core courses for appropriateness and completeness of content, and make specific recommendations to course directors.

6. oversee graduate course deletions and new course additions.

7. review incidents of alleged unethical behavior on the part of graduate students.

8. provide procedural oversight for graduate research, including thesis protocols.

9. review and recommend changes in clinical policies, standards of care, logistics in graduate education and research, facilities, and fiscal matters affecting the clinical phase of graduate education, research, and fellowships.

COMMITTEE ON OUTCOME ASSESSMENT AND PROGRAM EVALUATION

The Committee on Outcome Assessment and Program Evaluation shall consist of the associate dean for education and/or an administrative designee of the dean, who will be an *ex officio* non-voting member(s), and five (5) elected members of the faculty, at least three of whom shall be Voting Faculty of the Dental Faculty elected in accordance with the Bylaws, Article III, Section 5.a. and for a term as specified in Article V, Terms of Membership.

1. collect data on program outcomes that are congruent with the mission and goals of the School of Dental Medicine.

2. analyze the data for trends in program outcomes.

3. report the findings to the administration and faculty of the School of Dental Medicine

4. make recommendations to the administration and faculty of the School of Dental Medicine for commendations and corrective actions where indicated.

COMMITTEE ON STUDENT STANDING AND PROMOTION

The Committee on Student Standing and Promotion shall consist of one or more appointees of the dean including the director of student services, who shall serve as non-voting *ex officio* members, eight (8) members of the Dental Faculty of whom six (6) must be Voting Faculty of the Dental Faculty, nominated by the Committee on Faculty Nominations and elected by the faculty in accordance with the Bylaws, Article III, Section 15. a. and for a term as specified in Article V, "Terms of Membership." The composition shall be such that:

1. two (2) members are directly involved in the instruction of first year dental students.

2. two (2) members are directly involved in the instruction of second year dental students.

3. two (2) members are directly involved in the instruction of third year dental students.

4. two (2) members are directly involved in the instruction of fourth year dental students.

The duties and functions of this committee shall be to:

1. formulate standards for student standing and promotion.

2. review student performance at regular intervals (end of semester and as deemed necessary) and inform the student of such review and action by the committee.

3. set probationary requirements, and require remedial action for students who fail to meet the standards set by the school. Request the withdrawal of, or dismiss, students who fail to meet the stated academic standards for student performance.

4. recommend students qualified to receive the degree of Doctor of Dental Medicine.

5. Non-voting advisory participants may be invited if deemed necessary by the committee.

Article VI

AMENDMENTS

The Bylaws may be amended in the following manner:

Proposals to amend the Bylaws may be submitted to the Executive Board by petition signed by five (5) or more Voting Faculty of the Dental Faculty.

1. Within thirty (30) days after receiving the proposal, the Executive Board shall submit a factual report to the Dental Faculty. This report shall be forwarded at least two (2) weeks before the next scheduled meeting of the Dental Faculty or a special meeting called for that purpose. Such a meeting shall occur not later than ninety (90) days after the proposal was received by the Executive Board.

2. An affirmative vote of not less than two-thirds (2/3) of the Dental Faculty voting shall be required for adoption of an amendment. Voting must be by no less than sixty percent (60%) of the Dental Faculty voting, and may be done by mail ballot.

3. Proposed amendments so approved for adoption by the Dental Faculty shall be forwarded to the University Faculty Senate through the dean of the school.

By Laws Attachment A
Categories and Titles of CSDM Faculty

Type	Modifier	Ranks	Appointment	Vote	Comments
TENURE TRACK/ TENURED	None	Assistant Professor Associate Professor/ Professor	Full time finite Full time Indefinite	CWRU-yes CSDM- yes	Criteria for promotion developed for each rank see By Laws Attachment B
NON-TENURE TRACKS	None	Instructor/ Sr. Instructor/ Assistant Professor/ Associate Professor/ Professor	**Track A** Full time finite 60% or greater commitment **Track B** Half time finite Greater than 50% but less than 60%	CWRU-yes CSDM-yes CWRU-yes CSDM-no	NT career tracks Established practitioners, educators, researchers who provide clinical supervision, educational experience or research
SPECIAL	Clinical	Instructor/ Sr. Instructor/ Assistant Professor/ Associate Professor/ Professor	Part-time, finite	CWRU-no CSDM-no	Established practitioners who provide clinical supervision or other pre clinical or clinical educational experiences for students inside or outside the institution
	Research	Assistant Professor/ Associate Professor/ Professor	Full or part time—finite, dependent on research funding	CWRU-no CSDM-no	These individuals are established researchers who direct funded research and provide experiences for students. Rank is based on research publication record
	Visiting	Instructor/ Sr. Instructor/ Assistant Professor/ Associate Professor/ Professor	Full or part time—short term/ limited, finite	CWRU-no CSDM-no	Appointment is at same rank as previous institution. If not from academia, title is Visiting Faculty; - determined on the basis of knowledge and experience by FAS Committee
	Adjunct	Asst Professor/ Assoc Professor/ Professor	Full time (FT) with limited duties--finite	CWRU-no CSDM-no	Full Time (FT) Perform limited educational or service duties such as teaching specified courses, seminars or clinical supervision (affiliated programs) Typically appointment is elsewhere. Same rank as other institution
SECONDARY	None	Instructor/ Sr. Instructor/ Assistant Professor/ Associate Professor/ Professor	Secondary, finite	CWRU-no CSDM-yes	Rank is comparable to primary department

