Marsha Pyle, D.D.S., M.Ed.  Dean

Pamela R. Overman, M.S., Ed.D.  Associate Dean for Academic Affairs

John W. Killip, D.D.S.  Assistant Dean for Student Programs

Jeffrey L. Primos, BS  Director Business Affairs

Harvey C. Eplee, D.D.S., M.P.A., M.J.  Assistant Dean for Clinical Programs

Mary Walker, D.D.S., Ph.D.  Assistant Dean for Research & Graduate Programs

Cindy Amyot, MSDH, Ed.D.  Director, Distance Education & Faculty Development

Note: All statements in this publication are announcements of present policies and are subject to change at any time without prior notice.
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The University of Missouri-Kansas City School of Dentistry Handbook for Faculty is intended to be a quick-reference resource for new faculty, and experienced faculty may also find it useful when facing new situations. An attempt has been made to include the policies and procedures which guide the normal functions of a faculty member, but in the interest of size it is not intended to be all-inclusive. Suggestions for improving future editions of this handbook are welcome. New faculty are encouraged to consult their department chair, team coordinator, or Academic Affairs Dean when in doubt.

This handbook, and all School of Dentistry policies therein, supplement but do not supersede the Collected Rules & Regulations of the University of Missouri (http://www.umystem.edu/ums/departments/gc/rules/). The University of Missouri Personnel Policy Manual may also be found through the following address, and contains relevant system-wide information. These and other potentially useful documents are available on-line at:

http://www.system.missouri.edu/uminfo/

The Board of Curators and UMKC are committed to the policy of equal opportunity, regardless of race, color, religion, sex, sexual orientation, national origin, age, disability and status as a Vietnam era veteran. The Office of Diversity and Equity, 223 Administrative Center, 5115 Oak St., is responsible for all relevant programs. Call (816) 235-1323 for information. People with speech or hearing impairments may contact the University by using Relay Missouri, 1 800 735-2966 (TT) or 1 800 735-2466 (Voice).

In accordance with Public Law 101-542, UMKC reports 76.4% of its first-time freshmen return the second year. The UMKC Police Department publishes an annual campus report on personal safety and crime statistics. The report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings owned or controlled by UMKC; and on public property within, or immediately adjacent to and accessible from the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault and other matters. The report is available at the UMKC Police Department, Room 213, 4825 Troost Building or via the Web site: www.umkc.edu/police.
**CHAPTER I: FUNDAMENTAL POLICIES**

**Acceptable Use Policy (UM CRR 110.005)**

This policy applies to all users including faculty, staff, students and guest users of University of Missouri computer networks, equipment or connecting resources.

**A. University Inspection of Personal Electronic Information**

Electronic information on University networks or equipment, including, but not limited to, electronic mail and personal information, is subject to examination by the University where:

1. It is necessary to maintain or improve the functioning of University computing resources.
2. Where there is a suspicion of misconduct under University policies, or suspicion of violation of Federal or State laws.
3. It is necessary to comply with or verify compliance with Federal or State law.

**B. Acceptable Use Guidelines**

1. Responsibilities of Users of University Computer Resources:
   a. Respect the intellectual property rights of authors, contributors and publishers in all media.
   b. Protect user ID, password and system from unauthorized use.
   c. Adhere to the terms of software licenses and other contracts. Persons loading software on any University computer must adhere to all licensing requirements for the software. Except where allowed by University site licenses, copying software licensed for University use for personal use is a violation of this policy.
   d. Adhere to other University and campus policies, including the Collected Rules and Regulations of the University of Missouri, and, if applicable, the University Business Policy Manual, Human Resources Manual and policies established for a specific resource.
   e. Adhere to data access policies of the University or those established by law.
   f. Use University computer resources in a manner that is compliant with University policies and state and federal law.

2. Prohibited Uses of University Computer Resources:
   a. Unauthorized or excessive personal use. Use may be excessive if it overburdens a network, results in substantial use of system capacity, or otherwise subjects the institution to increased costs or risks. (Employees additionally may be subject to discipline for unauthorized or excessive personal use of computer resources.)
   b. Uses that interfere with the proper functioning of the University’s information technology resources.
   c. Uses that unreasonably interfere with the ability of others to make use of University computer resources.
   d. Attempting to gain or gaining unauthorized access to the computer system or files of another.
   e. Use of University computer resources to infringe the intellectual property rights of others.
f. Use of University computer resources for personal profit, except as permitted under the University’s conflict of interest policy.

C. Enforcement of Acceptable Use Policy

Violation of the Acceptable Use Policy may result in a denial of access to University computer resources, and those disciplinary actions provided or authorized by the Collected Rules and regulations of the University of Missouri. Students who violate these guidelines will be subject to sanctions as outlined in section 200.010 of the Student Conduct Code. All such cases will be forwarded to the Primary Administrative Officer in the Student Life Office for appropriate action. Violations of some of the above guidelines may constitute a criminal offense. Individuals using UMKC computing resources are urged to review the University Policy Manual, Computer Crimes Bill passed by the Missouri State Legislature and the MOREnet Acceptable Use Policy, all of which are stored online for easy access at www.umkc.edu/is/cio


It is the fundamental policy of the University of Missouri-Kansas City to provide equal opportunities regardless of race, creed, color, sex, sexual orientation, national origin, age, disability, or Vietnam Era Veteran status, in all educational, employment and contracting activities. The University of Missouri-Kansas City is committed to a policy of equal opportunity/affirmative action in the recruitment of students and in hiring of faculty and staff.

Equal opportunity/affirmative action, as reaffirmed by the Board of Curators, will affect all employment and purchasing practices, recruiting and admission of students, hiring, transfers, promotions, training, compensation, benefits, layoffs and terminations.

Enforcement of the Affirmative Action program for this campus is the responsibility of the Chancellor. The Director of Equal Opportunity/Affirmative Action is responsible for implementing and monitoring this program. Furthermore, all personnel with administrative assignments share in this responsibility and will be expected to carry out specific tasks in support of the campus program. Performance in this program will be evaluated as is performance on other University goals.

