

COLLEGE OF DENTISTRY

Guidelines for Adjunct and Courtesy Faculty Appointment and Promotion

The University of Florida is a major research-intensive university that expects all of its colleges to excel in scholarship/research as well as instruction and service in their specific fields. As part of the university, the College of Dentistry (UFCD) faculty are held to a similar standard as the faculty across the campus. Since professional colleges such as the College of Dentistry differ from the traditional colleges within the university in both mission and in the faculty's role and responsibilities within the college, different faculty tracks are necessary to allow each faculty member opportunities for advancement within his or her appointed assignments.

It is the goal of this document to outline appointment and promotion procedures for Adjunct and Courtesy Faculty, a group of faculty who critically contribute to the missions of UFCD.

Although there are no minimums for time in service at any academic level, enough time at rank should be accrued to provide a sufficient history of evidence of professional development, peer recognition, and commitment to academia. A period of ~7 years at the assistant rank and 5-7 years at the rank of associate could be considered as general guidelines. In no case is time in service alone considered to be adequate for promotional consideration. Exceptions to these time frames may be made under certain circumstances where an individual has demonstrated outstanding ability and productivity and recognition of the individual's sustained contributions are in the best interest of the college and the university.

ADJUNCT FACULTY are faculty with satisfactory professional qualifications who perform temporary teaching, research, or extension functions in connection with established programs.

Criteria for appointment and promotion are very similar as those for the non-tenure accruing position track outlined in the Promotion and Tenure Guidelines. Thus, promotion to Adjunct associate or Adjunct professor follows the same time frame and has similar requirements. Specifically, promotion will be based on quality of instructional activity and service. Annual performance determined and documented by the faculty member's chair and/or supervisor based on the assigned duties for that position is a major factor in making promotional decisions (Annual performance evaluation of Adjunct faculty will begin in 2019). A consistent, above average overall performance rating would be expected of applicants for promotion.

Criteria listed below are used to determine the level of performance of an Adjunct faculty member. Not all criteria may apply to each individual to the same degree due to variations in assigned duties as documented in the original letter of offer and annual effort distribution. However, the sum of those evaluations will be used to determine an individual's merit for promotion to the next rank. The identification of specific performance criteria to evaluate an individual will be determined by the chair and/or supervisor in consultation with the faculty member. It is especially important for a faculty member to carefully document all of the activities that may be used in determining readiness for promotion.

Appointment as an Adjunct Assistant Professor:

- Requires a DMD/DDS, PhD, MD or another terminal degree.
- Requires evidence of clinical competence. This may be by certification by a relevant professional board, or the equivalent, or by years in private practice. Letters, which may be from local sources, must attest to the quality of clinical practice.
- If applicable, evidence of teaching and organizational service to his or her current department and institution in areas related to clinical care and/or education.
- Requires recommendation by the Department Chair and approval by the Dean.

Promotion to Adjunct Associate Professor

- Must have the appropriate degrees, specialty training or advanced training, and experience as determined by the hiring/promoting department.
- Board certification in their specialty is expected, if board eligible.
- Have demonstrated growth and positive contributions in teaching as determined by student (DMD or Resident) and peer evaluations.
 - Student evaluations that approach or exceed the mean of the department and the college.
 - For faculty with teaching responsibility, at least one peer evaluation of teaching is encouraged to be performed on each faculty member annually that specifically includes narrative comments of strengths and weaknesses. See the [UFCD Peer Teaching Evaluation Policy](#).
- Have demonstrated clinical productivity (if applicable) within his/her discipline since hire or last promotion.
- Have demonstrated a record of positive contributions in service to the department, college, university and/or community.
- A minimum of three letters of recommendation from either internal (within the University of Florida's College of Dentistry) or external reviewers, or a combination of both, who are qualified to critically evaluate the candidate's application for promotion.
- A letter of recommendation from the candidate's immediate supervisor and/or Department Chair.

Promotion to Adjunct Professor

- Board certification is required for promotion if board eligible.
- Have a lengthy record of excellence in teaching.
 - Have demonstrated growth and outstanding performance in teaching since last promotion, as determined by student, residents and peer evaluations.
 - Student evaluations that approach or exceed the mean of the department and the college
 - For faculty with teaching responsibility, at least one peer evaluation of teaching is encouraged to be performed on each faculty member annually that specifically includes narrative comments of strengths and weaknesses. See the [UFCD Peer Teaching Evaluation Policy](#).
- Have demonstrated sustained clinical productivity (if applicable) within his/her discipline since last promotion.
- Have demonstrated a record of sustained positive contributions in service to the department, college, university, and/or community.

