

Department of Dental Hygiene Tenure Criteria

Draft

This document sets forth the specific expectations for tenure in the Department of Dental Hygiene of the College of Science & Health. The university-wide requirements for tenure are detailed in Policy 637, Faculty Tenure (<http://uvu.edu/policies/officialpolicy/policies/show/policyid/185>), and you should become fully familiar with them. The present document complements those requirements and specifies the expectations at the department level. In the event of a conflict between the criteria listed here and those enumerated in university policy, the university policy supersedes the provisions of this document.

These expectations focus on three areas: teaching, scholarship, and service. All faculty members in the College of Science & Health are expected to make appropriate contributions in all three of these areas throughout their careers. The proportion of effort in each area varies among faculty members and likewise may vary throughout one's career. *Because UVU is primarily a teaching university, the principal emphasis for your tenure evaluation is teaching.* In the classroom, laboratory, clinic, field, or other setting, effective teaching of high quality is expected. Scholarship is an essential aspect of being a university faculty member, and it should support and enliven your teaching. When possible, scholarly activities should include meaningful student participation. Service to the university, the profession, and the community are important roles for faculty members. As an Assistant Professor, your service activities should ideally be those that are most beneficial to your career, the university, and your profession.

Within your first semester at UVU, you should meet with the Chair of the Dental Hygiene Retention, Tenure, and Promotion (RTP) Committee to create a written tenure plan for yourself. This plan will outline a set of expectations for tenure tailored to your specific position and areas of expertise, consistent with the expectations outlined in this document and with university Policy 637. Your tenure plan will need to be approved by the RTP committee and the department chair.

Each year, your department chair will conduct an annual faculty evaluation that highlights your accomplishments and identifies those areas that may require improvement. You should *immediately* begin assembling representative documents that provide evidence of your teaching, scholarship and service for inclusion in a faculty portfolio, which you will submit for review. This portfolio should follow your tenure plan and be organized in accordance with UVU Policy 637. For Assistant Professors on the standard tenure-track schedule, you will submit your portfolio for your third- and sixth-year reviews as detailed in UVU Policy 637. Along with your portfolio, you should establish and regularly update your accomplishments on the university's electronic faculty portfolio system (currently Digital Measures,

<https://www.digitalmeasures.com/login/uvu/faculty>) and maintain a current curriculum vitae for inclusion in your faculty portfolio.

The following lists detail the expectations for teaching, scholarship, and service in the Department of Dental Hygiene:

Teaching

Teaching relates to the faculty member's practice of faculty-student interaction in the classroom, laboratory, clinical and community settings. Evaluation will be based on, but not limited to: student peer and supervisor evaluations, adherence to curriculum and course syllabi, timeliness, teaching innovations, teaching workshops and community and scholarly activities that support teaching, etc. The following teaching criteria must be met by Dental Hygiene faculty members:

- The faculty member must meet assigned classroom, lab, clinical and service/engagement teaching obligations and use appropriate course materials. Courses must be well organized and presented in an environment conducive to learning. Evidence of appropriate course organization, content, and presentation includes the course syllabus, materials distributed to students during the course, exams, assignments, activities, projects, peer review, and student feedback.
- The faculty member must be available to students as needed and within reason, holding regular office hours, and must demonstrate flexibility and open-mindedness.
- The faculty member must demonstrate knowledge and understanding of the Dental Hygiene discipline and be academically qualified and well prepared to teach assigned courses. Evidence of continued enhancement of qualifications should be presented in the faculty portfolio, and may include attendance and presentation at professional conferences, development of course materials, enhancement of courses with hands-on experiences and technology, and authorship of course readings such as web resources and textbooks.
- Student ratings of instructor (SRIs) are available to students in electronic format for all courses. Faculty members receive the results of these SRIs for each course shortly after the course is completed. The faculty member should save and assemble the results for every course for inclusion in the faculty portfolio. SRIs should meet a minimum standard of student satisfaction as determined by the department. Exceptionally high student ratings are not required nor expected but consistently low evaluations may indicate problems with teaching that require attention.
- Peer review of teaching should be conducted periodically. It consists of a review of each course, including teaching observation, by a qualified peer reviewer, typically faculty members from within the department. External reviewers may also be invited to review a course. Although the department

may assign peer-reviewers, faculty members are free to select and invite internal or external reviewers to review teaching at any time.