With this statement, UMKC accepts its obligation as a leading urban University and as one of the major employers in the area to make a positive contribution to the nation’s effort to achieve true equality of opportunity. For more information, see http://www.umkc.edu/chancellor/ode/eoaa/aa.asp


Equal opportunity shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without discrimination on the basis of their race, color, religion, sex, sexual orientation, national origin, age, disability, and status as Vietnam era veteran. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or military organizations associated with the Armed Forces of the United States of America. The University will adhere to the Federal requirements of the Rehabilitation Act of 1973 with all of its amendments, and the Americans with Disabilities Act, Civil Rights Act of 1964, Executive Order 11246, Equal Pay Act of 1963, Age Discrimination in

The University will make reasonable accommodations for all qualified applicants and employees with disabilities in accord with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. Accommodation shall be consistent with the job qualifications and the operational needs of the University.

**Statement on Discrimination, Intimidation, and Sexual Harassment (UMKC 2008)**

The faculty, administration, staff, and students of the University of Missouri-Kansas City are dedicated to the pursuit of knowledge and the acquisition of skills that will enable us to lead rich and full lives. We can pursue these ends only in a culture of mutual respect and civility. It is thus incumbent upon all of us to create a culture of respect everywhere on campus and at all times through our actions and speech.

As a community of learners, we are committed to creating and maintaining an environment on campus that is free of all forms of harassment, intimidation, and discrimination. Any form of discrimination or coercion based on race, ethnicity, gender, class, religion, sexual orientation, age, disability, rank, or any other characteristic will not be tolerated. Should you, a friend, or a colleague ever experience any action or speech that feels coercive or discriminatory, you should report this immediately to the department chair, the office of the Dean, and/or the Affirmative Action Office. The Affirmative Action Office, which is ultimately responsible for investigating all complaints of discrimination or sexual harassment, is located at 218A Administrative Center, 5115 Oak Street; the office may be contacted at 816-235-1323. All formal complaints will be investigated and appropriate action taken.

**Procedures for Complaint and Investigation Process of Nondiscrimination, Sexual Harassment and Sexual Misconduct**

**Statement**

It is the policy of the University of Missouri-Kansas City to provide an educational and working environment that provides equal opportunities to members of the University community. In accordance with federal and state law and University policy, the University prohibits unlawful discrimination based on race, color, sex, religion, national origin, age, disability, citizenship, and veteran status. Furthermore, sexual misconduct and sexual harassment in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action. The University also prohibits discrimination based on sexual orientation.

These procedures which are governed by university policy apply to all university administrators, faculty, staff, students, visitors and applicants for employment or admission and are to be used in support of university anti-discrimination policies.
Definitions

A. Discrimination (including harassment): Conduct directed at a specific individual or a group of identifiable individuals that subjects the individual or group to treatment that adversely affects their employment or education on account of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, and sexual orientation.

B. Harassment, as a form of discrimination: Verbal or physical conduct that is directed at an individual or group because of race, color, sex, religion, national origin, age, disability, citizenship, veteran status, or sexual orientation when such conduct is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual’s or group’s academic or work performance; or of creating a hostile academic or work environment. Constitutionally protected expression cannot be considered harassment under these procedures.

C. Sexual misconduct: This conduct includes unwelcome sexual advances, requests for sexual favors, or verbal or physical conduct of a sexual nature directed toward another individual that does not rise to the level of sexual harassment but is unprofessional and inappropriate for the workplace or classroom.

D. Sexual harassment: A form of discrimination that includes unwelcome sexual advances, requests for sexual favors, verbal or physical conduct of a sexual nature, when:
   1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or student status;
   2. Submission or rejection of such conduct is used as a basis for evaluation in making personnel or academic decisions affecting that individual; or
   3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s performance as an administrator, faculty member, staff or student, or creating an intimidating, hostile or offensive environment.

Examples of sexual misconduct or sexual harassment may include, but are not limited to:

- Physical contact of a sexual nature including, touching, patting, hugging, or brushing against a person’s body;
- Explicit or implicit propositions or offers to engage in sexual activity;
- Comments of a sexual nature including sexually explicit statements, questions, jokes or anecdotes; remarks of a sexual nature about a person’s clothing or body; remarks about sexual activity; speculations about sexual experience;
- Exposure to sexually oriented graffiti, pictures, posters, or materials; and/or
- Physical interference with or restriction of an individual’s movements.

Resolution Options

A person who believes that he or she has been subjected to discrimination or harassment including sexual harassment or sexual misconduct and seeks to take action may use either the informal or formal complaint process.
Informal Resolution Process

This process may be used as a prelude to filing a formal complaint or as an alternative. It is not necessary that this option be used. Anyone who believes that he or she has been subjected to discrimination may immediately file a formal complaint as described in Section 5 of these procedures. Informal resolution may be an appropriate choice when the conduct is not of a serious or repetitive nature and disciplinary action is not required to remedy the incident. A formal investigation is not undertaken in the informal resolution process. Rather, the following process is used:

A. Reporting: Individuals who wish to utilize the informal resolution process should contact the Affirmative Action Director or Equal Opportunity Specialist.

B. Informal Assistance: Individuals are provided assistance in attempting to resolve possible discrimination if the individual does not wish to file a formal complaint. Such assistance includes strategies for the individual to effectively inform the offending party that his or her conduct is offensive and should cease, action by an appropriate university official to stop the offensive conduct, modification of the situation in which the offensive conduct occurred, or mediation between the parties. However, the University may take more formal action if necessary to ensure an environment is free of discrimination.

Formal Complaint Process

(This complaint procedure also constitutes the grievance procedure for complaints alleging unlawful sex discrimination required under Title IX of the Education Amendments of 1972 and under University of Missouri policies governing discrimination and sexual harassment.)

Equal Employment Opportunity (EEO) Officer: The Affirmative Action Director (who serves as UMKC’s EEO Officer) and the Equal Employment Specialist are authorized to investigate complaints based on discrimination. The Affirmative Action Office is located at 223 Administrative Center, 5115 Oak St., telephone number 816-235-1323. Mailing address is 5100 Rockhill Rd., Kansas City, Missouri 64110-2499.

A. Reporting

1. The University of Missouri-Kansas City encourages any person who believes that he or she has been subjected to discrimination to immediately report the incident to his or her supervisor, to the appropriate supervisor of the accused faculty member or employee, to the Affirmative Action Director, or when a student is the accused individual to the Director of Student Life. When any representative of the university receives a complaint of discrimination or sexual harassment, he or she will immediately notify the Affirmative Action Director or Equal Employment Specialist.

