

UNIVERSITY OF PITTSBURGH  
SCHOOL OF DENTAL MEDICINE

GUIDELINES  
FOR  
APPOINTMENT, TENURE AND PROMOTION

Approved by the Dean's Council: June 25, 2014

Approved by the Faculty: November 15, 2014

Approved by the Senior Vice Chancellor for the Health Sciences: June 1, 2015

Approved by the Provost: June 22, 2015

\* May 16, 1978; Amended October 18, 1979; May 14, 1980; February 13, 1985; October 4, 1995

**University of Pittsburgh**  
**School of Dental Medicine**

**GUIDELINES FOR APPOINTMENT, TENURE AND PROMOTION IN THE  
UNIVERSITY OF PITTSBURGH SCHOOL OF DENTAL MEDICINE**

**1. INTRODUCTION**

The University of Pittsburgh Appointment and Tenure Policies sets forth the principles upon which School of Dental Medicine (Pitt Dental Medicine) faculty appointments and promotions are based. The criteria and guidelines contained in this document supplement and amplify University policies as they are applied in the School of Dental Medicine.

There are two basic appointment and promotion streams for faculty within Pitt Dental Medicine: tenure stream and non-tenure stream. These different streams and the promotion options available within them are described later in this document. Generally faculty members with appointments in the tenure stream are expected to demonstrate excellence in all three areas of scholarship, teaching and service. Faculty members with appointments outside of the tenure stream are also expected to demonstrate outstanding achievements in scholarship, teaching and professional service. However, non-tenure stream appointments are typically defined by a more limited range of duties and can vary greatly in terms of expectations in the three major emphasis areas (scholarship, teaching and service).

**2. ACADEMIC RANKS AND PREFIXES USED IN PITT DENTAL MEDICINE**

The Academic ranks for faculty in Pitt Dental Medicine are **Instructor**, **Assistant Professor**, **Associate Professor** and **Professor**. These ranks are applied to all part-time and full-time faculty members in Pitt Dental Medicine (tenured/tenure-stream faculty and non-tenure stream faculty).

The following prefixes may be applied additionally to non-tenure stream faculty at any of the ranks described above: **Visiting**, **Research**, **Adjunct**, and **Clinical**. Visiting status is used for those individuals who are appointed on a temporary basis, usually for no more than one year. Research status is given to full-time faculty whose principal academic function is investigation. Adjunct status is given to Pitt Dental Medicine faculty whose primary appointment is outside of the University. Clinical faculty are part-time or full-time members, who contribute predominantly to clinical care and/or education rather than to scholarship.

University of Pittsburgh Policy 02-02-06  
<http://www.cfo.pitt.edu/policies/policy/02/02-02-06.html>

**3. GUIDELINES AND QUALIFICATIONS FOR ALL ACADEMIC RANKS**

Persons being considered for appointment or promotion to the ranks of Instructor, Assistant Professor, Associate Professor or Professor must meet a substantial proportion of the qualifications contained in the following guidelines.

Criteria for Instructor. The instructor should have an earned doctorate or the highest appropriate professional degree, or provide evidence that he or she is successfully pursuing such a degree and expects to receive it within reasonable time. In some technical fields, professional experience may bear considerable weight; in other areas, teaching experience is essential. Reappointment depends upon satisfactory scholarly progress and a demonstrated interest in and ability to pursue an academic career.

Criteria for Assistant Professor. An assistant professor should show evidence of demonstrated teaching ability, substantial experience in advanced study and research, and/or professional experience of a kind that would enable him or her to make a comparable academic contribution. The assistant professor should possess a doctorate or appropriate professional degree. He or she should exhibit promise of originality and excellence in some field connected with teaching and scholarship, and should have demonstrated ability in guiding and counseling students. To be appointed or promoted to an assistant professorship, a person should have the potential for promotion to associate professor.

Criteria for Associate Professor. An associate professor should possess a doctorate or appropriate professional degree and have substantial experience in teaching and research or applicable professional experience. The person should show a capacity and will to maintain teaching effectiveness and the ability for continuing growth as a teacher, scholar, and member of his or her profession. He or she should also have progressed in attaining eminence in a scholarly or professional field. An associate professor must display consistently mature performance in course and curriculum planning, in guiding and counseling students and junior faculty members, and in participating in the activities of the University.

