

Post-Tenure Review Portfolio Guidelines
The Dental College of Georgia
Augusta University

May 2020

The Post-Tenure Portfolio should be composed of the following:

- 1. Letter from Chair or Direct Supervisor (maximum of 3 pages, single-spaced, Calibri 12 pt.); see attachments 1-3 for guidance how to draft this letter.**

Accomplishments of the candidate in each area of activity (i.e., Teaching, Research & Scholarship and Service), in the context of candidate's current job description, should be provided in sufficient detail to allow the reviewer to make an objective evaluation and recommendation; each segment should conclude with comments related to Recognition (e.g., awards, honors, etc.). The description of accomplishments should be limited to time since the award of Tenure or since the date of last Post-Tenure review, whichever status is most recent. Importantly, references should be made to specific page(s) of the *Curriculum Vitae* where Evidence of Accomplishments for each category of evaluation can be found and these sections should be highlighted in BLUE in the *Curriculum Vitae* for ease of identification.

- 2. Summary of Assigned Contract Effort and Summary of Annual Evaluations since the date of the award of Tenure or of the last Post-Tenure evaluation; whichever status is most recent (see attachments 4A-B, respectively)**

- 3. Updated *Curriculum Vitae* in the DCG Format (see attachment 5)** where activities accomplishments in each category of evaluation are clearly described; these sections of should be cited in the Chair's/Supervisor's letter as indicated under item 1, above. Evidence of accomplishments in each category of evaluation, for the period pertinent to the Post-Tenure evaluation, should be highlighted in BLUE for ease of identification.

Attachment 1.

GUIDE TO STATEMENT OF TEACHING

The Statement of Teaching should highlight and summarize the MOST important information and accomplishments about the candidate's involvement in teaching since the award of tenure or the date of last Post-Tenure review, whichever status is most recent; the following is a list of items that, **when relevant and appropriate**, should be included under teaching activities/accomplishments during the specified post-tenure review period:

1. Indicate the percent effort assigned to teaching with distributions in these teaching subcategories noted- not concurrent with patient care, supervision in clinical settings, and educational administration.
2. Provide an indication of the total number of student contact hours provided during the time of assessment.
3. Provide information on the levels of teaching provided – undergraduate (college), pre-doctoral, resident (dental and other), graduate (Master's and PhD – both at AU and other locations), and any other post-doctoral training.
4. Provide a summary of the roles fulfilled in different courses – instructor, co-director, course director, etc.
5. Summarize any educational innovations made in the courses taught in (or directed), and if possible, the outcome (effect) of those changes.
6. Provide a summary of any publications authored in the educational field.
7. Provide the total number of books or book chapters authored/co-authored.
8. Provide the total number and total hours of continuing education (CE) courses you have attended to enhance your abilities/knowledge of teaching.
9. Summarize annual peer-reviews recorded during this time period (e.g., in tabular form). Provide faculty and overall course faculty averages for comparison.
10. Summarize annual student evaluations recorded during this time period in tabular form. Provide faculty and overall course faculty averages for comparison.
11. Provide insight about the candidate's quality of teaching and/or candidate's character attributes (e.g., provides engaging learning experiences, conducts appropriate assessments, is a collaborative colleague, good team player, has mentored junior colleagues in the development of their teaching portfolios, etc.)
12. Summarize the extent of participation in student/resident/faculty advising.
13. Summarize the extent of participation in student/resident/faculty research mentoring.

14. Provide a list of honors/awards/recognitions received in the area of teaching and descriptions if the reason for the acknowledgment is not evident from the title.

Attachment 2.

