

# UBC DENTISTRY



## FACULTY OF DENTISTRY

### GUIDELINES APPOINTMENTS AND PROMOTIONS OF CLINICAL FACULTY

In addition to the classical full-time faculty equivalent (FTE) appointments in the university, the Faculty of Dentistry will appoint and promote members who work solely as Full-time or Part-time Clinical Faculty with or without salary in the Faculty of Dentistry. Appointments as Clinical Faculty will be made by the Dean with advice from the Department Head, and the Associate Dean for Clinical Affairs, while the Department Head takes advice from a Departmental Clinical Appointment and Promotions (DCAP) Committee composed according to departmental needs.

#### Clinical Faculty

Faculty members can be appointed to one of the following academic positions: Clinical Instructor; Clinical Assistant Professor; Clinical Associate Professor; or Clinical Professor.

**Appointment and Promotion Criteria** [These criteria are offered as a guide to factors that should be considered when assessing a candidate from appointment or promotion in the Faculty of Dentistry. We do not expect that all of the criteria will be fulfilled at each stage of the process. Please note also that promotion to a new rank is not necessarily associated with a change in salary or sessional honorarium. All of the appointments are governed by Policy 42 of the UBC Appointments Terms & Compensations Policies (<http://www.universitycounsel.ubc.ca/policies/policy42.pdf>)].

### TEACHING STREAM

#### Clinical Instructor

- will have successfully completed a program in dentistry, dental hygiene, dental assisting or other related field of study before joining the Faculty, and is willing to teach;
- is in a probationary appointment held normally for no more than five years, and subject to annual review by the Department Head with the Chair of the Division in which the majority of the candidate's teaching occurs.

#### Clinical Assistant Professor

- normally holds this rank for a minimum of five years, but some clinicians will remain in the position for much longer;

- has demonstrated competent teaching abilities by formal assessment;
- has continued to demonstrate competence in clinical practice and is in good standing with the regulatory authority relevant to their professional practice (e.g. College of Dental Surgeons of BC; College of Dental Hygiene of BC);
- has participated in continuing educational programs relating to teaching;
- participates in administrative service for the university or a professional organization;
- has taught continuously for at least one three-hour teaching session per week over two academic years;
- is subject to review every 2<sup>nd</sup> year by the Department Head with the Chair of the Clinical Division in which the majority of the candidate's teaching occurs.

#### Clinical Associate Professor

- normally holds this rank for five to 10 years, but some clinicians will remain in the position for much longer;
- has demonstrated superior teaching abilities by formal assessment;
- has helped directly to develop one or more teaching courses or modules;
- participates in administrative service for the university or a professional organization;
- has taught continuously for at least one three-hour teaching session per week over five academic years at UBC;
- has other academic accomplishments that justify appointment at or promotion to this rank;
- is subject to review every 3<sup>rd</sup> year by the Department Head with the Associate Dean for Clinical Affairs, and the Chair of the Clinical Division in which the majority of the candidate's teaching occurs.

#### Clinical Professor

- is recognized by formal review as an enthusiastic and effective leader in the Faculty of Dentistry's educational program;
- has made significant contributions to clinical practice or clinical teaching that are documented in publications or other media;
- has participated nationally or internationally as a leader in one of more professional organization;
- has taught continuously at UBC for at least 10 academic years;
- participates in administrative service for the university;
- has other academic accomplishments that justify appointment at or promotion to this rank;
- is subject to review every 3<sup>rd</sup> year by the Dean with advice from the Department Head and the Associate Dean for Clinical Affairs and from other members of Faculty as needed.

## **Other Appointments**

### Emeritus Appointments

- An honourable recognition of long service and contributions to the Faculty of Dentistry and it is not automatic;
- Has completed 15 continuous years of service;
- Normally at the rank of Clinical Associate Professor or Clinical Professor;
- Is strongly identified with the University of British Columbia and deemed worthy of continuing recognition by the Dean and Department Head.

### **Application Process – Initial Clinical Appointment**

Those seeking a clinical appointment with the University of British Columbia for the first time, must submit an application including a letter of interest, a curriculum vitae (in UBC format), and a letter from the regulatory authority of their professional practice (e.g. College of Dental Surgeons of BC; College of Dental Hygiene of BC) indicating good standing with their profession.

## **Appointments and Promotions**

### Request for an Appointment or Promotion

- Forms and templates for the application package can be found on the UBC Faculty of Dentistry website;
- Send application package to the Department Head (see UBC Faculty of Dentistry website)] - assistance with the application form can be received from the Deans Office (ph: 604 822-6405).

### Application Process for Appointments and Promotion

- Applications are assessed by the Department Head and the Departmental Clinical Appointment and Promotions (DCAP) Committee;
- A vote of the majority will constitute a recommendation to the Department Head. The Head will make a recommendation to the Dean indicating the vote of the DCAP and the recommendation will be provided to the applicant;
- Successful applicants for a new or revised appointment will receive from the Department Head a written explanation of expectations from the appointment.

## **RESOLUTION OF DISPUTES**

- If the applicant does not agree with the recommendation for appointment or promotion, the applicant can request a review of the application by a Clinical Faculty Review Committee appointed by and reporting to the Dean. The Dean's decision on the application will be final and

- accompanied by a written explanation to the applicant with the range of views of the committee.
- The Clinical Faculty Review Committee is composed of four faculty members – two clinical faculty at the rank of Clinical Associate or Full Professor and two full-time tenured faculty appointed by the Dean.
  - The committee will select a Chair from its members.
  - Recommendations of the committee will be from a majority vote by secret ballot. The opinion of individual committee members will remain anonymous.

## **CURRICULUM VITAE**

All Clinical Faculty must maintain their curriculum vitae in approved UBC format, update it annually and submit it to the Departmental secretary.

The template for the UBC approved CV format can be found at:

[http://www.hr.ubc.ca/faculty\\_relations/forms.html#c](http://www.hr.ubc.ca/faculty_relations/forms.html#c)

<http://www.surgery.ubc.ca/files/forms/Completing%20the%20CV.doc>