Criteria for Professor. The rank of professor recognizes the attainment of authoritative knowledge and reputation in a recognized field of learning and the achievement of effective teaching skill. The professor should have attained superior stature in his or her field through research, writing, professional practice, or leadership in professional and learned organizations, as well as having exceeded the standards described for ranks shown above.

University of Pittsburgh Policy 02-02-04 and 02-02-06

<http://www.cfo.pitt.edu/policies/policy/02/02-02-04.html>

<http://www.cfo.pitt.edu/policies/policy/02/02-02-06.html>

#### **4. APPOINTMENT AND PROMOTION WITHIN THE TENURE STREAM**

The University defines the purpose of tenure in the following terms:

*“Academic tenure is a status accorded members of university faculty who have demonstrated high ability and achievement in their dedication to the growth of human knowledge. Tenure is intended to assure the University that there will be continuity in its experienced faculty and in the functions for which they are responsible. The University encourages the independence of the mind and the freedom to inquire. Therefore, promotion to tenured rank constitutes recognition by the University that a person so identified is qualified by achievements and contributions to knowledge as to be ranked among the most worthy of the members of the faculty engaged in scholarly endeavors: research, teaching, professional training, or creative intellectual activities of other kinds.” (Bylaws: Chapter II, Article II)*

Excellence in scholarship and teaching are the necessary and co-equal requisites for appointments with tenure, promotion with tenure, or conferral of tenure. Scholarship is characterized by long-continued systematic study, especially in a University, leading to competent mastery of one or more highly organized academic areas; more narrowly, advanced study which leads to the acquisition of highly specialized knowledge in some special field, along with accuracy and skill in investigation and powers of critical analysis in interpretation of such knowledge. All candidates for tenure in Pitt Dental Medicine should have demonstrated significant accomplishment in scholarly endeavors, whether in the realm of basic science, clinical/translational research and/or the scholarship of teaching and learning. Irrespective of its form, the candidate’s scholarship must provide evidence of continued creativity.

The other primary requisite for appointment or promotion with tenure is demonstrated skill in, and dedication to, teaching. The candidate should have demonstrated a capacity and a desire to maintain teaching effectiveness and show ability for continuing growth as a teacher. It is implicit that excellence in teaching includes being a model of professional conduct for students, colleagues and, in case of clinicians, toward patients. The quality and quantity of a candidate's teaching must be documented by the chairperson in his/her supporting letter.

Professional and public services and administrative contributions by a faculty member should be positively weighed into any decision regarding tenure.

The balance between accomplishments in scholarship and teaching may vary considerably from one candidate to another. In recognition of this fact, Pitt Dental Medicine offers two tracks within the tenure stream, an **Academic Researcher Track** and a **Dental Educator Track**, designed to address these variations and driven by the candidate's primary duties and responsibilities. In cases in which a faculty member's career overlaps or extends beyond these tracks, the tracks should not be seen as limiting, and the dossier should describe the candidate's full accomplishments and contributions. However, in either track, both scholarship and teaching must be present before tenure is granted. For example, a tenured researcher needs to also be an effective educator with significant teaching duties. Professional service activities by a faculty member should be weighed into any decision regarding tenure, but such activities in the absence of both teaching and scholarship are not an adequate basis for tenure.

University of Pittsburgh Policy 02-02-02 and 02-02-03

<http://www.cfo.pitt.edu/policies/policy/02/02-02-02.html>

<http://www.cfo.pitt.edu/policies/policy/02/02-02-03.html>

#### **4.1. Academic Researcher Track**

**A. Scholarship:** Displays evidence of the following:

1. Originality, independence, leadership, and continuing productivity in investigation or scholarly activity
2. Recognizable objectives or an underlying theme of a scholarly program
3. Publication of research reports in refereed journals appropriate for one's field of study
4. Authorship of review articles, book chapters, and/or books, and/or online peer-reviewed learning resources
5. Evaluation of scientific accomplishment as substantiated by peers at the national and/or international level
6. Continuing research support and the candidate's role in generating it

