

# COD PROMOTION WORKSHOP

---

**Clinical/Educational Non-Tenure Track**  
**March 2024**

Presented by Wendy Cerny  
Director of Faculty Affairs  
[cernyw@uic.edu](mailto:cernyw@uic.edu)

# Workshop Overview

## **A. Promotion Basics**

- Framework + Guiding Principles

## **B. COD**

- Faculty Ranks and Tracks
- **Norms and Guidelines– Criteria specific to COD**

## **C. Workflow & Timelines**

## **D. Dossier Overview**

## **E. Resources & Questions**

# The Framework and Guiding Principles for Promotion

## The 3 “Pillars” of Promotion



TEACHING RESEARCH SERVICE



“S. I. T.”

- Signature
- Impact
- Trajectory



---

Your promotion evaluation will be based on the **merit of your work** in **Teaching, Research and Service** as evaluated by your **Signature, Impact and Trajectory**



## ***WHAT DO I NEED TO DO IN ORDER TO BE PROMOTED?***

### **College of Dentistry GUIDELINES and NORMS: “CRITERIA AND GUIDELINES FOR APPOINTMENT, PROMOTION AND/OR TENURE OF FACULTY ”**

2 versions:

- 1) Hired **PRIOR** to **8/15/23** (v.2013)\*
- 2) Hired **AFTER** **8/15/23** (v.2023)

\* Candidate can choose which version they want to follow



#### **What's the difference?**

- NO substantive difference in the norms or expectations
- Language is more detailed and explicit in the revised (2023) version
- Expanded examples of qualifying activity (Section IV)
- Diversity, Equity, Inclusion

# College of Dentistry GUIDELINES and NORMS: “CRITERIA AND GUIDELINES FOR APPOINTMENT, PROMOTION AND/OR TENURE OF FACULTY ”

SECTION I. Introduction

SECTION II. Academic Ranks & Criteria for Appointment– Defines eligibility & required  
credentials

**SECTION III. Norms and Expectations for Academic Rank**

**Qualifications expected for appointment and promotion at each rank**

(This section is sent to external reviewers to provide context for candidate’s activities.)

**SECTION IV. Demonstration of Qualifications**

Sub-sections A. – I. Examples of activities

SECTION V. Procedures for Appointment and Promotion

**NEW! SECTION VI. GLOSSARY** – Defines terms



Can be found on “Promotion and Tenure” page of the COD OFA website

<https://dentistry.uic.edu/academics/faculty-resources/career-promotion-and-tenure-resources/>

## **B. Non-Tenured Clinical/Educational Track (NT-CE)**

**Primary commitment to and excellence in dental educational activities, patient care/clinically-related activities, service, and scholarship.**

**Engaged in scholarly activity** as it relates to **education, patient care, and service**

- may have little or no direct involvement in research and publication
- **documentation of excellence and recognition of performance**

Faculty titles in the Non-Tenured – Clinical/Educational Track include the modifier of “**Clinical**” preceding the title:

- Clinical Instructor\*
- Clinical Assistant Professor
- Clinical Associate Professor
- Clinical Professor

## Clinical Associate Professor (Non-Tenured Clinical/Educational Track)

- sustained commitment & excellence in:
  - **education**
  - **patient care/clinical activity**
  - **service**
- ongoing **leadership** assignments in one or more of these areas
- promise of becoming leaders in their fields
- recognition at the state and/or national level
- **ORDINARILY** have completed **at least 5 years** as a Clinical Assistant Professor
  - **exceptional candidates** with less time in rank may be considered
  - **additional time in rank** may be required for **part-time** faculty

**Time in rank alone is not a justification for promotion or initial appointment level; evidence of accomplishments and merit must be demonstrated as outlined in the norms and expectations for this rank.**

## Clinical Associate Professor Norms

Demonstration of excellence/ evidence:

a. **Impact in educational activity:**

- teaching record
- student engagement
- development and delivery of curricular materials

b. **Progression in teaching or clinical responsibilities and leadership**  
(e.g., course/component director, program director, clinic director)

c. **Patient care or clinically-related activities**, *when appropriate* to the candidate's assigned role

d. **Service activities** - department, college, university and professional

e. **Scholarly activity** - related to education, patient care/clinical activity & service; includes abstracts, presentations, workshops; peer-reviewed publications encouraged but not required – **See N&G Section IV**

\*f. **Diversity, Equity & Inclusion** – teaching, clinical activity, service, research

g. **Eligibility for board certification** (American or state specialty) *when appropriate to role* (general dentist- exceptional performance or acquisition of an **additional degree** (for example a Master's degree in an academic discipline).