BY LAWS ATTACHMENT B

STANDARDS FOR APPOINTMENT, REAPPOINTMENT, PROMOTION AND TENURE FOR TENURED, TENURE TRACK, NON-TENURE TRACKS A OR B AND SPECIAL FACULTY

The School of Dental Medicines criteria for consideration of promotion and tenure are organized into four areas drawn from the CWRU Faculty Handbook. These are as follows:

1. Expert knowledge of their academic, clinical or research field and a commitment to continuing development of this competence
2. Effectiveness in facilitating learning
3. Implementation of a continuing program of research and scholarship
4. Assuming a fair share of school/university service and administrative tasks, including contributing to community and professional service

Note: Numbers in parentheses refer to criteria area

Tenured & Tenure Track (Criteria 1-4 apply for tenured and tenure track)	Non-Tenure Tracks **Track A / Greater 60%** (Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to this non-tenure track) **Track B / Greater than 50% less than 60%** (Criteria 1 applies to all. At least one of criteria 2, 3 & 4 apply to non-tenure track)	Special Applies to all modifiers clinical, research, visiting and adjunct
	INSTRUCTOR 1. First professional doctoral level degree in dentistry or allied field (1) 2. Evidence of competence in the practice of dentistry, teaching or research (2,3)	INSTRUCTOR 1. First professional doctoral level degree in dentistry or allied field (1) 2. Evidence of competence in the practice of dentistry, teaching or research (2,3)
	SENIOR INSTRUCTOR 1. Has experience in the practice of dentistry teaching or research (2,3) 2. Provides teaching, research or service beyond entry level. (2,3.4)	SENIOR INSTRUCTOR 3. Has experience in the practice of dentistry teaching or research (2,3) 4. Provides teaching, research or service beyond entry level. (2,3.4)
ASSISTANT PROFESSOR 1. Earned doctorate or professional doctorate and one year additional training in an accredited program or equivalent experience (1) 2. Experience in clinical practice, teaching and research in area of expertise. (2,3) 3. Scholarly productivity as evidenced by research, publications in referred journals, presentation, school/professional 4. Community Service committee memberships, local and state recognition. (3,4)	ASSISTANT PROFESSOR 1. Earned doctorate or professional doctorate plus one year additional training in an accredited program or equivalent experience. (1) 2. Excellence in clinical practice, teaching or research (2,3) 3. Scholarly productivity as evidenced by publications in clinical and professional journals or presentations, school/professional 4. Community Service committee membership, local and or state recognition. (3,4)	ASSISTANT PROFESSOR 1. Earned doctorate or professional doctorate plus one year additional training in an accredited program or equivalent experience. (1) 2. Excellence in clinical practice, teaching or research (2,3) 3. Scholarly productivity as evidenced by publications in clinical and professional journals or presentations, school/professional 4. Community Service committee membership, local and/or state recognition. (3,4)