2. Complaints should be filed within ten (10) days after the conduct giving rise to the complaint, but no later than 180 calendar days from the date of the alleged incident.

3. In order to initiate the investigation process, the complainant should submit a signed, written statement setting out the details of the conduct that is the subject of the complaint, including the complainant’s name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought and any
documents or information relevant to the complaint. While an investigation may begin on the basis of an oral complaint, the complainant is strongly encouraged to file a written complaint. Complaint intake forms are located on the Diversity, Equity and Access website at: http://www.umkc.edu/chancellor/ode/formsasp

B. Complaint Investigation

The Affirmative Action Director and Equal Opportunity Specialist are responsible for investigating formal complaints. If the complaint is not in writing, the investigator will prepare a statement of what he or she understands the complaint to be and seek to obtain verification of the complaint from the complainant.

Within seven (7) work days from the receipt of a complaint, the Affirmative Action Director may dismiss the complaint or authorize an investigation.

1. A complaint may be dismissed if the facts alleged in the complaint, even if taken as true, do not constitute discrimination; the complainant fails to allege any facts that suggest discrimination occurred; if after a preliminary review, there is nothing that suggests that discrimination occurred; or the appropriate resolution or remedy has already been achieved, or has been offered and rejected.

2. If it is determined that a complaint will not be investigated, the Affirmative Action Director will send the complainant a notification letter explaining the reason for the dismissal and informing the complainant that, within seven (7) work days of the notification, he or she may appeal the decision to the Deputy Chancellor of Diversity, Equity and Access. The Deputy Chancellor will respond within ten (10) work days of receipt of the appeal. The Deputy Chancellor’s decision is final. If the decision to dismiss is overturned, the complaint is sent back to the Affirmative Action Director for investigation in accordance with the procedures outlined below.

3. As part of the investigation the accused individual shall be provided with a copy of the complaint and allowed reasonable time to respond in writing.

4. The complainant and the accused individual may present any document or information that is believed to be relevant to the complaint.

5. Any persons thought to have information relevant to the complaint will be interviewed and such interviews will be appropriately documented.

6. The investigation of a complaint will be conducted as soon as possible after receipt of the written complaint. In investigations exceeding sixty (60) days, a justification for the delay will be presented to and reviewed by the Deputy Chancellor. The complainant, accused individual, and appropriate supervisor(s) will be provided an update on the progress of the investigation after the review.

7. Upon completion of the investigation, a written report will be issued. The report will include an analysis of facts discovered during the investigation, a finding of whether a violation of the policy occurred, any relevant evidence, and recommended disciplinary action if a violation of the policy occurred. The Affirmative Action Director may make recommendations to assist in resolving any workplace issues which are discovered during the investigation regardless of whether discrimination or sexual harassment can be substantiated.
8. Prior to releasing the report, the Affirmative Action Director will contact the complainant to discuss the findings of the investigation. At the meeting, the complainant will have an opportunity to provide any new information he or she may have. If it is determined that the new information is relevant to the complaint, the Affirmative Action Director will conduct an ancillary investigation and the results will be added to the final report.

9. A copy of the report will be sent to the complainant, the respondent, the immediate supervisor and the appropriate Vice Chancellor(s) or Dean(s) who has authority over the complainant and respondent. If the complainant and respondent are employees of UMKC and wish to respond to the report, they have seven (7) days from the date of receipt of the report to submit comments in writing to the appropriate Vice Chancellor. However, if the complaint is filed against a student, the complainant and respondent may not receive or comment on the report due to the Family Education Rights and Privacy Acts restrictions on disclosure of educational records.

10. If the complainant or respondent is a student, and he or she is not satisfied with the findings of the Affirmative Action office, he or she may file a grievance as provided in Student Grievance Procedure for Students, Sec. 390.010(D)(2) of the University of Missouri Collected Rules and Regulations.

11. If the complainant or respondent is an administrative, service or support staff member, and he or she is not satisfied with the findings of the Affirmative Action office, he or she may file a grievance as provided in the Grievance Procedure for Administrative, Service and Support Staff, Sec. 380.010(B)(2) of the University of Missouri Collected Rules and Regulations.

12. If the complainant or respondent is a faculty member, and he or she is not satisfied with the findings of the Affirmative Action office, he or she may file a grievance as provided in the Academic Grievance Procedure, Sec. 370.010 of the University of Missouri Collected Rules and Regulations.

13. The complainant, the respondent, and the Affirmative Action Director shall be informed in writing of the Grievance Representative’s decision and the grievance panel’s (if applicable) decision and shall be provided a copy of the final statement of findings. However, if the complaint is filed against a student, information sent to the complainant will be in compliance with the Family Education Rights and Privacy Act.

14. In the case of a student against whom disciplinary action is recommended, the Affirmative Action Director will notify the Director of Student Life.

15. Implementation of disciplinary action against faculty, employees and students will be handled in accordance with the University’s policy and procedures for discipline and dismissal of faculty, employees and students.

Provisions Applicable to All Complaints

A. Assistance. During the complaint process, a complainant or respondent may be accompanied or assisted by a person of his or her choice; however, the assistant may not examine witnesses or otherwise actively participate in a meeting or interview.
B. Retaliation. An administrator, faculty member, student or employee who retaliates in any way against an individual who has brought a complaint pursuant to these procedures or an individual who has participated in an investigation of such a complaint is subject to disciplinary action, including dismissal.

C. False Statements. Any person who knowingly and intentionally files a false complaint or makes false statements in the course of the investigation is subject to disciplinary action up to and including dismissal from the University.

D. Confidentiality and Documentation. The University shall document complaints and their resolution. The Affirmative Action office shall retain such documentation. To the extent permitted by law, complaints and information received during the investigation will remain confidential. Relevant information will be provided only to those persons who need to know in order to achieve a timely resolution of the complaint.

Dissemination of Processes

These procedures along with the governing policy will be made available to all faculty, employees and students. Periodic notices sent to students, employees and faculty about the University’s nondiscrimination policy will include information about the complaint procedure and will refer individuals to designated office or officials for additional information.