## Clinical Professor (Non-Tenured Clinical/Educational Track)

- **must** have **documented excellence** in:
  - education
  - patient care/clinically related activity
  - service
  - scholarship... as relevant to their assigned roles in the college.
- demonstrated application of best practices in educational activities, originality in their teaching
- service and scholarly activities
- **leaders** in their field
- **national and/or international** peer recognition
- **ORDINARILY** have completed **at least 5 years** as a Clinical Associate Professor
  - **exceptional candidates** with less time in rank may be considered
  - **additional time** in rank may be required for part-time faculty

**Time in rank alone is not a justification for promotion or initial appointment level; evidence of accomplishments and merit must be demonstrated as outlined in the norms and expectations for this rank.**

## Clinical Professor Norms:

### a. **Excellence in 2 or more areas: See N&G Section IV**

- educational activity
- patient care/clinical activity
- scholarship
- service

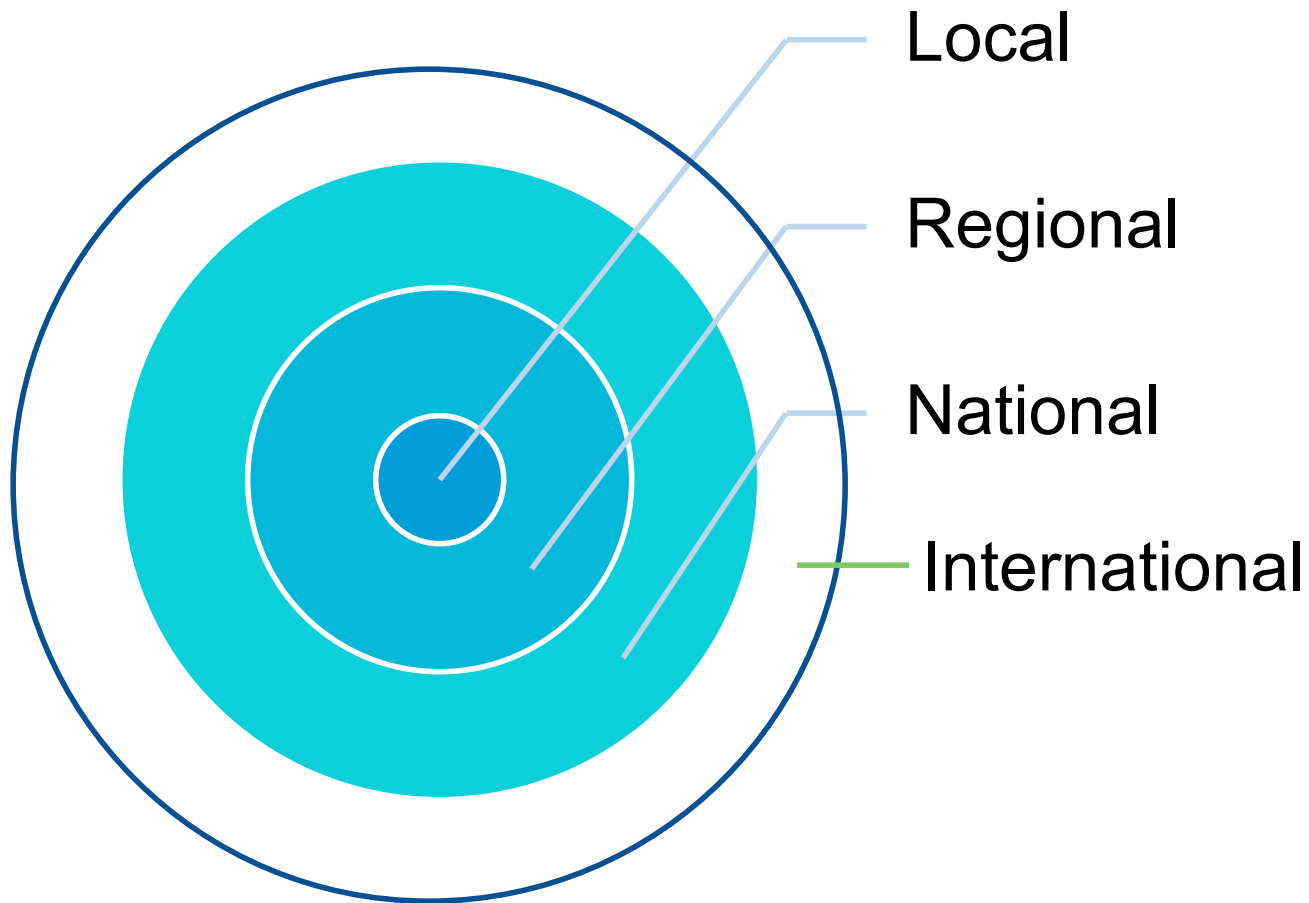
### b. **Scholarly publications** (peer-reviewed or non-peer reviewed journals)

