One of the primary objectives of the College is to prepare students for the private practice of dentistry. While full-time faculty must assume the primary responsibility for program development and implementation, it is felt that the overall orientation to the private practice goal will benefit if a limited number of dentists who are involved in active practice contribute to the teaching program. Experience has shown the most dependable part-time faculty members to be those with formal academic appointments for whom budgetary recognition is made. These individuals consistently feel a definite commitment to the program and fulfill assigned duties in a highly responsible fashion. At the same time there is a role for voluntary faculty members, appointed for specific purposes but without financial return. This latter group bears limited responsibilities and is generally related to graduate or postgraduate specialty programs or extramural field experiences.

Past experience has shown that part-time faculty members who participate in clinical teaching have a great impact upon dental students. It is imperative, therefore, that they be selected with care. It is also important that they be encouraged to progress in their profession and in their effectiveness as members of the faculty.

The following statements of policy and philosophy are intended to serve as a guide when part-time and/or voluntary faculty are recruited and appointed.

PART-TIME FACULTY

I. Procedure of Appointment

A. Initial contact will usually be made between the individual dentist involved and a department chairman.

B. The dentist who is interested and has received encouragement from the department chairman will submit to that chairman:
1. a copy of his curriculum vita.

2. a transcript from the dental school from which he was graduated.

3. two letters of recommendation, preferably both from people within the profession (one from an individual in academic dentistry, if possible).

4. evidence that he is a member of good standing in his local dental society.

C. The accumulated material plus a letter of recommendation from the department chairman is submitted to the Dean. This letter should detail the responsibilities of the appointee, the level of appointment (according to previously established criteria), and the qualifications of the appointee for the position.

D. The material is then reviewed and discussed by all clinical department chairmen and the Committee on Appointments, Promotions and Tenure.

E. Notification of the appointment at the level of Instructor or Assistant Professor is forwarded from the Dean to the Vice President for the Medical Center. In those extremely unusual cases where the appointment may merit advanced professorial rank, the usual University procedure of recommendation by the Dean with review by the appropriate Area Committee will be followed.

F. A supporting recommendation for appointment from the Vice President is submitted to the President for submission to the University Board of Trustees.

G. The recommendation is acted upon by the University Board of Trustees and the appointee notified of final action by the office of the Vice President for the Medical Center.
II. Rank of Initial Appointment

The rank of initial part-time appointment will ordinarily be at the level of Instructor. For consideration for initial rank beyond that of Instructor, individuals must have had academic experience, graduate or post-graduate training in a clinical specialty, or a unique background. Only in extremely rare instances where individuals have special qualifications in keeping with the accepted criteria for University rank will appointments beyond the level of Assistant Professor be considered. In no instance will a part-time appointment carry tenure.

III. Time Commitment of Part-time Faculty

The maximum commitment for a part-time appointment will be one-half time (5 half-days per week). To emphasize the significance with which the administration views this type of appointment, future administrative policies in regard to the faculty will classify the half-time appointments in a separate category from other part-time appointments. A minimum appointment will be for two one-half days per week (2/10 time). In instances involving travel or for individuals uniquely qualified to make unusual contributions, exceptions will be considered.

All part-time and half-time appointments will be on a twelve month basis; it being understood that each staff member will be relieved of duties for one summer month.

Appointments are made for the academic year and can be continued upon recommendation by the department chairman. Decisions to renew the appointment will ordinarily take place at the time of the annual budget review, with justification for continuation dependent upon the appointee's satisfactory performance in meeting all assigned responsibilities and the general professional and personal performance standards of the College. In the event the appointment is not to be renewed, the faculty member is to be notified in writing by the department chairman at the earliest appropriate date.
VOLUNTARY FACULTY

I. Procedure of Appointment

The appointment procedure for voluntary faculty will parallel that of part-time faculty members with the following notable exceptions:

A. Initial contact may be made by the Coordinator of Extramural Education as well as by department chairman.

B. Documents to be submitted by the appointee will include:

1. A copy of his curriculum vita.

2. Two letters of recommendation including evidence of good standing in the appointee's local dental society.

C. Formal appointment will follow the accepted University procedure as outlined for part-time faculty.

II. Rank of Initial Appointment

The rank of initial voluntary appointment will ordinarily be at the level of Instructor. For consideration for initial rank beyond that of Instructor, individuals must have had academic experience, graduate or postgraduate training in a clinical specialty, or a unique background.

III. Time Commitment of Voluntary Faculty

Time commitment for voluntary faculty may vary with each individual appointment and is open to negotiation between the appointee and the administrative officer initiating the appointment. In general, however, voluntary faculty members are expected to adhere to the two one-half day commitment of part-time faculty. Those involved in extramural teaching may be on an entirely different time schedule.

Voluntary faculty appointments, because of the variety of special purposes they serve, are made for only a one year period, at the end of which time they are terminated automatically. Reappointment will occur only following submission of a letter from the appropriate department chairman to the Dean recommending such action.
GENERAL CONSIDERATIONS

It is assumed that any dentist seeking appointment to the faculty of the College of Dentistry is highly motivated to further the profession through contributions to student learning. Acceptance of an appointment implies acceptance of definite teaching responsibilities.

Part-time and voluntary faculty members are in a position to make vital and important contributions to the clinical teaching program of the College. Acceptance of an appointment in a given department implies general agreement with the broad professional and pedagogical philosophies of that department. Although initiative and individuality in teaching methods are to be encouraged, efforts in instruction must be directed toward the goals and within the framework of the department's clinical program.

Part-time and voluntary faculty members are encouraged to take part in all activities of the College. They will be assigned to committees when appropriate, are invited to all general faculty meetings and functions and, at the discretion of their department chairman, may enjoy those fringe benefits applicable to part-time employees as designated by the Governing Regulations of the University.

Students in the College of Dentistry have been selected for their personal and academic attributes and for their potential as future members of the profession. Although they will function in a disciplined and challenging environment, they will be treated with courtesy and respect. A dentist accepting any faculty appointment accepts a definite responsibility to conduct himself personally and professionally in such a manner that a good example is set for students in the College.

In addition to their effectiveness as clinical teachers, evaluation of the overall contributions of part-time and voluntary faculty members will include the following:

1. Academic Development
   a. Continuing education
   b. In-service training
   c. Research

2. Departmental Contributions (Extra-clinical)
   a. Lectures, seminars, conferences, clinical demonstrations
   b. Examinations
   c. In-service teaching
Administrative Policies for
Part-time and Voluntary Faculty

3. Extra-Departmental Contributions
   a. Faculty committees
   b. Faculty meetings

4. Extra-University Contributions
   a. Publications
   b. Lectures and clinics

To be considered for promotion, part-time and voluntary faculty members are expected to have made a continuing contribution to the College and to have fulfilled assigned responsibilities faithfully and effectively. It is generally unrealistic to expect these individuals, in the time devoted to their academic duties, to meet the creative requirements expected of full-time faculty. For that reason, they will be judged primarily on their contributions to the teaching program. Individuals in both of these categories will be considered during the annual review process at which time all faculty members are considered for academic advancement. Recommendations from department chairmen will be considered by the Committee on Appointments, Promotions and Tenure.

Original policy developed July 18, 1962; revised Nov. 6, 1970.