The University will periodically educate and train employees, supervisors, and students regarding UMKC’s non-discrimination policies and conduct that could constitute a violation of nondiscrimination policies.

Conflict of Interest Policy (UM CRR 330.015, revised November, 2007)

General Provisions

A. Policy: University employees shall faithfully discharge their duties and shall refrain from knowingly engaging in any outside matters of financial interest incompatible with the impartial, objective, and effective performance of their duties. They shall not realize personal gain in any form which would influence improperly the conduct of their University duties. They shall not knowingly use University property, funds, position or power for personal or political gain. They shall inform their supervisors in writing of reasonably foreseen potential conflicts.

Sanctions: Conduct by an employee that violates the University’s policies, regulations or rules pertaining to conflict of interest shall constitute a breach of the employment contract and may lead to disciplinary action.

B. Use of Confidential Information — Employees shall not use confidential information about the University obtained by reason of their employment with intent to cause financial gain to themselves or unfair advantage for another person.

C. Prohibition Against Acceptance of Gifts — Employees of the University of Missouri shall avoid accepting gifts for personal use, directly or indirectly, from prohibited sources, except as permitted in Section 320.015C.2 below.

1. For the purposes of this policy, the following definitions shall apply:
   a. Gift — Gift shall mean any tangible or intangible item or items having a monetary value in excess of $75.
b. Prohibited Source — Prohibited source shall mean any person or entity, public or private, outside the University, with interests, financial or otherwise, that may be substantially affected by the recommendations, decisions, performance or non-performance of the official duties of the employee.

2. Exceptions — the following shall not be considered a violation of this policy:
   a. Gifts that are available to the employee on the same conditions as for the general public;
   b. Educational materials utilized in the performance of the employee’s University job;
   c. Awards or honoraria administered by or through the University; Gifts from the employee’s relatives, by blood or marriage;
   d. Any item of food, refreshment, entertainment or other benefit provided to the employee while attending a meeting, conference or convention provided on the same conditions as for other attendees; provided that if the item could be considered as lavish, than approval must be obtained under subparagraph f below;
   e. Any gift if approved in writing in advance by an administrative superior who is a University General Officer, or in the event of the President, then approval of the Chair of the Board of Curators.

3. Each General Officer approving acceptance of gifts under Section 330.015C.2.f shall report all such approvals annually to the President.

D. Outside Business Interests of University Personnel — an employee’s outside employment or business activities and interests must not interfere with the employee’s regular duties nor represent a conflict of interest.

1. Grants and Contracts. When it is proposed that the University of Missouri enter into (1) contracts for the sale of goods or services, or (2) research contracts or grants, or (3) other contracts, including those for technological transfer, with private firms or corporations in which a University employee knows he or she has a direct or indirect financial interest, the following procedure shall be followed:
   a. Before the proposed contract is executed by the University, the University employee shall make a full disclosure of such financial interest, in writing, which disclosure shall be forwarded to the official having contract approval authority. This disclosure shall also be filed in a registry appropriately located for public scrutiny for a period of at least ten (10) days prior to the approval of the contract.
   b. If there is a change in the financial interest of a University employee during the term of the contract, the change shall be reported immediately, in writing, and forwarded to the official having contract approval authority, and shall also be filed as required in Paragraph C.1.a above.
   c. If the financial interest of the University employee in the private firm or corporation is such that it could influence the decision-making process of the private firm or corporation and the employee could also influence the decision-making process of the University in entering into or performing the contract: (1) The University shall not enter into the contract or shall cancel the contract, if the terms of the contract so permit; or (2) The University employee shall take such action as is necessary to remove her or him from a relationship with the private firm or corporation which could influence the deci-
sion-making process of the private firm or corporation; or (3) The University shall establish a procedure to remove any opportunity for the University employee to influence the entering into the contract by the University or the manner in which the contract is performed by the University.

2. Overlapping Business Activities. Before an employee enters into a business activity which overlaps with the University’s teaching, research, or service missions, the employee shall make full disclosure, in writing, to her or his immediate chairperson/supervisor, and such disclosure shall be filed as required in Paragraph C.1.a., above. The chairperson/supervisor and her or his dean/director/supervisor must approve or disapprove in writing the proposed activity.

3. Full-time Employment - Faculty and Exempt Personnel. Full-time faculty and full-time exempt personnel may not be concurrently employed full-time with another employer [1].

4. Teaching. An employee of the University who teaches either credit or non-credit courses not connected with the University may have a conflict of interest. To avoid conflicts of interest an employee must disclose the proposed teaching activity and secure written approval in advance from her or his department chairperson/supervisor and dean/director or the Provost on campuses having no schools or colleges. Approval for such teaching shall be granted unless the proposed teaching is not in the best interests of the University. In reaching the decision, the department chairperson/supervisor and dean/director or Provost on campuses having no schools or colleges should consider all relevant matters including such concerns as duplication of University courses or programs and accreditation standards.

5. Faculty-Authored Textbooks and Other Educational Materials. Textbooks, tapes, software and other materials authored by the course instructor may be assigned to be purchased by students for a course taught by the author if the royalties arising from the purchase of the assigned materials are returned to the University of Missouri, another educational institution, a charitable organization, or a not-for-profit foundation. Any proceeds from other University uses of such materials, such as purchase by the library, shall be the property of the faculty member.

E. Faculty and Exempt Personnel Consultation — Consultation, whether income producing or otherwise, is the application of professional and scholarly expertise in the external community. It is a significant means of professional improvement as well as a form of community service. However, consultation may in some instances also constitute a business interest requiring disclosure and approval when the entity for which the employee consults transacts business with the University or is in competition with the University, or where the consultation itself competes with the work of the University. In these instances the procedure in Paragraph C.1.a. is applicable.

It is the policy of the University to permit consulting activities which:

1. Are related to the professional interest and development of the faculty member or other exempt person,

2. Do not interfere with regular duties,

3. Do not utilize University materials, facilities, or resources except as provided in the University Business Policy and Procedure Classification Code 01-21 dated May 1, 1979,
4. Are in agreement with the American Association of University Professors/American Council on Education (AAUP/ACE) Statement on Conflict of Interest and with the requirements of accreditation for the particular school or unit in question,

5. Do not compete with the work of the University, and are not otherwise contrary to the best interest of the University,

6. Do not violate federal or state law, and

7. Do not represent a conflict of interest under other policies of the University.

Each division shall make an annual report to the Chancellor, or appropriate Vice President, indicating the aggregate time and the nature of the service performed for each individual engaged in consulting, including the area of technological transfer. These reports shall be transmitted annually to the President.