GUIDE TO DESCRIPTION OF SCHOLARSHIP

The Statement of Research should be used to highlight and summarize the MOST important information and accomplishments about your involvement in research and scholarship since the award of Tenure or since the date of last Post-Tenure review, whichever status is most recent. The following are list of items that, **when relevant and appropriate**, can be included during the specified post-tenure review period:

- a. Indicate the percent effort assigned to research and scholarship; with distributions in these research subcategories noted- funded, unfunded, and research administration if appropriate.
- b. Description of the type of research Basic Science (benchtop/animal/human), Clinical Science (benchtop/clinical; clinical case studies) and roles fulfilled (Principle investigator/co-investigator/consultant, etc.)
- c. Short description of research focus area(s).
- d. Provide an accurate number of total publications over the assessment period, the rate per year, the publication trend (does the rate increase/decrease or remain consistent over time?), the percentage of papers where candidate is listed as first author, as corresponding author, or as major advisor for a student-based project, the range of impact factors of peer-reviewed journals in which candidate is published, and a summary of overall H-factor and the number of times articles have been cited and downloaded during the assessment period. Include ONLY manuscripts published or accepted for publication – NOT manuscripts submitted, in preparation, or manuscripts currently in review.
- e. Provide the number of abstracts presented. Provide the total number of oral and poster presentations separately and role: e.g. co-author vs. presenter, first/senior authorship.
- f. Provide the total number of invited **research** presentation(s) (e.g. keynote speaker, invited presentation to another institution – as opposed to CE which is considered Service provided to learned societies or professional organizations, and a short listing of groups that requested presentations.
- g. Provide an overall summary of funding received from all sources: scholarships toward research, internally funded by DCG or AU (intramural), and funds received from granting agencies (e.g., NIH, AHA, etc.), as well as from funds received from the industrial (extramural).
- h. Provide the total number of students mentored and a summary statement of the extent of research mentorship provided, and its outcomes/impact (student presentations/papers/awards, etc.)

- i. Provide a short summary of how the research has contributed to regional, national, or international prominence/reputation (appropriate to the rank).
- j. Provide the total number of patents or other registered intellectual properties (submitted, provisional, full, national, international). To clarify – summarize here, only providing total numbers of items. The details of these items will be provided in the *Curriculum Vitae*.
- k. Provide a list of honors/awards/recognitions received in the area of research and descriptions if the reason for the acknowledgment is not evident from the title.

Attachment 3.

GUIDE TO DESCRIPTION OF SERVICE

The Statement of Service should be used to highlight and summarize the MOST important information and accomplishments about your involvement in service since the award of Tenure or the date of last Post-Tenure review. The following are list of items that, **when relevant and appropriate**, can be included during the specified post-tenure review period:

1. Indicate the percent effort assigned to service, with distributions in these service subcategories noted- public and professional or institutional service.
2. Describe any advanced degrees, titles, or board certifications earned or granted.
3. Provide the total number of academic administrative committees served at each level. Indicate the service roles fulfilled: committee member, chair, etc.
 - a. DCG Department
 - b. DCG College
 - c. AU Institutional
 - d. Regional
 - e. National
 - f. International
4. Professional Organization Service
Provide the total number of memberships in committees of regional, national, and international professional organizations. Clearly state involvement in all organizational capacity (role fulfilled) including organization name, and duration service.
5. Provide the total number of Continuing Education presentations provided at each level. For "Invited Presentations" designate that status by stating this at the end of the listing where candidate served as a "distinguished speaker."
 - a. Augusta University-based
 - b. Other organizations
6. Provide information regarding Editorial review board/Journal Review/Grant review service and include
 - a. the total number of journals/grants candidate provided service as a reviewer
 - b highlight any major role in these journals' editorial or grant review processes
7. Describe any consultant services provided to public or private entities
8. Provide a brief description of the scope of practice in AU Dental Associates and average production estimates over the last 5 years
9. Provide a list of honors/awards/recognitions received in the area of service and descriptions if the reason for the acknowledgment is not evident from the title
10. Other relevant service information not specified above, as deemed relevant

Attachment 4A.

