MEMORANDUM

TO: Department Chairs and Administrators

FROM: Lynn Johnson, PhD
Associate Dean for Faculty Affairs and Institutional Effectiveness

DATE: September 16, 2015

SUBJECT: Timeline and procedures for 2016-2017 promotions

The attached instructions detail the timeline for the 2016-17 promotion cycle. Please share with the faculty within your department being considered for promotion.

Visit the UM School of Dentistry, Faculty Affairs webpage for policies, guidelines and templates for the faculty CV, portfolio, peer reviewer templates and external reviewer worksheet at: http://dent.umich.edu/about-school/administrative/faculty-affairs/promotion-guidelines

For each promotion candidate, the following materials must be submitted to Dentistry Faculty Affairs, for regular instructional, clinical instructional and research tracks faculty in the 2016-17 promotion cycle. Research track faculty who are being considered for promotion are instructed to follow the School of Dentistry addendum guidelines (visit the above website) and the “stand alone” guidelines outlined on the Office of Research website at http://research.umich.edu/office-research/research-faculty-policies-procedures

Tenure decision promotion candidates -
For faculty being considered for tenure, the internal department review should be completed before February 15, 2016.

If an extension to the tenure clock is recommended a formal request to the Executive Committee must be submitted to Faculty Affairs by March 3, 2015.

Process:
- Chair and candidate discuss and agree to request for an extension to the tenure clock.
- Chair discusses with the dean.
- Department notifies dentistry Faculty Affairs to determine additional time allowed when moving to the University clock.
- *Candidate writes a letter to the chair requesting for an extension to the tenure clock, with justification.
- *Chair writes a letter to the dean and Executive Committee supporting the extension request.
- *Both letters are sent to the Executive Committee with a current CV by March 3, 2016.
Executive Committee considers/approves or makes recommendation to the extension request.

All tenure clock extensions are contingent upon approval by the Provost Office.

Faculty promotion timeline and due dates (for all tracks) - documents should be in pdf format with no lock security.

- **Blue date**: faculty submits documents to their home department
- **Black date**: Department adds documents into the M+Box promotion folder

**March 1, 2016 / April 1, 2016**

1) Department Chair submits the “Annual Promotion Memorandum to the Dean” indicating the list of faculty going forward in the 2016-17 cycle.

2) **Arm’s-Length External Reviewer List:**
   To achieve a balance of evaluative letters from external reviewers a list of twelve (12) individuals must be provided, who are recognized authorities in the candidate’s discipline. Out of the twelve, four should be suggested from the chair. Indicate which four are suggested by the chair. From the list of twelve, at least five will be selected to provide evaluative reviews.

   The external reviewers must be at “arm’s length” from the candidate.

   **NOTE:** Teachers, advisors, mentors, and current or former faculty colleagues are NOT considered “arm’s length.” Co-authors and major research collaborators are also not considered “arm’s length,” unless the most recent shared work occurred over 10 years prior to the promotion. Letters from persons who have served on candidate’s thesis or dissertation committee are NOT considered “arm’s length.” Letters from persons who may be unknown to the candidate, but who may have a clear sense of the significance of the candidate’s qualifications, are generally of greatest value.

   The external reviewers must hold a rank at or above the rank for which the candidate is being considered for promotion. All reviewers must be affiliated with what is considered a peer institution or significant governmental or professional organization. If circumstances necessitate letters from out-of-rank reviewers, those must be explained. If a non-academic external reviewer is identified as being “arm’s length”, provide justification that the title held by the reviewer equates to or is higher than the academic rank to which the candidate is being considered for promotion.

   It is important that promotion criteria for the clinical track parallel the instructional and research tracks in that it is the regional/national impact on one’s field that should justify a senior academic rank. However, “arm’s length” letters from persons who may not be known to the candidate, but who have a clear sense of the significance of the candidate’s qualifications, are unlikely to
tell the story insofar as teaching and clinical work are concerned. Therefore, it would be reasonable, for clinical track faculty only, to have up to two of the five “arm’s length” evaluative letters from local sources (who can be from within the University of Michigan and have seen the clinical work and actual teaching, but who are not mentors or scholarly collaborators nor persons who are in the same department as the candidate). At least three of the remaining letters would need to be “arm’s length” as typically defined.

