

# FACULTY PERFORMANCE GUIDELINES

These Faculty Performance Guidelines have been established to clarify expectations for faculty members with their primary appointment in the School of Dentistry. They support in principle and spirit those of the University, whose mission is in part: “Creighton exists for students and learning.” Accordingly, the primary goal at the School of Dentistry is teaching excellence, which includes three areas: didactic, laboratory/clinical, and social responsibilities.

Scholarly or other creative endeavors are vital to the discovery of new knowledge in the field of dentistry and to the enhancement of didactic, laboratory and clinical teaching. The School of Dentistry faculty members are, therefore, expected to conduct research / creative scholarly activity to enhance teaching, work for the betterment of society, and expand the body of knowledge in our profession.

Faculty members also have the responsibility to serve the community and are expected to be active in University and School of Dentistry ceremonies, events, and social functions.

To ensure that performance guidelines are upheld, the teaching, research / creative scholarly activity, and service efforts of our faculty must meet the expectations of the University Administration, the Dean of the School of Dentistry, and faculty peers. Annual goals for individual faculty will be established on a calendar year basis. **No one individual is expected to master every attribute associated with teaching, research / creative scholarly activity, service, and clinical service guidelines, however, evidence must be present to indicate that a majority of the descriptors in each category is being successfully addressed.**

The University Faculty Handbook establishes criteria to be used for granting tenure and awarding promotions.

Tenure is awarded on the basis of:

- a. successful performance of the terms of the faculty member’s job description as stated in the initial contract or subsequently amended by mutual agreement between the faculty member and the university;
- b. a record of achievement at Creighton University in the areas of teaching, scholarship, service and clinical proficiency;
- c. a record of achievement at previous institutions, provided the record of achievement has continued while at Creighton University;
- d. an expectation that the record of achievement will be maintained or expanded in the future; and
- e. the determination that the granting of tenure fits into the Mission, needs, plans and goals of the Department, the College or School, and the University.

Promotions are awarded on the basis of:

	<b>Promotion to Associate Professor</b>	<b>Promotion to Professor</b>
<b>Teaching</b>	Demonstrated consistent effectiveness in teaching	A consistent record of distinguished teaching
<b>Scholarship</b>	An emerging record of recognized scholarly achievement that contributes to one’s discipline(s)	A established record of nationally recognized scholarly achievement that contributes to one’s discipline(s)
<b>Service</b>	Evidence of active service consistent with the Mission of Creighton University	Evidence of recognized leadership in service, consistent with the Mission of Creighton University
<b>Clinical Service</b>	An emerging record of regionally recognized clinical activity consistent with the Mission of Creighton University, if appropriate to the candidate’s position	A record of nationally recognized clinical activity consistent with the Mission of Creighton University, if appropriate to the candidate’s position

The performance guidelines in this document serve as the basis for determining whether these criteria have been met.

An Annual Activity Report will be completed to document achievement of goals and performance guidelines. These assessments will be coordinated by the Department Chairs who, in turn, will incorporate this information into their Annual Departmental Report to the Dean.

# CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY

## FACULTY PERFORMANCE GUIDELINES

Appointment: Teaching-Research (Clinical Sciences) Tenure Track

### **Instructor**

#### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Actively participates in classroom and/or laboratory courses in his/her discipline.
3. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

#### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in research / creative scholarly activity under the direction of a principal investigator.
3. Contributes to improving skills in research methodology.
4. Involved in teaching a continuing education presentation as a primary or supportive lecturer once every two years.

#### Service Performance:

1. Serves as a member of a committee within the School of Dentistry.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national, and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Participates in continuing education programs for the local community.
6. Participates in University and/or School of Dentistry ceremonies, events and social functions.

#### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals or consultations from other disciplines.
7. Mentors students in clinical service activities.

## **Assistant Professor Teaching-Research (Clinical Sciences) Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Participates in the management of a classroom and/or laboratory course in his/her discipline.
3. Participates in course development and implementation as well as curriculum development.
4. Serves as a mentor for student research activity once every three years.
5. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

### Scholarly Performance:

1. Holds a terminal degree.
2. Produces one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every two years.
3. Engages in research / creative scholarly activity as a principal and/or co-investigator.
4. Presents results of research / creative scholarly activity at a national, state, regional, or local meeting once every two years.
5. Develops an area of expertise appropriate to one's discipline.
6. Serves as a principal or co-investigator on an externally and/or internally funded grant submission.
7. Maintains continued technical/scientific competence.
8. Develops and/or teaches a continuing education presentation once every two years.

### Service Performance:

1. Serves as a member of committees within the School of Dentistry and/or the University.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Provides continuing education programs for the local community.
6. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excel in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

## **Associate Professor Teaching-Research (Clinical Sciences) Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for course management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or approaches that enhance student understanding and learning.
5. Serves as a mentor for student research / creative scholarly activity once every three years.
6. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

### Scholarly Performance:

1. Holds a terminal degree.
2. Produces one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every two years.
3. Engages in research / creative scholarly activity as a principal and/or co-investigator.
4. Presents results of research / creative scholarly activity at a national, state, regional, or local meeting once every two years.
5. Is recognized as an expert in one's discipline on a regional basis.
6. Maintains continued technical/scientific competence.
7. Develops and/or teaches a continuing education presentation on an annual basis.
8. Applies for external and/or internal funding for support of research / creative scholarly activity.
9. Participates in externally and/or internally funded research as a principal and/or co-investigator.

### Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Maintains membership and becomes involved in leadership of appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Acts as a consultant to other professionals in regard to his/her area of expertise.
5. Participates in community service.
6. Provides continuing education programs for the local community
7. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.

4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

**Professor**      Teaching-Research (Clinical Sciences) Tenure Track

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for course management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or approaches that enhance student understanding and learning.
5. Serves as an academic advisor for students.
6. Serves as a mentor for other faculty.
7. Serves as a mentor for student research / creative scholarly activity once every three years.
8. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

Scholarly Performance:

1. Holds a terminal degree.
2. Produces two scholarly publications as defined in the *Handbook for Faculty and Faculty Performance Guidelines* once every four years.
3. Engages in research / creative scholarly activity as a principal and/or co-investigator.
4. Presents results of research / creative scholarly activity at a national, state, regional, or local meeting once every two years.
5. Is recognized as an expert in his/her discipline.
6. Maintains continued technical/scientific competence.
7. Develops and/or teaches a continuing education presentation as primary participant on an annual basis.
8. Applies for external and/or internal funding for support of research / creative scholarly activity.
9. Participates in externally and/or internally funded research / creative scholarly activity as a principal and/or co-investigator.

Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Demonstrates a leadership role in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Acts as a consultant to other professionals in his/her area of expertise.
5. Participates in community service.
6. Serves as an advisor to student organizations.
7. Provides continuing education programs for the local community.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.



Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

# CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY

## FACULTY PERFORMANCE GUIDELINES

Appointment: Teaching-Research (Basic Sciences) Tenure Track

### **Instructor**

#### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the discipline as evidenced by peer and student evaluations.
2. Actively participates in classroom and/or laboratory courses in his/her discipline.
3. Assists students with independent studies and special projects.
4. Acts as an academic advisor to students within the department in which he/she participates.

#### Scholarly Performance:

1. Holds at least an earned Master's degree.
2. Demonstrates involvement in research / creative scholarly activity at the co-investigative/research associate level.
3. Maintains technical expertise and provides assistance in scholarly or other creative activity.

#### Service Performance:

1. Serves as a member of a committee within the School of Dentistry and/or the University.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national, and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

## **Assistant Professor Teaching-Research (Basic Sciences) Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the discipline as evidenced by peer and student evaluations.
2. Participates in the management of a classroom and/or laboratory course in his/her discipline.
3. Participates in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or methods.
5. Supervises students with independent studies and special projects.
6. Acts as an academic advisor to students within the department in which he/she participates.

### Scholarly Performance:

1. Holds a terminal degree.
2. Engages in research / creative scholarly activity as a principal or co-investigator.
3. Produces one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every two years.
4. Presents results of research / creative scholarly activity at a national, state, regional, or local meeting once every two years.
5. Develops an area of expertise appropriate to one's discipline.
6. Maintains continued technical/scientific competence in his/her discipline.
7. Serves as a principal or co-investigator on externally and/or internally funded grant submissions.
8. Develops and/or teaches continuing education presentations.

### Service Performance:

1. Serves as a member of committees within the School of Dentistry and/or the University.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Serves as an advisor to student organizations when requested.
5. Participates in community service.
6. Participates in educational programs that generate interest in science in dentistry.
7. Participates in University and/or School of Dentistry ceremonies, events, and social functions.

## **Associate Professor Teaching-Research (Basic Sciences) Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or methods.
5. Supervises students with independent studies and special projects.
6. Acts as an academic advisor to students within the department in which he/she participates.

### Scholarly Performance:

1. Holds a terminal degree.
2. Engages in research / creative scholarly activity as a principal investigator.
3. Produces one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every two years.
4. Presents results of research / creative scholarly activity at a national, state, regional, or local meeting once every two years.
5. Is recognized as an expert in one's discipline on a regional basis.
6. Maintains continued technical/scientific competence in his/her discipline.
7. Develops and/or teaches continuing education presentations.
8. Applies for external and/or internal funding for support of research / creative scholarly activity.
9. Participates in externally and/or internally funded research / creative scholarly activity as a principal or co-investigator.

### Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Maintains membership and becomes involved in leadership of appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Serves as an advisor to student organizations when requested.
5. Acts as a consultant to other professionals in one's area of expertise.
6. Participates in community service.
7. Participates in educational programs that generate interest in science in dentistry.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.

**Professor**     Teaching-Research (Basic Sciences) Tenure Track

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or methods.
5. Supervises students with independent studies and special projects.
6. Serves as a mentor for other faculty where appropriate.
7. Acts as an academic advisor to students within the department in which he/she participates.

Scholarly Performance:

1. Holds a terminal degree.
2. Engages in research / creative scholarly activity as a principal investigator.
3. Produces two scholarly publications as defined in the *Handbook for Faculty* and Faculty Performance Guidelines every four years.
4. Presents results of research / creative scholarly activity at a national, state, regional, or local meetings once every two years.
5. Is recognized as an expert in one's discipline.
6. Maintains continued technical/scientific competence in his/her discipline.
7. Develops and/or teaches continuing education presentations.
8. Applies for external and/or internal funding for support of research / creative scholarly activity.
9. Participates in externally and/or internally funded research / creative scholarly activity as a principal or co-investigator.

Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Demonstrates a leadership role in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
4. Serves as an advisor to student organizations when requested.
5. Acts as a consultant to other professionals in one's area of expertise.
6. Participates in community service.
7. Participates in educational programs that generate interest in science in dentistry.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.

# CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY

## FACULTY PERFORMANCE GUIDELINES

Appointment: Teaching-Research (Clinical Sciences) Non-Tenure Track

### **Instructor**

#### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Actively participates in classroom and/or laboratory courses in his/her discipline.
3. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

#### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in research / creative scholarly activity as a research assistant when possible.
3. Participates in learning research methodology when possible.

#### Service Performance:

1. Serves as a member of a committee within the School of Dentistry.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national, and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Participates in continuing education programs for the local community.
6. Participates in University and/or School of Dentistry ceremonies, events and social functions.

#### Clinical Service Performance (If Applicable):

1. Excels in clinical care to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

**Assistant Professor Teaching-Research (Clinical Sciences) Non-Tenure Track**

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Participates in the management of a classroom and/or laboratory course in his/her discipline.
3. Participates in course development and implementation as well as curriculum development.
4. Serves as a mentor for student research / creative scholarly activity once every three years.
5. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

Scholarly Performance:

1. Holds a terminal degree
2. Engages in research / creative scholarly activity as a co-investigator.
3. Makes appropriate presentations at University or local/state meetings.
4. Identifies an area of special interest and continues to improve technical and scientific competence.
5. Participates in teaching a continuing education presentation once every two years.

Service Performance:

1. Serves as a member of committees within the School of Dentistry and/or the University.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Provides continuing education programs for the local community.
6. Participates in University and/or School of Dentistry ceremonies, events and social functions.

Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

## **Associate Professor Teaching-Research (Clinical Sciences) Non-Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for course management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or approaches that enhance student understanding and learning.
5. Serves as a mentor for student research / creative scholarly activity once every three years.
6. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, regional, or state meetings once every two years.
4. Maintains technical/scientific competence.
5. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every four years.
6. Develops and/or teaches one continuing education presentation once every two years.

### Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Maintains membership and becomes involved in leadership of appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Acts as a consultant to other professionals in regard to his/her area of expertise.
5. Participates in community service.
6. Provides continuing education programs for the local community.
7. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.



6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

**Professor**      Teaching-Research (Clinical Sciences) Non-Tenure Track

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for course management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or approaches that enhance student understanding and learning.
5. Serves as an academic advisor for students.
6. Serves as a mentor for other faculty.
7. Serves as a mentor for student research / creative scholarly activity once every three years.
8. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

Scholarly Performance:

1. Holds a terminal degree.
2. Develops and conducts one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, state, or national dental meetings once every two years.
4. Develops and maintains a scholarly focus and maintains technical and scientific competence.
5. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every three years.
6. Develops and/or teaches one continuing education presentation once every three years.

Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Takes a leadership role in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Acts as a consultant to other professionals in his/her area of expertise.
5. Participates in community service.
6. Serves as an advisor to student organizations.
7. Provides continuing education programs for the local community.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.

Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.

3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.\
7. Mentors students in clinical service activities.

# CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY

## FACULTY PERFORMANCE GUIDELINES

Appointment: Teaching-Research (Basic Sciences) Non-Tenure Track

### **Instructor**

#### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching his/her discipline as evidenced by peer and student evaluations.
2. Actively participates in classroom and/or laboratory courses in his/her discipline.
3. Assists students with independent studies and special projects
4. Acts as an academic advisor to students within the department
5. Participates in course development and implementation, as well as curricular development

#### Scholarly Performance:

1. Holds at least an earned Master's degree.
2. Participates in research/creative scholarly activity as a research assistant when possible.
3. Presents research at regional and local meetings
4. Participates in learning research methodology when possible.

#### Service Performance:

1. Serves as a member of a committee within the School of Dentistry.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national, and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

**Assistant Professor Teaching-Research (Basic Sciences) Non-Tenure Track**

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching his/her discipline as evidenced by peer and student evaluations.
2. Participates in the management of a classroom and/or laboratory course in his/her discipline.
3. Participates in course development and implementation as well as curriculum development.
4. Serves as a mentor for student research / creative scholarly activity once every three years.
5. Supervises students with independent studies and special projects.
6. Acts as an academic advisor to students within the department.

Scholarly Performance:

1. Holds a terminal degree.
2. Engages in research / creative scholarly activity as a co-investigator.
3. Makes appropriate presentations at University or local/state meetings.
4. Identifies an area of special interest and continues to improve technical and scientific competence.
5. Participates in teaching a continuing education presentation once every two years.
6. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every four years

Service Performance:

1. Serves as a member of committees within the School of Dentistry and/or the University.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Participates in community service.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

**Associate Professor Teaching-Research (Basic Sciences) Non-Tenure Track**

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching his/her discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for course management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or approaches that enhance student understanding and learning.
5. Serves as a mentor for student research / creative scholarly activity once every three years.

Scholarly Performance:

1. Holds a terminal degree.
2. Participates in one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, regional, or state meetings once every two years.
4. Maintains technical/scientific competence.
5. Produces one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every four years.
6. Develops and/or teaches one continuing education presentation once every two years.

Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Maintains membership and becomes involved in leadership of appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Acts as a consultant to other professionals in regard to his/her area of expertise.
5. Participates in community service.
6. Participates in University and/or School of Dentistry ceremonies, events and social functions.

**Professor**      Teaching-Research (Basic Sciences) Non-Tenure Track

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching his/her discipline as evidenced by peer and student evaluations.
2. Assumes responsibility for course management of classroom and/or laboratory courses in his/her discipline.
3. Provides leadership in course development and implementation as well as curriculum development.
4. Develops innovative teaching materials and/or approaches that enhance student understanding and learning.
5. Serves as an academic advisor for students.
6. Serves as a mentor for other faculty.
7. Serves as a mentor for student research / creative scholarly activity once every three years.