Summary of Assigned Contract Effort

Name: _____

Department: _____

Please enter your assigned contract effort for each category for each year of evaluation. In instances where your contract effort changed in the middle of the fiscal year, the number should represent the average assigned contract effort for that entire year in that category. The overall average for each column should represent the average across the given years.

Fiscal / Academic Year	Teaching	Research / Scholarship	Clinical	Service	Administration	Overall
Overall Average						

Additional Notes for Clarification (if needed – for example, if changes were made to your assigned effort mid-year, please describe that change here):

Attachment 4B.

Summary of Annual Evaluations

Please enter your annual evaluation ratings for each category for each year of Post-Tenure Evaluation in this Table.

Also, please include the summary page of your annual evaluations for the relevant time period (i.e., since last Post-Tenure review or since the award of Tenure status, whichever is most recent).

Fiscal / Academic Year	Teaching	Research / Scholarship	Clinical	Service	Administration	Overall

Additional Notes for Clarification (if needed):

Scoring key:

EE=Exceeds Expectations

ME=Meets Expectations

IME=Inconsistently Meets Expectations

NII=Needs Immediate Improvement

Additional Notes for Clarification (if needed – for example, if changes were made to your assigned effort mid-year, please describe that change here):

Attachment 5

Revision Date:

CURRICULUM VITAE

Name:

AU Rank(s):

AU Title(s):

Office Address:

Office Telephone:

PERSONAL

Home Address

Home Phone

E-mail

Date of Birth (optional)

Place

Citizenship

Sex

Race

Marital Status (optional)

 Spouse

 Date of Marriage

 Children

EDUCATION (Institution(s), Date(s) of Attendance, Degree(s) awarded, etc.)

Institution(s)	Date(s) of Attendance	Degree(s) awarded /Date(s)
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STATE LICENSE

Year	State
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Year	State
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PROFESSIONAL (Experience in Chronological Order)

Academic Appointments:

Title	Rank	Institution	Dates	etc.
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Administrative Responsibilities/Appointments

Teaching and Administrative Responsibilities

Editorial Boards/Reviewer for Journals /Consultant, etc.

Position	Year inclusive	Description
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Major Committees: International, National, State, University-wide, College-wide, Department

Year	Committee	Role	Description
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Research and Training Grants:

List them as either Active or Completed. For each category, include the following information:

Funding Agency, Grant Title, Role on the Project as levels as level of commitment (e.g., PI; 20% effort), Years/Duration, Total and direct funds, Status of the grant (i.e., active vs. completed).

AWARDS/HONORS

Year	Award/Honor
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PRIVATE DENTAL PRACTICE

Year inclusive	Description
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SCIENTIFIC AND PROFESSIONAL SOCIETIES (including offices held)

Year inclusive	Description
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COMMUNITY ACTIVITIES

Year Description

PRESENTATIONS (either all or past five years)

University

Date Title location

Regional

Date Title location

State

Date Title location

National

Date Title location

International

Date Title location

MEETINGS ATTENDED (past five years)

Date Title Location

PROFESSIONAL EXHIBITS AND AUDIOVISUAL PROGRAMS

Date Title Location

CONTINUING EDUCATION COURSES PRESENTED-

Date Title Location

AUDIOVISUAL PROGRAMS

Date Title Location

PUBLICATIONS in Teaching and/or Non-Refereed journals; provide complete citation information as follow:

Authors' names, Title of Manuscript, Journal Name, Journal Volume, Page Numbers and Year.

PUBLICATIONS in Refereed (i.e., Research or Teaching) Journals; provide complete citation information as follow:

Authors' names, Title of Manuscript, Journal Name, Journal Volume, Page Numbers and Year.

BOOKS AND CHAPTERS

Authors' names, Title of Book Chapter, name of the Book, Name(s) of Editor(s), Book Volume, Page numbers, year and name of the publisher.

ABSTRACTS

Authors' names, Title of Manuscript, Journal Name, Journal Volume, Page Numbers and Year.