**Candidates must not contact potential reviewers.** Please be aware that it is the Dean’s discretion to solicit additional names of potential reviewers from experts in the candidate’s field and that the final selection of reviewers will be unknown to the candidate.

The following external reviewer contact information must be provided with a rationale given for each potential reviewer. (*Must be on the “Arm’s Length” External Reviewer worksheet.*)

See FA website for template.

1. Full name and degrees
2. Academic rank including administrative titles
3. Mailing addresses
4. Telephone numbers
5. E-mail addresses
6. Rationale (1-3 sentences) for selection of each potential reviewer.

**EXAMPLES:**

**Suggested Reviewer 1**

<table>
<thead>
<tr>
<th>Name (degrees):</th>
<th>Sample 1, DMD</th>
</tr>
</thead>
<tbody>
<tr>
<td>RANK and Titles:</td>
<td>Associate Clinical Professor and Division Head</td>
</tr>
<tr>
<td>Department / Division(s):</td>
<td>Department of Prosthodontics and Operative Dentistry/ Division of Operative Dentistry</td>
</tr>
<tr>
<td>College or Institution:</td>
<td>Tufts University School of Dental Medicine</td>
</tr>
<tr>
<td>City and State:</td>
<td>Boston, MA</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:XX@XX.edu">XX@XX.edu</a></td>
</tr>
<tr>
<td>Paragraph on significant body of work (and/or) Bio sketch web link:</td>
<td><a href="http://dental.tufts.edu/academics/endodontics/">http://dental.tufts.edu/academics/endodontics/</a></td>
</tr>
<tr>
<td>Significant titles (current or past) at National/International/State levels:</td>
<td>Division Head of The Division of Operative Dentistry Department of Prosthodontics and Operative Dentistry.</td>
</tr>
<tr>
<td>Short description of rationale relating to candidates work:</td>
<td>Dr. XX has been teaching at TUSDM since 2005 and currently the Division Head of the Division of Operative Dentistry. He has shown great interest in product development and intellectual property law. He holds several United States patents and patents pending products relating to dental field.</td>
</tr>
<tr>
<td>(arm’s length – suggested by CANDIDATE)</td>
<td></td>
</tr>
</tbody>
</table>

**Suggested Reviewer 2**

<table>
<thead>
<tr>
<th>Name (degrees):</th>
<th>Sample 2 DDS, MS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RANK and Titles:</td>
<td>Associate Professor, Comprehensive Care Department Chair, Assistant Dean of Clinical Education</td>
</tr>
<tr>
<td>Department / Division(s):</td>
<td>Comprehensive Care Department</td>
</tr>
<tr>
<td>College or Institution:</td>
<td>Case Western Reserve University</td>
</tr>
<tr>
<td>City and State:</td>
<td>Cleveland, OH</td>
</tr>
<tr>
<td>Email:</td>
<td><a href="mailto:XX@XX.edu">XX@XX.edu</a></td>
</tr>
<tr>
<td>Paragraph on significant body of work (and/or) Bio sketch web link:</td>
<td>Dr. XX is the Assistant Dean of Clinical Education, Associate Professor and the Chair of Comprehensive Care Department. She’s a board certified prosthodontist and Diplomate of American Board of Prosthodontics. <a href="http://dental.case.edu/compcare/">http://dental.case.edu/compcare/</a></td>
</tr>
</tbody>
</table>
Short description of rationale relating to candidates work: Dr. Lang’s special interests include complete dentures, fixed partial dentures, dental implants and removable partial dentures.