Scholarly Performance:

1. Holds a terminal degree.
2. Develops and conducts one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, state, or national dental meetings once every two years.
4. Develops and maintains a scholarly focus and maintains technical and scientific competence.
5. Produces one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every three years.
6. Develops and/or teaches one continuing education presentation once every three years.

Service Performance:

1. Demonstrates leadership on committees within the School of Dentistry and/or the University.
2. Takes a leadership role in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
4. Acts as a consultant to other professionals in his/her area of expertise.
5. Participates in community service.
6. Serves as an advisor to student organizations.
7. Provides continuing education programs for the local community.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.

# CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY

## FACULTY PERFORMANCE GUIDELINES

Appointment: Clinician-Educator Tenure Track

### **Instructor**

#### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

#### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in research / creative scholarly activity as a research assistant when possible.
3. Participates in learning research methodology when possible.

#### Service Performance:

1. Works with other health care providers to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national, and/or international meetings.
3. Participates in community service.
4. Demonstrates involvement in the implementation of department/school goals, mission, policies and procedures.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

#### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultation from other disciplines.
7. Mentors students in clinical service activities.



## **Assistant Professor Clinician-Educator Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.
3. Serves as a resource for student research activity.
4. Participates in the management of preclinical and/or clinical courses in his/her discipline.

### Scholarly Performance:

1. Holds a terminal degree
2. Engages in research / creative scholarly activity as a co-investigator.
3. Makes appropriate presentations at University or local/state meetings.
4. Identifies an area of special interest and continues to improve technical and scientific competence.
5. Participates in teaching a continuing education presentation once every two years.

### Service Performance:

1. Works with other health care providers to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Participates in community service.
4. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

## **Associate Professor** Clinician-Educator Tenure Track

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.
3. Serves as a resource for student research / creative scholarly activity once every two years.
4. Supports innovative and effective teaching methods, approaches and evaluations.
5. Participates in the implementation of course and curriculum development.

### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, regional, or state meetings once every two years.
4. Maintains technical/scientific competence.
5. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every four years.
6. Develops and/or teaches one continuing education presentation once every two years.

### Service Performance:

1. Works with other health care providers to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Serves as a member on University and/or School of Dentistry committees.
4. Participates in community service.
5. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
6. Serves as a leader in school, University or professional society organizations.
7. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

**Professor**      Clinician-Educator Tenure Track

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.
3. Serves as a mentor for student research / creative scholarly activity once every three years.
4. Demonstrates and develops innovative, effective teaching methods, approaches and evaluations.
5. Assumes responsibility for curriculum implementation.
6. Serves as a mentor to other faculty members.

Scholarly Performance:

1. Holds a terminal degree.
2. Develops and conducts one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, state, or national dental meetings once every two years.
4. Develops and maintains a scholarly focus and maintains technical and scientific competence.
5. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every three years.
6. Develops and/or teaches one continuing education presentation once every three years.

Service Performance:

1. Works with other health care providers as appropriate to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Serves as a member on University and/or School of Dentistry committees.
4. Demonstrates involvement/leadership in community service.
5. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
6. Participates in the development of new methods or products with clinical applications/uses.
7. Serves as a professional resource to others in clinical skills, teaching, staff development, and program development.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.

Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.

6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

# CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY

## FACULTY PERFORMANCE GUIDELINES

Appointment: Clinician-Educator Non-Tenure Track

### **Instructor**

#### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.

#### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in research / creative scholarly activity as a research assistant when possible.
3. Participates in learning research methodology when possible.

#### Service Performance:

1. Works with other health care providers to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national, and/or international meetings.
3. Participates in community service.
4. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

#### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

## **Assistant Professor Clinician-Educator Non-Tenure Track**

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.
3. Serves as a resource for student research / creative scholarly activity.
4. Participates in the management of preclinical and/or clinical courses in his/her discipline.

### Scholarly Performance:

1. Holds a terminal degree
2. Engages in research / creative scholarly activity as a co-investigator/research assistant.
3. Participates in learning research methodology when possible.
4. Makes appropriate presentations at University or local/state meetings.
5. Identifies an area of special interest and continues to improve technical and scientific competence.

### Service Performance:

1. Works with other health care providers to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Participates in community service.
4. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
5. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

## **Associate Professor** Clinician-Educator Non-Tenure Track

### Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.
3. Serves as a resource for student research / creative scholarly activity once every two years.
4. Supports innovative and effective teaching methods, approaches and evaluations.
5. Participates in the implementation of course and curriculum development.

### Scholarly Performance:

1. Holds a terminal degree.
2. Participates in one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, regional, or state meetings once every two years.
4. Maintains technical/scientific competence.
5. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every four years.

### Service Performance:

1. Works with other health care providers to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Serves as a member on University and/or School of Dentistry committees.
4. Participates in community service.
5. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
6. Serves as a leader in school, University or professional society organizations.
7. Participates in University and/or School of Dentistry ceremonies, events and social functions.

### Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.
6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

**Professor**      Clinician-Educator Non-Tenure Track

Teaching Performance:

1. Demonstrates competency in knowledge and skill in teaching the clinical discipline as evidenced by peer and student evaluations.
2. Demonstrates clinical excellence through continued learning from continuing education presentations, clinical practice, and/or periodic clinical skills reassessment.
3. Serves as a mentor for student research / creative scholarly activity once every three years.
4. Demonstrates and develops innovative, effective teaching methods, approaches and evaluations.
5. Assumes responsibility for curriculum implementation.
6. Serves as a mentor to other faculty members.