- Courses must have proper standards of rigor. Grading must be consistent with department policy and should show adequate discrimination of student performance. Evidence of excessively high or low grades, or substantial discrepancies in GPA among sections of the same course taught by different faculty members must be addressed.

The faculty member, with discussion and negotiation with the RTP committee, must also meet at least several of the following criteria:

- Develops one or more course(s).
- Develops new clinical or pre-clinical process evaluations, evaluation tools or protocols.
- Implements significant modifications to process evaluations, evaluation tools or protocols.
- Incorporates new teaching strategies/methodologies into current classes.
- Incorporates new technologies into teaching strategies, methodologies or curriculum.
- Incorporates new material(s) into course content.
- Attends courses, conferences, continuing education seminars that enhance teaching and learning.
- Obtains a higher or additional degree in Dental Hygiene or a related field.
- Other criteria proposed and negotiated with the RTP committee as specified in the tenure plan.

Service

Service and community outreach relate to the faculty member's involvement in the department, college, university and community at large. The department recognizes the importance of engaged- and service-learning for our students' development and success as healthcare professionals. Assistant Professors should generally have reduced assignments for service, with an emphasis on activities that provide the most benefit to them for advancing their participation in meaningful departmental, college, and university-level assignments and contributing to their professions. A strong service record does not compensate for inadequacies in teaching or scholarship. The following service criteria must be met by the faculty:

- Willingness to serve on departmental, college, and university committees.
- Organizing, participating in or advising students on service-learning and community engagement.

The faculty member, in discussion and negotiation with their RTP committee, will also meet at least several of the following criteria, as specified in the tenure plan:

- Service as an organizer, co-organizer, advisor and/or participant in a community related service/engaged learning project involving students.
- Service as an organizer, and/or participant in a community related service project related to Dental Hygiene.
- Service as an organizer, co-organizer, advisor and/or participant in a school/university service activity.
- Service to professional organizations.
- Service as an advisor for an extracurricular student club/organization.
- Service in the Dental Hygiene accreditation process.
- Service in an administrative role, such as a faculty senator, departmental advisor, clinic coordinator, or department chair.
- Other criteria proposed and negotiated with the RTP committee as specified in the tenure plan.

Scholarship

Ongoing scholarly activity is essential for faculty members at the university level to support teaching, offer opportunities for student participation in research and other forms of scholarship, and for UVU's participation as a university in the national and international scholarly community. Scholarship is defined as activities or pursuits which allow an increase in base and/or generating knowledge. Because dental hygiene includes both clinical and didactic arenas, scholarly activities can be pursued in both areas. The faculty member, in discussion and negotiation with the RTP committee, will perform scholarship/creative work in the following suggested areas, as specified in the tenure plan:

- Authorship of articles, books, book chapters, or other publications in scholarly venues, which include but are not limited to respected peer-reviewed academic journals, scholarly presentations at national and international conferences, scholarly books, chapters in scholarly books, textbooks, creative works and exhibits, and other forms for dissemination of advancements in scholarship.
- Submission of grants and acquisition of funding,
- Attendance at conference, continuing education seminars workshops
- Working toward attainment of a new degree
- Working with students to support their scholarly presentations and projects
- Dissemination of new/knowledge to the community at large
- Creative activities and projects
- Other criteria proposed and negotiated with the RTP committee as specified in the tenure plan.

Dissemination of scholarship to the local community is important and will be appropriately recognized as professional outreach, an essential service that UVU routinely offers. However, scholarly presentation and publication in respected regional, national, and international venues carry more weight than local dissemination in evaluation of scholarship.

Materials submitted and in review, or accepted for publication or presentation, should be included in faculty portfolios, and will be evaluated as evidence of scholarship.