For more information on external reviewers, refer to the Office of the Provost website: http://www.provost.umich.edu/faculty/promotion_guidelines/procedures.html

April 1, 2016 / May 1, 2016

Supporting Promotion Documents -

1) **Five Significant Publications** that reflect the candidate’s scholarly activity over the past 5 years, or since the last promotion (pdf format.)

2) **Overview Statements** (may be taken directly from the faculty portfolio) provided by the faculty member on the following:

   - **Teaching:** 1-3 pages providing a brief description of candidate’s teaching philosophy, accomplishments, challenges and strategies for dealing with challenges in teaching. Research Faculty can include a description of their mentoring activity in this section.

   - **Scholarly Activity:** 1-3 pages providing a brief description of candidate’s scholarship goals, accomplishments, challenges and strategies for dealing with challenges in scholarship.

   - **Service:** 1-3 pages providing a brief description of candidate’s service goals, accomplishments, challenges and strategies for dealing with challenges in service. (Optional for Research faculty.)

3) **Curriculum Vitae in School of Dentistry Format:** [ATTACHMENT A]

4) **Internal Letters of Endorsement** from three colleagues who hold a rank above the candidate within the School of Dentistry or other unit of the University of Michigan that address qualifications of the candidate in teaching, scholarly activities, and service. At least one of these three letters should be from an individual within the School of Dentistry. If the candidate has a joint appointment in another unit at the University, the respective department chair should write a letter about the candidate’s contributions in their unit. These letters are generally solicited by the department.

5) **Notice of Joint Appointment:** If faculty with joint appointment and parallel promotion is sought, the department must inform Faculty Affairs (Krisden Romine) of the department holding additional appointment. Faculty Affairs will communicate to the corresponding school.
August 1, 2016 / September 1, 2016

1) **Chairs Promotion Recommendation**: Letter from Chair to the Dean submitted in the required format. [ATTACHMENT B]

2) **For Research Track Promotions**: In addition to the Chair’s Promotion Recommendation letter, please provide a letter from the PI describing the candidates work and contributions.

3) **Faculty Portfolio**: Complete faculty portfolio in PDF format. [ATTACHMENT C]

   Note: The Faculty Portfolio, Part II Appendix is not required for promotion and does not need to be submitted. Although, if the candidate does submits Part II Appendix it will be shared with the APT and EC Committees. It will not be included in the Provost level review.

4) Deadline for updated documents (CV and Portfolio) prior to the APT and EC level reviews.

January 4, 2017

1) Last call for updates to the faculty CV and Portfolio prior to Provost and Office of Research submission.
Timeline for promotion reviews, notice of non-reappointment and effective date of promotion -

Annual September Appointment, Promotion and Tenure Calibration Meeting with the Dean, Dean for Faculty Affairs, Chairs, Executive Committee members and Appointment, Promotion and Tenure Committee.

September - October 2016
Executive Committee and Appointments, Promotions and Tenure Committee begins their review of promotion packets.

January 4, 2017
Last call for the candidate to send an updated CV and Portfolio to Dentistry Faculty Affairs in preparation for the provost submission.

Last call for the department to send an updated Chairs Promotion Recommendation in preparation for the provost submission.

February 2017
Promotion casebooks are due to the Office of the Provost and the Office of Research, (submitted by Dentistry Faculty Affairs.)

May 2017
University Board of Regents meets to approve/deny promotions.

May/June 2017
- Dean’s announcement and congratulatory memos sent
- Notice of non-reappointment.

September 1, 2017
Effective date of approved promotions.
Refer to the School of Dentistry, Faculty Affairs website for the following templates -

- Attachment A: SOD Curriculum Vitae template
- Attachment B: Chairs Promotion Recommendation template (to be submitted by the department chair)
- Attachment C: SOD Faculty Portfolio template
- Worksheet for external reviewer list
- Peer review templates (5 sample templates provided and may be altered to fit the course needs.)

http://dent.umich.edu/about-school/administrative/faculty-affairs/promotion-guidelines

For questions please contact Krisden Romine at 734-615-6339 or kromine@umich.edu.