Tenured & Tenure Track (Criteria 1-4 apply for tenured and tenure track)	Non-Tenure Tracks **Track A / Greater 60%** (Criteria 1 applies to all. At least two of criteria 2, 3 & 4 apply to this non-tenure track) **Track B / Greater than 50% less than 60%** (Criteria 1 applies to all. At least one of criteria 2, 3 & 4 apply to non-tenure track)	Special Applies to all modifiers clinical, research, visiting and adjunct
ASSOCIATE PROFESSOR Fulfillment of all criteria at Assistant Professor level with addition of the following: to document a national reputation. 1. Excellence in teaching (teaching portfolio) (1) 2. Nationally recognized expertise in academics, clinical practice and research (1) 3. Evidence of academic, clinical or research leadership. (2,3) 4. Research productivity and scholarship (e.g. publications in refereed journals, prior co-investigator on funded research grants, textbooks, etc). (3) 5. Contribution to national scholarship through publications and presentations national recognition (3) 6. University, School and professional committee membership. (4) 7. Contributions to national organizations. (4)	ASSOCIATE PROFESSOR Fulfillment of all criteria at Assistant Professor level with addition of the following: 1. Excellence in teaching (teaching portfolio) (1) 2. Track A regionally recognized expertise in academics, clinical practice or research (1) Track B locally recognized expertise in academics, clinical practice or research (1) 3. Evidence of academic, clinical or research leadership. (2,3) 4. Scholarship (e.g. clinical publications in refereed journals, co-investigator on funded training grants, authorship of clinical textbook, or education, etc). (3) 5. Track A regional recognition in the profession.(3) Track B local recognition in the profession. (3) 6. Track A University, School and professional committee membership (4) Track B – School of Dental Medicine Committees (4) 7. Contributions to national organizations.(4)	ASSOCIATE PROFESSOR Fulfillment of all criteria at Assistant Professor level with addition of the following: 1. Excellence in teaching (teaching portfolio) (1) 2. Nationally recognized expertise in academics, clinical practice or research (1) 3. Evidence of academic, clinical or research leadership. (2,3) 4. Scholarship (e.g. clinical publications in refereed journals, co-investigator on funded training grants, authorship of clinical textbook, or education, etc). (3) 5. National recognition in the profession.(3) 6. University, School and professional committee membership (4) 7. Contributions to national organizations.(4)
PROFESSOR Fulfillment of all criteria at the associate professor level with the additional of fulfilling national and international recognition as a scholar in dentistry. 1. Documented authority in chosen field (3) 2. Major University, School and professional committee leadership. (4) 3. Substantive scholarly contributions nationally and internationally as evidenced by publications in refereed journals, consultations at prestigious institutions, honors, election to scientific bodies, P.I. funded grants, authorship of textbook. (3) 4. Influence in public policy on state national and international level, through serving on national boards being a consultant to government or scientific bodies, holding office in professional/scientific organizations. (4)	PROFESSOR Fulfillment of all criteria at the associate professor level with the addition of fulfilling recognitions as a scholar/specialist in dentistry- with international reputation. 1. Major University, School and professional committee leadership. (4) 2. Substantive scholarly contributions *Track A national or international reputation *Track B national reputation both categories evidenced by clinical publications in refereed journals, consultations at prestigious institutions, honors, recognized trendsetter, election to scientific bodies, P.I. – funded grants authorship of clinical textbook. (3) 3. Influence in development of professional policies through national or international leadership activities. (4)	PROFESSOR Fulfillment of all criteria at the associate professor level with the addition of fulfilling recognitions as a scholar/specialist in dentistry- with international reputation. 1. Major University, School and professional committee leadership. (4) 2. Substantive scholarly contributions nationally and internationally as evidenced by clinical publications in refereed journals, consultations at prestigious institutions, honors, recognized trendsetter, election to scientific bodies, P.I. – funded grants authorship of clinical textbook. (3) 3. Influence in development of professional policies through national or international leadership activities. (4)

By Laws Attachment C

Procedures for Faculty Review and Promotion/Tenure Considerations[1]

✓ = applies

Faculty Category	Advisory Committee FAS* Initial Appt	Annual Review by Dept Chair & Dean	3 Year Review Dept Chair & FAS*	6 Year Review Dept Chair & FAS*	Submit Documents for Promotion	FAS* Reviewers[2]	Provost Approval President & Trustees[3]
Pre-tenure Period for tenure track faculty	Required	✓	✓	✓	✓	Vote for promotion by faculty (tenured, and tenure track) at rank equal to or superior to that being considered. Vote for tenure by tenured faculty only.	✓
Tenured	Required	✓	NA	NA	✓	Vote for promotion by faculty (tenured and tenure track) of rank equal to or superior to that being considered	✓
Non-Tenure Track A	Required	✓	NA	✓	✓	Vote by faculty (tenured, tenure track, non-tenure track A) of rank equal to or superior to that being considered	✓
Track B	Required	✓	NA	NA	✓		
Special: Clinical	Required	✓	NA	NA	✓	Vote by faculty (tenured, tenure track, non-tenure track A) of rank equal to or superior to that being considered	NA
Special: Research	Required	✓	NA	NA	✓	Vote by tenured, tenure track, non-tenure track A faculty of rank equal to or superior to that being considered	**NA**
Special: Visiting	Required	✓	NA	NA	NA	NA	NA
Special: Adjunct	Required	✓	NA	NA	✓	Vote by tenured, tenure track, non-tenure track A faculty of rank equal to or superior to that being considered	NA
Secondary	Required	✓	NA	NA	For initial appointments only	Vote by tenured, tenure track, non-tenure track A faculty of rank equal to or superior to that being considered for the initial appointment. Decisions of promotion and tenure rest with primary appointment.[4]	

*Faculty Academic Status Committee

Footnotes:

1. This chart applies to promotions from one rank to the next higher rank, except in the case of secondary appointments.
2. This column indicates which faculty vote on promotion for each category of faculty listed in the rows. CSDM bylaws state that promotion decisions are made by the faculty eligible to vote for the rank being considered. Tenure recommendations are made by faculty with tenure.
3. CWRU Faculty Handbook (Chapter 3, Part One, I) states that, with the exception of special faculty, all appointments, promotions, and tenure, and tenure transfer recommendations require approval by the Board of Trustees.
4. Faculty with secondary appointments may request consideration of promotion in the secondary department after a promotion has been granted in their primary department.

Note: Required document for external evaluation can be found on the Case website for all faculty categories and ranks.

Approved by CSDM faculty

Revised May 13, 2005

Ratified by Faculty Senate