Scholarly Performance:

1. Holds a terminal degree.
2. Participates in one clinical research / creative scholarly activity project / outcome study / case study once every three years.
3. Makes one presentation at university, local, state, or national dental meetings once every two years.
4. Develops and maintains a scholarly focus and maintains technical and scientific competence.
5. Assists in the production of one scholarly publication as defined in the *Handbook for Faculty* and Faculty Performance Guidelines once every three years.
6. Develops and/or teaches one continuing education presentation once every three years.

Service Performance:

1. Works with other health care providers as appropriate to facilitate optimal patient care.
2. Maintains membership in appropriate professional organizations and attends appropriate local, state, national and/or international meetings.
3. Serves as a member on University and/or School of Dentistry committees.
4. Demonstrates involvement/leadership in community service.
5. Demonstrates involvement in the implementation and support of department/school goals, mission, policies and procedures.
6. Participates in the development of new methods or products with clinical applications/uses.
7. Serves as a professional resource to others in clinical skills, teaching, staff development, and program development.
8. Participates in University and/or School of Dentistry ceremonies, events and social functions.

Clinical Service Performance (If Applicable):

1. Excels in clinical care and service to patients.
2. Devotes time to clinical service activities.
3. Collaborates with other health care providers to facilitate optimal patient care.
4. Serves important roles in the development and implementation of clinical programs.
5. Regional recognition for clinical expertise.



6. Recognition in clinical field as evidenced by referrals and consultations from other disciplines.
7. Mentors students in clinical service activities.

# **CREIGHTON UNIVERSITY SCHOOL OF DENTISTRY PERFORMANCE EVALUATION**

## **FACULTY PERFORMANCE GUIDELINES**

The Faculty Performance Guidelines assist in review of faculty members and should be used to evaluate teaching, research/creative scholarly activity, service activities, and clinical service (if applicable). Other instruments, such as student evaluations and intradepartmental evaluations, should also be used to assess teaching effectiveness and to analyze grading consistency and procedural productivity. Their results should be used in the assessment of compliance with the Faculty Performance Guidelines.

Intradepartmental evaluations should be utilized to compare departmental grading consistency and calibration. Additional intradepartmental instruments may be used to assess continued competency and standardization. Research/creative scholarly activity, service activity, and clinical service (if applicable) should be evaluated according to the performance guidelines for each academic rank.

## **CHAIR EVALUATION OF FACULTY**

Evaluation of faculty by Department Chairs, on an annual basis, is an effective method of ascertaining a faculty member's progress toward conferral of tenure and advancement in rank. Department Chairs have the responsibility to provide assessment of faculty performance in the teaching, research /creative scholarly activity, service, and clinical service (if applicable) areas.

Using the following category descriptions and numerical scale, Chairs will arrive at a faculty performance rating of 1 to 3 in the areas of teaching, research/creative scholarly activity, service, and clinical service (if applicable). The faculty member being evaluated should indicate to the Chair the weight percentage that will be used in the review process (Attachment I). Chairs are required to discuss their assessment of each faculty member with that member. In some cases, the discussion may result in a reassessment of the performance score. The Chair's discussion with the faculty member should be used as an opportunity to evaluate the previous year's performance and also to encourage faculty development by planning strategy for improvement in the coming year. Because a single form cannot include all indicators of a complex workload, a narrative section is available to highlight special contributions.

The annual faculty evaluation covers the past year's performance in teaching, research/creative scholarly activity, service, and clinical service (if applicable) [Attachments II and III]. The Chair's rating will reflect the same. The Chair's rating of performance and recommendations are based to a significant extent on the data and documentation provided to the Chair and the discussion with the Chair. Chairs will be provided with electronic access of all student teaching evaluations for faculty members in their department.

To assist the chair and the individual faculty member in their assessments of performance, measurement descriptors (Attachment IV) have been developed that support the School of Dentistry Faculty Performance Guidelines. This assessment tool will allow for an appraisal of

classroom teaching, laboratory/clinic teaching, research/creative scholarly activity, service, and clinical service (if applicable). It outlines values associated with each of these domains as well as the attributes that are linked to those values. Indicators and specific methods of measurement are also provided to assist in determining whether a specific value and its attributes have been met. The tables in Attachment V could also serve as an effective template for the construction of the chair's letter during rank and tenure proceedings.

The **PROCEDURE** for the annual evaluation is as follows:

1. Evaluation by Chairs will be completed on a academic year basis (May through May)
2. The Chair will arrange a meeting with the faculty to discuss the past year's performance and review the evaluation form. The faculty and Chair should arrive at an overall performance rating. Teaching, research/creative scholarly activity, service, and clinical service (if applicable) will be weighted according to the faculty's own choice. The following evaluation scales will be used for faculty ratings:

Evaluation scale

**3 = Exceeds Objectives (outstanding, exceeds objectives)**

Performance demonstrates extraordinary mastery even when faced with the most significant challenges. Performance of this caliber is significantly above the level of others who hold positions of comparable scope and responsibility and exceeds objectives and expectations. This exceptional performer stands out among peers.

**2 = Meets Objectives (good, consistent, meets objectives)**

Performance meets expectations. A faculty member performing at this level consistently accomplishes expectations.