### c. **Recognition by peers-** college, university, and/or **national/international** level

### \*d. **Diversity, Equity & Inclusion** – teaching, clinical activity, service, research

### e. **Board certification** (American or state specialty) *if relevant to role* (general dentist - exceptional performance or acquisition of an **additional degree** (for example a Master's degree in an academic discipline).

**SCHOLARSHIP IS ABOUT DISSEMINATION AND SHARING OF ACTIVITY AND RESULTS**



From Nadeem Karimbux/ ADEA

## Promotion Glossary

**Dossier** – The promotion document; also known as the promotion “package” or “the case”.

**Preparer** – A senior faculty member who is at or above the rank of the candidate seeking promotion and is responsible for the content, accuracy and presentation of the dossier.

- Usually the **Unit Executive Officer (UEO = Department Head)**  
If the DH is ineligible (**rank; dual relationship**), the Dean will assign a senior faculty member to assume the role.

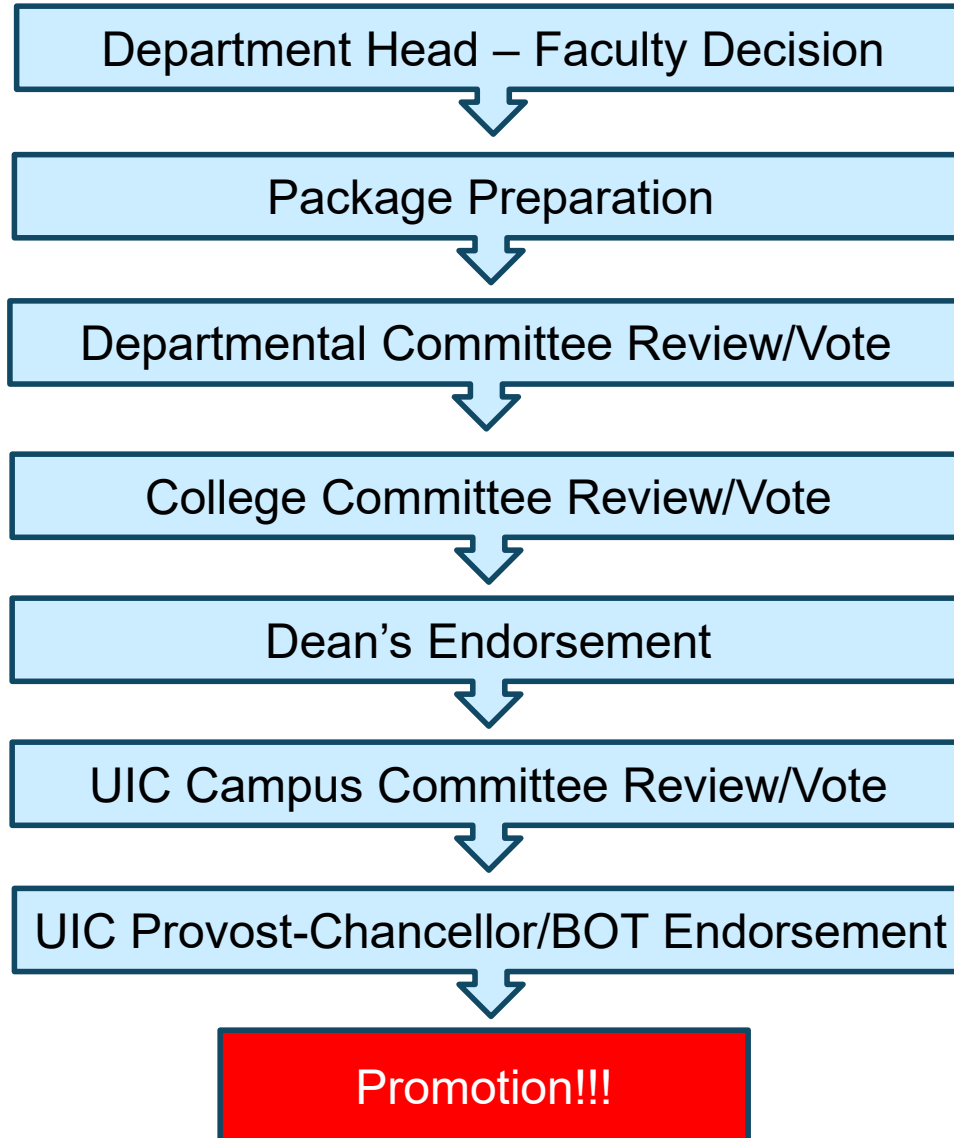
**Coordinator** – Administrative assistant who helps the Preparer with the compilation and formatting of the dossier.