**B. Teaching:** Displays evidence of the following:

1. Well articulated teaching philosophy statement
2. Proficiency in teaching as evaluated by multi-pronged review of teaching (e.g. student, instructional design, and/or external peer review) and/or evidence of student learning outcomes
3. Contributions to a course and/or clinical program
4. Mentoring first professional students, graduate students, and/or residents, supported by verified documentation

**C. Professional Service:** Displays evidence of the following:

1. Participation and membership in (1) scientific and/or professional committees advisory on a national level, (2) foundations, and/or (3) leading scientific and/or clinical societies in the faculty member's field
2. Participation in and contribution to committees at School and/or University level
3. That the faculty member plays a critical role in the programmatic needs of the department and School
4. In the clinical disciplines, professional service includes the supervision of the delivery of care of high quality patient care in the faculty member's field

**4.2. Dental Educator Track**

**A. Scholarship:** Displays evidence of the following:

1. Originality, independence, leadership, and continuing productivity in the Scholarship of Teaching and Learning (SoTL)
2. Recognizable objectives or an underlying theme of an educational scholarly program
3. Authorship of review articles, text book chapters, books, and/or online peer-reviewed learning resources
4. Evaluation of accomplishment in SoTL as evidenced from peers at the national and/or international level

**B. Teaching:** Displays evidence of the following:

1. Well articulated teaching philosophy statement
2. Well-organized teaching portfolio, including, but not limited to, innovative teaching materials
3. Proficiency in teaching as evaluated by multi-pronged review of teaching (e.g. student, instructional design, and/or external peer review) and/or evidence of student learning outcomes
4. Contributions to development, organization and presentation of required courses, innovative educational materials and/or clinical/educational program
5. Mentoring first professional students, graduate students, and/or residents, supported by verified documentation
6. Active participation in curriculum development activities at the departmental or School level
7. Continuing improvements of the faculty member's teaching as determined by teaching reviews and self-assessment

**C. Professional Service:** Displays evidence of the following:

1. Participation and membership in (1) scientific and/or professional committees advisory on a national level, (2) foundations, and/or (3) leading dental education societies
2. Participation in and contribution to committees at School and/or University level
3. That the faculty member plays a critical role in the programmatic needs of the department and School
4. In the clinical disciplines, professional service includes the supervision of the delivery of care of high quality patient care in the faculty member's field

## **5. APPOINTMENT AND PROMOTION OUTSIDE THE TENURE STREAM**

Full-time faculty who demonstrate outstanding achievements in scholarship, teaching and professional service as their principal academic activities may also be appointed or promoted to the rank of Associate Professor and Professor outside of the tenure stream. The primary distinction between tenure and non-tenure stream appointments is in the range of duties expected. In accordance with the University's Bylaws (Chapter II, Article VI), a non-tenure stream appointment is given to faculty "who are not expected to perform the same range of duties expected of a tenure-stream member of the faculty or to make the same contributions to the University community." For instance, a researcher without a significant teaching contribution does not meet the criteria for tenure. Non-tenured faculty have all of the rights and privileges afforded persons of the same rank who have been granted tenure except for the assurance of a permanent faculty position as qualified by the University. Instead, non-tenured Associate Professors and Professors will be granted term appointments; renewal of such appointments will be based in part on documented continued superior performance and significant contribution to the goals of the School and their respective departments.

Like their tenured and tenure-stream colleagues, faculty members with appointments outside of the tenure stream are also expected to demonstrate outstanding achievements in scholarship, teaching and professional service. However, non-tenure stream appointments are typically defined by a more limited range of duties and can vary greatly in terms of expectations in the three major emphasis areas (scholarship, teaching and service). Reflecting the diversity evident in non-tenure stream faculty positions, appointment or promotion in the non-tenure stream within Pitt Dental Medicine requires a demonstrated record of excellence in at least one of three emphasis areas: research/scholarship, teaching, or clinical education. Accordingly, there are three corresponding non-tenure stream promotion tracks offered: a research track, a teaching track and a clinical track. The relative amounts of scholarship, teaching and service required for promotion may vary considerably across (and even within) these three tracks to account for the wide gamut of duties and responsibilities incumbent upon Pitt Dental Medicine faculty.