**1 = Needs Improvement (poor, needs improvement)**

Performance is significantly below expectations. Performance must improve substantially within a designated period (agreed upon by faculty member, Departmental Chair and Dean) if the individual is to remain in the position.

Examples of weighing of these components

teaching	40%	50%
scholarship	40%	30%
service	20%	20%

3. Chairs will include the results of their faculty evaluations in the Annual Departmental Report to the Dean and will discuss this information with him/her at

the time of the annual departmental review. The Dean will solicit recommendations from the Chairs regarding faculty salary merit increases, tenure and promotion.

The **CALENDAR** for the annual evaluation is as follows:

1. Dean distributes evaluation forms by May 20.
2. Faculty turn in completed evaluation forms to the Chair by June 12.
3. Faculty conference with Chair between June 15 and July 10.
4. Completed department report to Dean's Office by August 21.
5. Chair discusses with Dean and Senior Associate Dean for Academics and Administration between August 24 and September 4.

Development of individual faculty goals and the review of past year's performance should be viewed as an opportunity for faculty development and overall evaluation of the faculty member's contribution to Department, School and University goals and mission. This is a time for self-assessment and planning for future growth as an even more productive member of the Creighton community. The review with the Chair should be an excellent opportunity for discussion of and review of overall department goals, planning for enhancement of department activities, and individual faculty development. Faculty should engage Chairs to ensure a productive exchange. The performance review is an excellent opportunity to clarify and discuss goals for the coming year.

**ATTACHMENT I**

**ANNUAL FACULTY EVALUATION**

Faculty member: \_\_\_\_\_

**Summary Evaluation**

**(To Be Forwarded to the Dean of the Dental School)**

Teaching and research/creative scholarly activity weights may range from 30% - 50%, and should be determined by the faculty member. The total weight given to teaching and research/creative scholarly activity should not exceed 80% of the total. Thus, the maximum weight given to service may be 20%. The total for the three components should equal 100%. To calculate the weight factor, multiply the rating (1 = needs improvement; 2 = meets objectives; and 3 = exceeds objectives) by the desired weight percentage (e.g. 30% = .3, 50% = .5)

Chair's Rating

Faculty Member's Rating

(If different from Chair's)

Rating x Weight = Total

Teaching        X        =   

Teaching   

Scholarship        X        =   

Scholarship   

Service        X        =   

Service   

**Final Evaluation**

(total of Chair's ratings for teaching, scholarship and service)

Additional comments by faculty member (attach additional sheets, if needed):

Signature of the Chair: \_\_\_\_\_

Signature of the faculty member: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT II**

### **GUIDE FOR SUMMARIZING ACTIVITIES FOR ANNUAL REVIEW**

#### **I. TEACHING**

- A. Didactic Courses
  - 1. List courses directed and number participated in
  - 2. Significant course improvements (course creation, manuals, etc.)
- B. Clinical Coverage
  - 1. List clinical courses directed and participated in
  - 2. Significant course improvement (course creation, manuals, etc.)
- C. Mentoring
  - 1. Dental Students
  - 2. Graduate Students
  - 3. Undergraduate Students
  - 4. Dental Hygiene Students

#### **II. RESEARCH / CREATIVE SCHOLARLY ACTIVITIES**

- A. Grants: Submitted/Awarded
  - 1. Federal
  - 2. Industrial
  - 3. Foundation
  - 4. University
  - 5. School
- B. Publications (List 1<sup>st</sup> author and co-authors)
  - 1. Manuscripts
  - 2. Book Chapters
  - 3. Abstracts
  - 4. Case Reports
  - 5. Review Articles
- C. Inventions/Creatations/Patents Etc. (Computer simulations, etc.)

#### **III. SERVICE ACTIVITIES**

- A. International/National Committees
- B. University Committees
- C. School Committees
- D. Invited Presentations
- E. Reviewer – Journal/Grants/Etc.
- F. Other

**IV. CLINICAL SERVICE ACTIVITIES**

- A. Excels in clinical care and service to patients
- B. Devotes time to clinical service activities
- C. Collaborates with other health care providers to facilitate optimal patient care
- D. Serves important roles in the development and implementation of clinical programs
- E. Regional recognition for clinical expertise
- F. Recognition in clinical field as evidenced by referrals and consultations from other disciplines
- G. Mentors students in clinical service activities

## ATTACHMENT III

### **Faculty Performance Guidelines for Research / Creative Scholarly Activity**

Scholarship has a broad definition in a comprehensive university. It includes activities that have been traditionally termed “research” and recognized by academia as the discovery of new knowledge in an area of disciplinary specialty, reporting of such at significant meetings of peers and in refereed journals, and the publication or presentation of creative works in literary and/or visual settings. As such, this traditional research activity is an integral component of the Mission of Creighton University and the School of Dentistry. At the same time, recognition must also be given to a variety of other scholarly and creative activities that are often encompassed under the “research” umbrella. These include: (1) publishing or presenting works that integrate knowledge between and within disciplines and brings new insight to bear on original research; (2) publishing or presenting works that are aimed at a serious and careful examination of how knowledge can be responsibly applied to a problem of consequence in the discipline or society; and (3) publishing or presenting research advancing the teaching of the discipline.