**Review Committees** – Faculty committees at 3 levels:

**Department**  
**College**  
**Campus**

- Each committee reviews the dossier and evaluates its merit as compared to the ***norms of the college***, then votes to endorse the case.
- Committee composition is determined by the college and university bylaws.
- Committee members may only vote on a case that considers promotion *at or below their rank* they may only vote *at the lowest level of the review process*.

# The Process of Promotion – 8 Simple Steps!



# COD Timeline in detail

- April - May DH & faculty make promotion decision
  - June- July Nomination packages constructed/ External Review Requests
  - August Departmental Review and Vote completed
  - **September** **Completed packages submitted to College**
  - October College Committee Review and Vote
  - **November** **FINAL Paper and Electronic copies to COD OFA**  
Dean's Review and Endorsement
  - **DECEMBER** **DOSSIERS SUBMITTED TO CAMPUS OFA**
- 
- February Campus Committee Meets
  - Feb-March Faculty notified of Campus Committee Vote
  - May Provost-Chancellor decision announced
  - July Board of Trustees Approval

## The review process for each dossier involves over 40 people!

- UEO (Department Head)
- Dean
- Department Committee (minimum 3)
- College Committee (7)
- Campus Committee (28)
- External Reviewers (min 3)
- Provost & Chancellor



**Goal:** Objective, unbiased review; one person can't undermine outcome

**Audience:** A majority of the reviewers are *outside of the COD* -  
not all reviewers may be familiar with your content area.

**Remember to make your case clearly!**

# Important things to note...

- You and your Dept. Head need to make a firm decision about your nomination by April/May (Requests to External Reviewers).
- (**Note:** the UEO may not deny a faculty member the opportunity to apply for promotion.)
- **Promotion Team:** Preparation of the package is a jointly shared activity:
  - You
  - Dept. Head (Preparer)
  - Coordinator (Asst. to the Head or another administrative assistant)
- The candidate is **informed of each decision in the review process (vote total), in writing.**
- **Department Committee:** ALL eligible faculty (by rank/title); minimum 3
- **College Committee on Non-Tenure Clinical Track Promotion:**  
**7 members-** Clinical Associate Prof & Clinical Prof; >0.60 FTE; 4 elected + 3 appointed; 3 Clinical Professors
- Committee members can only vote on those to be promoted to their own rank or lower, but they may participate in the discussion of all nominations.