- A minimum of three letters of recommendation from either internal (within the University of Florida's College of Dentistry) or external reviewers, or a combination of both, who are qualified to critically evaluate the candidate's application for promotion.
- A letter of recommendation from the candidate's immediate supervisor and/or Department Chair.

COURTESY FACULTY are faculty who do not receive compensation but volunteer their time. Continuation of the appointment is reviewed annually.

For the most part, Courtesy Faculty have a major focus on instructional activities. Criteria for appointment and promotion are very similar as those for non-tenure accruing faculty outlined in the Promotion and Tenure Guidelines. Thus, promotion to Courtesy associate or Courtesy professor follows the same time frame and has similar requirements. Specifically, promotion will be based on quality of instructional activity. Performance will be determined and documented by the faculty member's chair and/or supervisor.

Criteria listed below are used to determine the level of performance of a Courtesy faculty member. Not all criteria may apply to each individual to the same degree due to variations in assigned duties as documented in the original letter of offer and the annual assigned goals for each faculty member. However, the sum of those evaluations will be used to determine an individual's merit for promotion to the next rank. The identification of specific performance criteria to evaluate an individual will be determined by the chair and/or supervisor. It is especially important for a faculty member to carefully document all of the activities that may be used in determining readiness for promotion.

Appointment as a Courtesy Assistant Professor:

- Requires a DMD/DDS, PhD, MD or another terminal degree.
- Requires evidence of clinical/educational competence. This may be by certification by a relevant professional board, or the equivalent, or by years in private practice or academia. Letters, which may be from local sources, must attest to the quality of clinical and educational practice.
- Requires recommendation by the Department Chair and approval by the Dean.

Promotion to Courtesy Associate Professor

- Must have the appropriate degrees, specialty training or advanced training, and experience as determined by the hiring/promoting department.
- Board certification in their specialty is expected, if board eligible.
- Have demonstrated growth and positive contributions in teaching as determined by Supervisor and/or Chair evaluation.
- Have demonstrated a record of positive contributions in service to the department, college, university and/or community.
- A letter of recommendation from the candidate's immediate supervisor and/or Department Chair.

Promotion to Courtesy Professor

- Board certification is required for promotion if board eligible.

- Have a lengthy record of excellence in teaching as determined by Supervisor and/or Chair evaluation.
- Have demonstrated a record of sustained positive contributions in service to the department, college, university, and/or community.
- A letter of recommendation from the candidate's immediate supervisor and/or Department Chair.

Adjunct and Courtesy Faculty Promotion Application Process

- In June of each academic year, the Department Chair will submit a list of nominees for promotion to the Dean's Office. See timeline for Promotion and Tenure for specific dates.
- Candidates for promotion will prepare a promotion packet using the online promotion and tenure system (OPT). Packets are due to the Dean's office by August for technical/formatting review by HR and Associate Dean for Faculty Affairs. Final correctly formatted promotion packets should be completed in OPT by September.
 - Adjunct Faculty will utilize myUFL OPT System by going to my.ufl.edu→Main Menu→My Self Service→UF Faculty Promotion and Tenure→Promotion and Tenure Packet→Packet Template.
 - Courtesy Faculty will utilize the same format and timeline using the [Promotion template](#). Courtesy faculty will not use the myUFL OPT system.
- The Department Chair will solicit three letters of recommendation (refer to "[Solicitation of Letters](#)" procedures and "[Sample Letter](#)"), which are due to the Dean's office by August.
 - The candidate will elect to waive/not waive rights to review letters of recommendation.
 - Letters are not required for promotion of Courtesy Faculty.
- In September, promotion packets including the solicited letters of recommendation, and supervisor and/or department chair's letter of recommendation will be reviewed and voted on by faculty within the candidate's department.
- In October, the UFCD P&T Advisory Committee will review the promotion packet and make recommendations to the Dean.
- In January, the candidate will be informed of the decision on the promotion request.