All faculty members are expected to actively participate in research / creative scholarly activities and to present and/or publish the results of their activities. However to recognize the variety of scholarly or other creative contributions, five categories of activity are noted:

- |          |    |   |
|----------|----|---|
| Category | 1. | Human or animal clinical (in-vitro) trials of drugs, devices or treatment techniques.   |
| Category | 2. | Basic science or laboratory (in-vitro) investigations.  |
| Category | 3. | Epidemiological research and reviews of disease incidence or treatment outcomes.  |
| Category | 4. | Educational methods research and development including behavioral research, outcomes assessment research and development of educational delivery systems. |
| Category | 5. | Literature reviews for clinical or educational methods and techniques.  |

The traditional “research” focus has been on categories 1 and 2 due to the greater availability of extramural funding for these activities. These areas should continue to be emphasized for this reason, however, the contribution to the scholarly and creative environment from the other categories should be recognized.

Teaching-Research faculty members are expected to contribute in one or more of all categories based on their individual interests and expertise. Clinician-Educator faculty, while certainly being encouraged to participate in all five categories, will be expected to contribute in Categories 3-5 due to the clinical teaching requirements of their faculty appointment.

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## **ATTACHMENT IV**

# MEASUREMENT DESCRIPTORS FOR FACULTY PERFORMANCE GUIDELINES

## ACHIEVEMENT IN CLASSROOM TEACHING

Values	Attributes	Indicators	Measurement
<b>Scholarship in Teaching</b>	<p>Demonstrates knowledge and skill in the art of teaching</p> <p>Advances personal knowledge and skill in the art of teaching</p>	<p>Demonstrates knowledge and skill in teaching the particular discipline as evidences by peer/student evaluations and/or awards/honors</p> <p>Participates in courses and/or CE activities in teaching and/or counseling</p> <p>Degree in teaching/counseling</p>	<p>Letters from peers (6)</p> <p>Letters from students or former students (6)</p> <p>Annual summary of student evaluations</p> <p>List of awards/honors</p> <p>List of courses attended</p> <p>Diploma</p>
<b>Accomplished Lecturer</b>	<p>Actively participates in classroom courses in his/her discipline</p> <p>Utilizes teaching materials and approaches that enhance student learning</p>	<p>Makes regular lecture presentations</p> <p>Regularly updates and refreshes lecture materials, maintaining currency and pertinency</p> <p>Incorporates advanced technology into lecture presentations</p>	<p>List of lectures/presentations, year to year</p>
<b>Manages Courses</b>	<p>Manages schedules, curriculum, ancillary presenters, grades, etc. for a course</p> <p>Develops new courses and course curricula</p>	<p>Participates in the management of a course</p> <p>Participates in the management/development of a course</p> <p>Directs a course and/or originates a new course</p> <p>Directs/has directed and/or originated multiple courses</p>	<p>List of courses managed/directed</p> <p>List of courses developed</p>
<b>Develops Curriculum</b>	<p>Participates in departmental curriculum development</p> <p>Participates in School of Dentistry curriculum development</p>	<p>Applies advances in curriculum to current lectures/courses</p> <p>Participates in departmental curriculum development</p> <p>Assumes leadership role in departmental curriculum development</p> <p>Assumes major oversight of departmental curriculum development</p> <p>Participates in executive oversight of School of Dentistry curriculum development</p>	<p>Membership on School of Dentistry Curriculum Committee</p> <p>Membership on School of Dentistry Strategic Planning and Assessment Committee</p>
<b>Fair and Valid Testing</b>	<p>Constructs and administers pertinent/valid examination materials</p>	<p>Constructs examination materials pertinent to his/her own presentation for inclusion in course examination</p> <p>Constructs and administers examinations</p> <p>Applies principles of competency examinations</p> <p>Interprets examination results</p>	<p>Copies of examinations constructed</p>

<b>Values</b>	<b>Attributes</b>	<b>Indicators</b>	<b>Measurement</b>
<b>Mentor for Students</b>	Provides leadership and mentoring to students through personal example and experience	<p>Provides support and appropriate individual instruction for students seeking remediation and/or guidance in independent studies and special projects</p> <p>Participates as a resource faculty in ethics courses</p> <p>Assigned as an academic advisor to students</p> <p>Provides career planning advice for students to enter practice or who are seeking advanced or specialty education</p>	<p>Appointment by Director of senior year ethics course</p> <p>Appointment by Asst/Assoc Dean of Students (Frs. And Sophs.)</p> <p>Appointment as PMA (Jrs. And Srs.)</p>
<b>Mentor for Other Faculty</b>	Encourages and supports the collegial development of junior faculty members	Provides insight, guidance and support for the development of junior faculty	Department chair