F. Use of University Stationery. — Official University stationery may not be used in outside business, personal, and other private or political activities of employees. However, for use in such activities, faculty may have printed at their own expense personal business stationery carrying their academic title, University address and telephone number.

G. Use of University Logo. — It is a violation of University policy to employ the name of the University or any of its graphic identification symbols in printed materials intended to endorse or promote individual enterprises or to otherwise enhance private gain without the written permission of the University President.

H. Appeals. — Appeals of decisions made under these procedures should be brought to resolution informally and at the lowest possible administrative level. Should attempts to resolve appeals informally fail, procedures set forth in Collected Rules and Regulations, 370.010 and 380.010, shall be followed.

[1] Effective September 1, 1983, an employee classified as at least 75% full-time equivalence with an indicated appointment duration of at least six months and who is regularly scheduled to work a minimum of 30 hours per week is considered a full-time employee.

Consensual Amorous Relationship Policy (Board of Curators, 2006)

The University of Missouri promotes an atmosphere of professionalism based on mutual trust and respect. The integrity of interaction among faculty, staff and students must not be compromised. In that regard, consensual amorous relationships between members of the University community are prohibited when one participant has direct evaluative or supervisory authority over the other because such relationships create an inherent conflict of interest. Examples of such relationships that are prohibited include, but are not limited to, employee (faculty, staff or student)/student and supervisor (faculty, staff or student)/subordinate, when those relationships involve direct evaluative or supervisory authority. In such cases, the individual in the evaluative or supervisory position has an obligation to disclose the consensual amorous relationship to his or her administrative superior and to cooperate with the administrative superior in removing himself or herself from any such evaluative or supervisory activity in order to eliminate the existing or potential conflict of interest.

Should a violation of this policy be claimed by a person involved in the consensual amorous relationship, the matter shall be investigated by the appropriate University official or, if that person elects to file a grievance, under the appropriate University grievance procedure. Should
any employee or student not involved in the consensual amorous relationship claim to have been adversely affected personally by a violation of this policy, the situation will be investigated by the appropriate University official or, if that person elects to file a grievance, under the appropriate University grievance procedure. A violation of this policy, regardless of the manner in which it is brought to the attention of the University, may lead to disciplinary action as appropriate, up to and including termination of employment in the most serious circumstances, following appropriate processes for such discipline.

For purposes of this policy, consensual amorous relationships exist when two individuals mutually and consensually understand a relationship to be romantic and/or sexual in nature except when those two individuals are married to each other. Direct evaluative or supervisory authority exists when one participant is personally involved in evaluating, assessing, grading, or otherwise determining the other participant’s academic or employment performance, progress or potential.

**Drug Abuse Policy** *(UMKC)*

The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on all University property. Violations of this policy may result in discharge or other discipline in accordance with University policies and procedures covering the conduct of faculty, staff, and students.

The University has an obligation to provide a healthy and safe environment for all students, employees, and visitors to its campuses. Consistent with this concern, the University offers the following resources to employees and students:

1. Education and information about the dangers of drug abuse in the workplace.
2. Programs which address unlawful controlled substance use, including personnel actions that may result from such violations.
3. Self referrals, as well as supervisory referrals, to drug counseling and rehabilitation programs available through the University’s Employee Assistance Program and/or community agencies. Such referrals will respect individual confidentiality.

Each employee engaged in the performance of work supported by a federal grant or contract, as a condition of employment, must abide by the terms of this policy and must notify the University of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The University must notify the contracting agency within 10 days after receiving notice from the employee or otherwise receiving actual notice of such conviction.

**Dress Code** *(SOD; revised May, 2003; revised June, 2009)*

The goal of the dress code is to provide guidelines for students so that they can maintain a professional appearance, increase the confidence of patients in the care they will receive, and improve infection control. Faculty are responsible for enforcement of these guidelines. Please be aware that specific PERSONAL PROTECTIVE EQUIPMENT AND INFECTION CONTROL GUIDELINES SUPERSEDE DRESS CODE GUIDELINES UNDER CERTAIN SITUATIONS. Please consult the PPE section of the Handbook on Academic and Other Student Policies and the Infection Control Section of the Clinic Manual for specific information.
When participating in lectures, preclinical or production laboratory, and clinic, students must comply with the following guidelines concerning dress and personal appearance:

1. **CLINICAL AND LABORATORY DRESS MUST CONFORM TO APPLICABLE SAFETY AND INFECTION CONTROL REGULATIONS.** See the Clinic Manual for guidelines regarding appropriate Personal Protective Equipment (PPE).

   Clinic PPE must be worn in patient care clinics. It is not to be worn in other areas of the building (elevators, stairs, lobby, restrooms, etc.) and must not be worn in the laboratory. Clothing worn in the building must be clean and neat.

2. **Surgical “scrubs” (solid color) may be worn.** The color of the tops and bottoms must match. Scrubs must be clean, unwrinkled. No denim scrubs will be permitted. An appropriate solid-color tee shirt should be worn under the scrub top. Scrubs cannot be substituted for approved PPE.

3. In lieu of scrubs (as defined above), “business casual” clothing or better may be worn. “Business casual” includes trousers/slacks for men and women, or for women the option to wear skirts or dresses. “Polo-style” knit shirts or dressier wear are acceptable for tops. All clothing must be professional in appearance and materials. Jeans, tights, bare midriffs, and shorts are not acceptable. Tee-shirts (worn alone as a top) or tank tops are not acceptable. All clothing must be clean and unwrinkled.

4. **Clean socks or hose and shoes are required.** Shoes must be professional in appearance. Athletic-style footwear may be worn with scrubs. Sandals and other open-toed footwear are not acceptable.

5. **Personal hygiene, including body and clothing, should always be above reproach.**

6. **Hair, beards, and mustaches must be clean and neat.** Hair should be secured in such a way that it will be out of the operating field.