University of Pittsburgh Policy 02-02-02 and 02-02-03

<http://www.cfo.pitt.edu/policies/policy/02/02-02-02.html>

<http://www.cfo.pitt.edu/policies/policy/02/02-02-03.html>

### **5.1. Research Track**

**A. Scholarship:** Displays evidence of the following:

1. Substantial contribution to research projects, participation in team research, or providing support for ongoing research projects
2. Authorship or co-authorship of research reports in refereed journals appropriate for one's field of study
3. Authorship or co-authorship of review articles, book chapters, books, and/or online peer-reviewed learning resources
4. Contribution to efforts to obtain research support (may include PI and/or Co-I level roles on grants and awards)

**B. Teaching:** Displays evidence of the following:

1. Depending on the nature of the faculty member's appointment, evidence of effective teaching in a first professional or graduate level course may be required

**C. Professional Service:** Displays evidence of the following:

1. Depending on the nature of the faculty member's appointment, evidence of participation in service activities may be required (service may include the following: participation on committees within the faculty member's department, School, and/or the University; contribution to the operation, development and improvement of the faculty member's department and/or School)

**5.2. Teaching Track**

**A. Scholarship:** Displays evidence of the following:

1. Contribution to research projects, participation in team research, or providing support for ongoing research projects (ideally these efforts should result in the authorship or co-authorship of refereed publications, review articles, book chapters, books, and/or online peer-reviewed learning resource)

**B. Teaching:** Displays evidence of the following:

1. Well articulated teaching philosophy statement
2. Proficiency in teaching as evaluated by multi-pronged review of teaching (e.g. student, instructional design, and/or external peer review) and/or evidence of student learning outcomes
3. Contributions to development, organization and presentation of required courses and/or clinical program
4. Active participation in curriculum development activities at the departmental or School level
5. Continuing improvements of the faculty member's teaching as determined by teaching reviews and self-assessment

**C. Professional Service:** Displays evidence of the following:

1. Participation in local, regional and/or national symposia, seminars, and courses on the topic of education or the faculty member's content area
2. Participation in professional societies; local, regional, national, and/or international
3. Participation in committees at the School and/or University level
4. Contribution to the operation, development and improvement of the faculty member's department and/or School

**5.3. Clinical Track**

**A. Scholarship:** Displays evidence of the following:

1. Contribution to research projects, participation in team research, or providing support for ongoing research projects (ideally these efforts should result in the authorship or co-authorship of refereed publications, case reports or series, review articles, book chapters, and books, and/or online peer-reviewed learning resources)

**B. Teaching:** Displays evidence of the following:

1. Effective teaching in a first professional or in a residency program is required
2. Evidence of increased student learning
3. Ability to stimulate students and trainees toward an evidence-based approach to dental practice
4. Continuing education courses presented

**C. Professional Service:** Displays evidence of the following:

1. Provision of high-quality and evidence-based patient care in the chosen specialty of the faculty member
2. Excellence as a professional role model for dental students
3. Participation in professional societies; local, regional, national, and/or international
4. Participation in committees at the School and/or University level
5. Contribution to the operation, development and improvement of the faculty member's department and/or School

## **6. ALTERNATE PROMOTION OPTIONS**

Non-tenured senior faculty may qualify for tenure by virtue of increased scholarly productivity and may be recommended for tenure through the usual academic process, including creation of a new tenure track position, conducting a national search, and re-hire in the tenure stream (or as a senior appointment with tenure). Alternatively, tenured Associate Professors may resign their tenure and accept a fixed-term contract outside the tenure stream to be given formal consideration for non-tenured Professorship appointments.

## **7. PROCEDURES FOR FACULTY APPOINTMENTS AND PROMOTIONS**

The procedures for appointments and promotions are now described in the following documents:

020-02-04-01 Procedures for Faculty Promotion

This document describes the procedures involved with the promotion of faculty members with primary academic appointments in Pitt Dental Medicine

<https://pitt.app.box.com/file/96376592484>

020-02-04-02 Procedures for Faculty Appointments

This document describes the procedures involved with the appointment of faculty members in Pitt Dental Medicine

<https://pitt.app.box.com/file/358928151260>

020-02-04-03 Procedure for Search Committees

This document is intended to assist department chairs, search committee chairs and members, and administrative staff in the faculty recruitment process.

<https://pitt.app.box.com/file/39943496289>