# MEASUREMENT DESCRIPTORS FOR FACULTY PERFORMANCE GUIDELINES

## ACHIEVEMENT IN CLINICAL AND PRE – CLINICAL LABORATORY INSTRUCTION

<b>Values</b>	<b>Attributes</b>	<b>Indicators</b>	<b>Measurement</b>
<b>Competent Teacher</b>	Demonstrates knowledge and skill in the art of clinical and/or laboratory instruction	Demonstrates knowledge and skill in clinical and/or laboratory instruction in the particular discipline as evidenced by peer and student evaluations and/or awards/honors	Letters from peers (6) Letters from students or former students (6) List of awards and honors
<b>Participates in Clinic</b>	Regularly participates in the predoctoral clinic Maintains current/valid license to practice dentistry in good standing Active practitioner of dentistry	Regularly participates in predoctoral clinic	Greater than 40% of available time
<b>Espouses and Evaluates Clinical Standards</b>	Maintains highest standards of care Consistently evaluates student work based upon these standards Participates in competency evaluation process on a local, state, regional or national level	Demonstrates clinical excellence through knowledge and elaboration of current standards of care and consistently evaluates student work based upon these standards	Mock Board participation  National Board Test Construction Committee  Licensure Examination Participation
<b>Competent and Current in Clinical Skills</b>	Maintains professional currency	Maintains clinical excellence through continued learning from CE presentations, clinical practice, and/or periodic clinical skills re-assessments	List of CE courses and hours (30 hours every two years)  Results of periodic recertification and/or re-assessment examinations
<b>Manages Programs and Courses</b>	Actively involved in the management of a clinical program or a preclinical laboratory program	Participates in management of a clinic or laboratory course Manages a clinic or laboratory course Devises new or improved exercises for laboratory courses Introduces current developments into clinical care Manages/has managed/developed multiple courses	List of courses managed  List of laboratory exercises developed
<b>Mentor for Students</b>	Provides leadership and mentoring to students through personal example and experience	Serves as a role model for students Espouses and demonstrates ethical standards of care Provides individual instruction in laboratory/clinical setting Provides career planning advice for students preparing to enter practice or who are seeking advanced and/or specialty education	

<b>Values</b>	<b>Attributes</b>	<b>Indicators</b>	<b>Measurement</b>
<b>Manages Patient Care</b>	<p>Manages course of treatment for individual patients</p> <p>Manages course of treatment for a patient population with identifiable needs/risks</p>	<p>Serves as patient management advisor by providing experiential expertise to students who are managing a patient "family"</p> <p>Guides case/time management</p> <p>Devises management and treatment protocols for patients in identifiable patient population/risk groups</p> <p>Reviews cases and analyzes patient care statistics for trends analysis and risk management</p>	<p>Appointment to Patient Management Advisor by Asst/Assoc Dean for Clinical Services/Director of Clinics</p> <p>Evidence of protocols devised and/or population groups managed</p>

## MEASUREMENT DESCRIPTORS FOR FACULTY PERFORMANCE GUIDELINES

### ACHIEVEMENT IN RESEARCH / CREATIVE SCHOLARLY ACTIVITIES

Values	Attributes	Indicators	Measurement
<b>Conducts Research</b>	<p>Skilled in research methodology</p> <p>Participates in original research</p> <p>Competes for research grant funding</p> <p>Serves as a mentor for student research activity</p>	<p>Maintains continued technical/scientific competency in research methodology</p> <p>Participant Co-investigator Principle investigator</p> <p>Principal or co-investigator on grant submissions Participates in funded research as a principal or co-investigator</p> <p>Serves as a mentor for student research activity</p>	<p>List of research efforts conducted, year to year</p> <p>List of grants submitted (amounts) List of grants funded (amounts)</p> <p>List of freshman projects mentored List of additional student research projects mentored</p>
<b>Advances Body of Dental Professional Knowledge</b>	<p>Reports research findings, clinical synopses, etc., in refereed professional journals or in refereed verbal forums</p>	<p>Develops handouts, monographs, literature reviews for in-house consumption Develops abstracts, case reports, and/or scholarly articles for publication in refereed journals Serves as a reviewer for a scientific publication</p>	<p>Copies of handouts, monographs, literature reviews, etc</p> <p>Copies of abstracts, articles, publications, and presentations</p>
<b>Presents CE Programs</b>	<p>Develops and/or presents continuing education programs</p>	<p>Involved in presenting a local CE program as a primary or supportive lecturer Develops and/or presents CE presentations locally, regionally, and/or nationally</p>	<p>List of guest lecturer appearances</p> <p>List of CE programs developed</p>
<b>Recognized Expert</b>	<p>Recognized as an expert in one's own discipline</p>	<p>Maintains technical expertise and provides assistance in scholarly activity Develops an area of expertise appropriate to one's own discipline Recognized as an expert in one's own discipline on a regional basis Recognized as an expert in one's own discipline on a national basis</p>	<p>List of publications one serves as a reviewer</p> <p>Board eligibility</p> <p>Board certification</p>

# MEASUREMENT DESCRIPTORS FOR FACULTY PERFORMANCE GUIDELINES

## ACHIEVEMENT IN SERVICE

Values	Attributes	Indicators	Measurement
<b>Participates on Committees</b>	Serves on established committees	Serves as a member of a committee within the School for Dentistry Serves as a member of multiple committees within the School of Dentistry and/or the University Demonstrates leadership on committees within the School of Dentistry and/or the University	List of committee positions held, year to year
<b>Supports Dental Professional Organizations</b>	Maintains membership and participation in professional organizations	Maintains membership in professional organizations and attends local, state, national, and/or international meetings Assumes a leadership role in professional organizations	List of organizations and positions held, year by year
<b>Supports School and Department Goals, Mission, Policies, and Procedures</b>	Visibly supports the mission of Creighton University School of Dentistry	Demonstrates involvement in the implementation of department and/or School goals, mission, policies and procedures	Student National Board performance in related subjects  Assessment of student performance in related subjects
<b>Participates in the University Community</b>	Active in University and/or School of Dentistry ceremonies, events and social functions	Participates in University and/or School of Dentistry ceremonies, events and social functions  Participates in the planning and production of such functions	List of events attended  List of functions planned and/or produced
<b>Participates in Community Service</b>	Active in community service	Active in community service	List of community service activities, year by year
<b>Professional Resource Within the Community</b>	Acts as a consultant to non-dental professionals and organizations in regard to his/her area of expertise	Acts a consultant to other professionals and organizations in regard to his/her area of expertise	Evidence of activities in consultantships

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