7. **No facial or oral piercings may be worn.**

8. **Moderation should be used in regard to make-up.** Length of nails should not interfere with instrumentation.

9. **Chewing gum is not permitted in patient care areas.**

10. **Except for recognized religious purposes, head covering is unacceptable.**

   Please note that T-shirts are not appropriate attire for clinic at the School of Dentistry. Scrub tops or collared shirts must be worn over any T-shirt. This includes students doing lab work or just passing through the clinic. Violators of this policy will be asked to excuse themselves and correct the situation.

   In clinic and production lab, students not wearing appropriate attire will not be allowed to participate in clinic or lab activities, and may have negative time units assessed against them. Repeat offenders may be suspended from the clinic and/or brought before the Honor Council.

   In lectures and preclinical laboratories, students not wearing appropriate attire will be reminded of the proper dress. Repeat offenders may be brought before the Honor Council.
Faculty Participation in Governance *(revised February, 2003)*

As detailed in Articles II and VI of the By-Laws of the Faculty, the Dean of the School relies upon a number of faculty committees for advice and recommendations in governing the School. All committees of the School are expected to follow generally accepted good practices for committees. Such practices include, but are not limited to:

1. Meetings should be called by the committee chair far enough in advance of the actual meeting date to allow reasonable opportunity for members to fit the meeting into their schedules and review any preparatory material.

2. Minutes will be kept of all meetings of all committees. Minutes will include, at a minimum, the date and time of the meeting, members present, topics of discussion, and any decisions reached at the meeting.

3. The committee chair will convey an electronic copy of the minutes of each meeting to the Academic Affairs Dean as soon as the minutes become available. With the exception of committees that deal with confidential issues, such as Academic Standards and Promotion and Tenure, minutes of committees will be posted on the school’s intranet.

4. The SOD Faculty By-Laws require that certain committees have proportional representation of faculty from three divisions: 1) Clinical Sciences; 2) Dental Hygiene; 3) Oral Biology and Dental Public Health & Behavioral Sciences. A census will be taken annually using the personnel files in the Business Office as the official listing of full-time faculty. The census will enumerate the total number of full-time faculty, the primary departmental assignment of faculty, and the number of faculty in each of the three divisions named.

Open Campus Statement *(UMKC)*

The “open campus” has long been a traditional policy at UMKC. During formal sessions or in informal settings, the entire academic community, students, faculty and staff, have the right to hear and express varying viewpoints. These discussions often center on such areas as educational, research or service functions and objectives of the University. In addition, the freedom to demonstrate in an orderly fashion as a means of presenting views is recognized by the University. However, UMKC does not condone demonstrations that interfere with the freedom of decision and action of other students, or that prevent the free movement of students to or from classes, lectures, seminars or employment interviews. When such demonstrations occur, the institution and academic community must take action, even if such action protects the rights of just one student. Freedom of expression is one of the hallmarks of a democratic society. While orderly demonstrations are not to be interpreted as infractions of University rules, disorderly demonstrations that disrupt the normal life on campus are considered violations. In these cases, individuals who are responsible will be dealt with through the established disciplinary procedures and policies.
**Smoking Policy (UMKC, 2006)**

This policy replaces all previous smoking policies on the University of Missouri-Kansas City campuses, effective October 1, 2006. The University reafﬁrms its commitment to provide a safe and healthy physical environment for its students, faculty, staff, patients, and general public who occupy university buildings or visit the University’s campuses. This policy is also intended to assure reasonable accommodations for individuals with disabilities in accordance with appropriate federal and state laws.

When an individual with a disability brings a concern to the attention of the Affirmative Action Office, reasonable and appropriate accommodations will be considered in the context of the Americans with Disabilities Act, Section 504 of the Rehabilitation Act and all applicable laws. These considerations may supersede the general smoking policy.

**General Policy**

1. Smoking (the use of cigarettes, cigars, pipes or other devices to generate smoke from tobacco or other products) is prohibited in all university vehicles and buildings (except private housing).
2. Smoking will be permitted only in designated areas outside university facilities.
3. More restrictive prohibition against smoking on university premises applies to the Hospital Hill campus where the entire campus is a smoke-free area. No smoking is permitted anywhere on the property, including areas surrounding buildings, parking lots and driveways immediately adjacent to buildings. However, employees and students are permitted to smoke in restricted locations designated by the deans and/or building coordinators for the Schools of Dentistry, Medicine, Pharmacy, and Nursing.
4. The University’s policies regarding smoking on institutional property will be appropriately posted and information distributed to all employees and students on a recurring basis.
5. Compliance with UMKC Smoking Policy is the responsibility of each employee and student. Each unit supervisor is responsible for enforcement of the policy within his/her facility or unit. Reasonable efforts to enforce this policy must be made by each unit supervisor.
6. Information on smoking cessation and/or smoking cessation programming is available to all university students and employees through UMKC Student Health and the Counseling Center (816-235-6133).

The Director of Environmental Health and Safety is delegated the overall responsibility and authority for implementation and administration of this policy and is accountable for policy compliance and quality assurance.

**Study Abroad (International Outreach)**

Students value the opportunity to participate in outreach activities, particularly, international outreach. From the faculty perspective, taking a group of students abroad means accepting extra administrative responsibilities. UMKC Office of International Academic Program (IAP) has created a guidebook to help you understand what is required of a faculty who leads an international outreach program. The guidebook will also give you instructions for making sure that all participants are safe and healthy while away from our campus. If you are planning on leading an International Outreach program, please go to the IAP web site and review the Faculty Gui-
Approval is required prior to leading an Outreach Program and the application is contained in the Guidebook. (The Guidebook is available at http://www.umkc.edu/international/facultyandstaff/facultyguidebook2010.aspx#introduction).
CHAPTER II: BY-LAWS OF THE FACULTY

SCHOOL OF DENTISTRY
UNIVERSITY OF MISSOURI-KANSAS CITY

Adopted 28 August, 1991
Amended 1/22/92, 5/5/92, 1/14/93, 5/1/95, 5/7/98, 9/6/02
Adopted 2/27/03; Amended 2/08/05, 4/26/05

Preamble
The University of Missouri-Kansas City, School of Dentistry is a regional center for dental education, public service, and research. The primary educational objectives of the School are to prepare graduates in dentistry and dental hygiene who: can ethically, legally, and competently practice general dentistry and dental hygiene; have gained a scientific basis for practice; have developed a sense of professional and societal responsibilities; are aware of community problems and needs, and take an active role in identifying solutions; and recognize the need for and actively participate in continuing dental education.