# Anatomy of the Dossier

**Non-evaluative Sections** (Data: Lists & Tables; **Candidate Completes**)

- I. Teaching
- II. Research
- III. Service
- IV. Statement on Diversity, Equity and Inclusion
- V. Interdisciplinary Work Statement (*optional*)

**Evaluative Section- VI.** (**Preparer Completes**)

- A. Peer Evaluation of Teaching (**REQUIRED**)
- B. External Letters of Reference
  - > Reviewers must be **unbiased, impartial experts in your field** at or above the rank to which you seek promotion; may be non-tenured
  - > **Cannot be past or present collaborators, mentors, close associates**
  - > **No less than 3, no more than 5, solicited by your Preparer**
  - > **NEW!** 1 reviewer external to UIC, 2 external to department
  - > ***Candidate may suggest reviewers***
  - > **Review CV** (not dossier)
- C. Letters of Collaboration/ Collaborator Attestation (if applicable)  
Preparer will request these letters. DISCUSS EARLY!
- D. Letters of Support (optional, but recommended)  
Discuss early; can recommend names.

# THE PROMOTION DOSSIER

- Education/Training
- Employment History
- Norms & Guidelines
- **NEW 2024 - MENTORING PLAN**

Dossier

**Non-evaluative  
(Candidate's CV)**

**Evaluative  
(Preparer)**

**Teaching**

**Research  
(Scholarly  
Work)**

**Service**

**Peers  
Teaching  
Eval**

**Collaborators  
(Optional)**

**External  
3-5**

**DH**

**Dean**

Courses

Advising

Supervision

**Curric/Mat Dev**

Awards

Honors  
Invited Lectures  
Certifications  
**Grants**  
**Publications**  
**Presentations**

Department  
College  
University  
Patients  
Students  
Profession  
Public

**STATEMENT**  
1 page

**STATEMENT**  
1 page

**STATEMENT**  
1 page

+

**Statement of  
Interdisciplinary  
Work  
(optional)**

+

**Statement on  
Diversity, Equity &  
Inclusion  
NEW AY 21!**

# HOW DO I PREPARE FOR PROMOTION?

- 
- Understand the College's guidelines and criteria, and work towards fulfilling them

- ***Open the Dossier form EARLY***

- ***Keep good records! Use My Activities tool***



- Discuss progress *regularly* with your Department Head or Mentor

- ***Create Development Plan/ Set Goals***

- ***Annual Faculty Self-Assessment***



**Preparing for promotion is an intentional & deliberate process.  
It is not accidental or automatic or a reward for time in rank.**

**You are building your promotion case each year:**

- > **Plan** = Blueprint (College Norms + Dossier)
- > **Project Management** = Goals/Timeline (Mentor Team)
- > **Inspection** = Evaluation (Annual Self- Assessment)

## Campus Workshops & Resources – Office of Vice Provost for Faculty Affairs

<https://faculty.uic.edu/hr/promotionandtenure/workshops/>



### Spring 2024 P&T Mentoring Workshops

P&T process from the campus perspective + **Q&A panel with Campus P&T Committee Members**

- Non-Tenure Track Faculty
- Under-represented Faculty
- Mid-career Faculty
- Usually recorded (2023 recordings are still available on the website)

#### Tutorial Video:

*How to Prepare and Complete the Electronic File of the Dossier Forms*

**HIGHLY RECOMMENDED** for P&T Candidates, Preparers, and Coordinators

# Questions, Support & Guidance

**COLLEGE  
OF DENTISTRY**

**UIC Office of  
Faculty Affairs**

**Wendy Cerny**  
[cernyw@uic.edu](mailto:cernyw@uic.edu)

**Jill Glascott**  
[jillg@uic.edu](mailto:jillg@uic.edu)

**Alison Doubleday**  
[adouble@uic.edu](mailto:adouble@uic.edu)

## **Campus P&T Committee- Dentistry**

Current- Praveen Gajendrareddy [praveen@uic.edu](mailto:praveen@uic.edu)

Former- Christine Wu [chriswu@uic.edu](mailto:chriswu@uic.edu)



## **UPCOMING WORKSHOPS:**

- **Presenting Teaching Activity – April 1, 12:30**
- **Conducting Peer Observation of Teaching– April 11, 12:30**
- **Dossier 101- Preparing the Forms – April 23, 12:30**





obrigado

Dank U

Merci

mahalo

Köszí

спасибо

Grazie

Thank  
you

mauruuru

Takk

Gracias

Dziękuję

Děkuju

danke

Kiitos