Article I  Administration of the School of Dentistry

Section 1
Administrative personnel of the UMKC School of Dentistry shall include the Dean, Associate and Assistant Deans, Directors and Department Chairs, and such others as may be recommended by the Dean and the Chancellor of the University and appointed by the President or the Board of Curators of the University of Missouri. Administrative personnel are directly responsible to the Dean or to other persons to whom administrative responsibility has been delegated by the Dean.

Section 2
The Dean shall be the Chief Executive Officer of the School of Dentistry, responsible to the Chancellor of the University for the operation of the School of Dentistry.

Section 3
In accordance with the Collected Rules and Regulations of the University of Missouri, the Chancellor of the University shall recommend the selection of a Dean after consultation with an appropriate Search Committee that will include representation from the School of Dentistry.

Section 4
The Dean of the School of Dentistry shall recommend to the Chancellor of the University appointments of Associate or Assistant Deans only after consultation with a faculty search committee.

Section 5
The Dean of the School of Dentistry shall recommend to the Chancellor appointments of faculty and administrative personnel having academic appointments (e.g., Directors, Departmental Chairs) only after consultation with a faculty search committee and members of the appropriate department/division.
Chapter II: By-Laws of the Faculty

Article II  Powers and Responsibilities of the Faculty
Section 1
The School of Dentistry, as a part of the University of Missouri-Kansas City (hereafter UMKC), is governed generally by the Collected Rules and Regulations of the University of Missouri, the Governing Practices of UMKC, and specifically by the following By-Laws.

Section 2
Subject to the limitations imposed by the aforementioned governing bodies cited in Article II, Section 1, these by-laws confirm and establish the powers and duties herein specified as being within the purview of the Faculty of the UMKC School of Dentistry (hereafter referred to as the Faculty). The Faculty shall advise and make recommendations in the following areas: 1) standards of admission and retention of students, 2) determination of the curriculum, 3) standards and procedures for faculty appointments, promotion, and tenure, 4) creation of standing and ad hoc committees, 5) standards and procedures for the appointment of academic and administrative officials, 6) standards and procedures concerning student conduct and discipline, and 7) the conferring of degrees.

Article III  Faculty
Section 1
The Faculty of the School of Dentistry shall consist of individuals holding the academic ranks of Assistant Professor, Associate Professor, or Professor with or without modifiers to these rank names (e.g., Clinical Assistant Professor, Distinguished Research Professor) whose academic responsibilities are primarily carried out within the School of Dentistry.
(a) Regular faculty of the School of Dentistry are those required to pursue tenure or who hold tenure, in accordance with UM system Collected Rules and Regulations and UMKC policies.
(b) Non-regular faculty of the School of Dentistry are those employed by annual contract and are not eligible to pursue tenure.

Section 2
The Voting Faculty shall consist of regular and non-regular faculty of the School of Dentistry holding at least a 75% FTE appointment.

Section 3
For purposes of election to the Faculty Council and appointment and/or election to other committees, a member of the clinical faculty shall be defined as a Voting Faculty whose majority appointment is within a department whose primary function is the teaching of and/or delivery of patient care.
A faculty member whose majority appointment is in the Division of Dental Hygiene or in the Departments of Dental Public Health and Behavioral Science and Oral Biology (considered as a single unit) shall be eligible to represent his/her respective area as directed by these by-laws.

Section 4
Except as expressly provided in these by-laws, the membership of the Faculty Council and all other standing committees of the School of Dentistry shall accurately reflect the proportions of clinical faculty, dental hygiene faculty, and dental public health and behavioral science/oral biology faculty within the School of Dentistry, with the limitation that each committee with representative membership shall have at least one member representing clinical faculty, one
Chapter II: By-Laws of the Faculty

member representing dental hygiene faculty, and one member representing dental public health and behavioral science/oral biology (combined).

Beginning in the Winter 2003 academic term and biannually thereafter, the Elections Committee shall conduct a census of the faculty to recommend the most accurate proportional representation for the Faculty Council and other committees with representative membership. The recommendations of the Elections Committee shall be ratified by the Faculty Council. This provision shall be effective for the election of the Faculty Chair and members of all other committees for terms beginning July 1, 2003.

Section 5
Every other year, the Voting Faculty will elect a Regular Faculty member to a two year term of service as a representative to the UMKC Faculty Senate. The Faculty Chair, by reason of his/her elected office, shall also be one of the two School of Dentistry representatives to the UMKC Faculty Senate. The terms of office for the representatives to the Faculty Senate shall be staggered.

Article IV Meetings of the Faculty
Section 1
Regular meetings of the Faculty shall be scheduled at least twice during the Fall and Winter academic terms. All meetings shall be convened on days and times convenient to the faculty. The meeting schedule for each academic year shall be published by the Faculty Chair before the start of the Fall academic term.

Section 2
Items for the meeting agenda should be submitted to the Faculty Chair by any Voting Faculty-member at least 10 days prior to the scheduled meeting date.

Section 3
Additional meetings may be called at any time by the Chancellor of the University, the Dean, the Faculty Chair, or if requested by one-fourth of the Voting Faculty. The Faculty Chair shall give written notification to the Faculty at least one week prior to the meeting.

Section 4
Emergency meetings may be called at any time by the Chancellor of the University, the Dean, the Faculty Chair, or by request of one-fourth of the eligible voting members of the Faculty. Prior submission of the agenda to the Faculty Chair and written notification may be waived upon written request, but every attempt will be made to notify all faculty of the impending meeting.

Section 5
One-third of the eligible Voting Faculty shall constitute a quorum. A simple majority vote of those present and eligible to vote shall be required to approve a motion.

Section 6
The Voting Faculty may use a show of hands, voice vote, written ballots, or electronic procedures to vote on any given motion. A simple majority of those voting shall be required to approve a motion. Multiple methods shall not be used to vote on a single motion. When elec-
Chapter II: By-Laws of the Faculty

Electronic voting is used, at least one-third of eligible Voting Faculty must vote for the outcome to be considered valid.

Section 7
The current edition of Robert’s Rules of Order shall govern the conduct of Faculty Meetings except insofar as these By-laws make express provisions to the contrary.

Section 8
The Faculty Chair shall appoint a member of the Faculty Council to serve as parliamentarian for meetings of the Faculty and Faculty Council. The current edition of Robert’s Rules of Order shall govern the conduct of Faculty Council Meetings except insofar as the By-laws make express provisions to the contrary.

Section 9
The Faculty Chair and Dean shall review the minutes of all meetings of the Faculty. A correct copy of such minutes shall be supplied to each Faculty member of the School of Dentistry.

Article V Faculty Council

Section 1
The Faculty Council is a representative committee as defined in Article III, Section 4 of these By-Laws. The Faculty Council shall be composed of ten elected members of the Voting Faculty and the Faculty Chair. The ten Faculty Council members shall be nominated and elected to office by a majority vote of all members of the Voting Faculty. The Dean shall be a non-voting, ex officio member of the Faculty Council.

Section 2
The Faculty Council shall have the following duties and responsibilities: 1) advise the Dean on programs and policies of the School of Dentistry; 2) represent the Faculty as it discharges its responsibility in matters of curriculum, admission and retention standards, academic and ethical standards, degree requirements and approval of candidates for degrees; and 3) establish guidelines concerning standing and ad hoc committees of the Faculty.

Section 3
The Faculty Chair shall be elected by the Voting Faculty of the School of Dentistry for a two-year term and shall not be eligible to succeed him/her self. A faculty member who has previously served as Faculty Chair is eligible to stand for reelection after one term out of office. The Faculty Chair shall preside at the meetings of the Faculty Council and the Faculty. The Faculty Chair shall vote only to break a tie vote.

Section 4
If the duly elected Faculty Chair is unable to complete his/her term of office, the Chair of the Elections Committee will immediately make arrangements for a general election by the Faculty to select a replacement to complete the term of office.

Section 5
A Vice-Chair of the Faculty Council shall be elected by the Council from among its membership. The Vice-Chair shall preside at meetings of the Faculty and Faculty Council in the absence of the Chair.
Section 6
Should both the Faculty Council Chair and Vice-Chair be unable to preside or attend the aforementioned meetings, the Chair shall designate a Faculty Council member to serve in their stead.

Section 7
The Faculty Chair shall request the Elections Committee to arrange for election of Faculty Council membership during the month of April of each year. The term of office shall be from July 1st to June 30th. One-half of the membership will be elected each year.

Section 8
Faculty elected to the Faculty Council shall serve two-year terms and may serve only two consecutive terms. A faculty member who has previously served two terms on the Faculty Council shall be eligible for re-election to the Council after one term out of office. If a faculty member is unable to complete his/her term of office, the Faculty Chair shall direct the Elections Committee to conduct an election to select another faculty member to complete the term.

Section 9
For the purpose of nomination and election to the Faculty Council, those faculty members holding joint departmental appointments within the School of Dentistry shall be considered members of the department in which they spend the majority of their time.

Section 10
Meetings of the Faculty Council shall be held at least once per month at times agreed upon by the Council membership.

Section 11
Secretarial support for Meetings of the Faculty and Faculty Council shall be allocated by the Administration of the School of Dentistry. The Faculty Chair shall direct the secretary to disseminate corrected minutes of the Meetings of the Faculty and Faculty Council to all School of Dentistry faculty within ten days of the respective meeting.

Section 12
At meetings of the Faculty Council, the Chair and six elected Council members shall constitute a quorum. A simple majority of those present and eligible to vote shall be required to approve a motion.

Article VI Faculty Committees

Section 1
Faculty committee assignments shall be effective July 1st through June 30th annually. A committee shall meet on call of the Committee Chair or on request of a majority of its membership. Committee Chairs shall report on their respective committee’s activities at each Faculty Meeting. The membership of an elected committee shall be nominated and elected to their term of office by vote of the Voting Faculty.

Section 2
School of Dentistry staff and students, and faculty of other UMKC Schools and Divisions may be invited to serve on standing and ad hoc committees of the School. The committee chair shall ensure that School of Dentistry Voting Faculty constitute a majority on all votes taken except for the Honor Council.
Chapter II: By-Laws of the Faculty

Section 3
The Faculty Standing Committees shall be the: Academic Standards Committee; Advanced Education Committee; Analysis and Planning Committee; Budget Committee; Curriculum Committee; Dental Student Admissions Committee; Dental Hygiene Student Admissions Committee; Elections Committee; Faculty Development Committee; Honor Council; Patient Care and Quality Assurance Committee; Research Support Committee; and Selection, Promotion and Tenure Committee.

Section 4
Unless otherwise specified in these by-laws, committee memberships shall be on a rotational basis with no faculty serving on a single committee for longer than three years without rotating off for a term.

Section 5
Written minutes shall be kept of all standing and ad hoc committee meetings. These minutes shall be distributed to the committee membership within ten days of each meeting for review and revision if warranted. An electronic copy of approved minutes of each meeting shall be forwarded to the Academic Dean within five days of their approval.

Section 6
Academic Standards Committee
(a) The Academic Standards Committee shall be appointed annually by the Faculty Council in consultation with the Dean for Academic Affairs for academic affairs of the School of Dentistry. The Committee shall be chaired by the Dean for Academic Affairs of the School of Dentistry and consist of: the Dean for Clinical Programs, the Faculty Chair, one Department Chair, two tenured dental Voting Faculty members, one non-tenured dental Voting Faculty member, one Voting Faculty member from the Division of Dental Hygiene, and the presidents of the 2nd, 3rd, and 4th year dental and senior dental hygiene classes. The School’s Academic Monitor shall sit as a non-voting member of the Committee. A minimum of four Voting Faculty and two student members or their representatives approved by the Committee Chair shall constitute a quorum. The Chair of the Academic Standards Committee shall vote only in case of a tie.

(b) The Academic Standards Committee shall oversee the implementation of the School’s academic standards for all undergraduate and first professional students and make recommendations to the Dean. This committee shall be responsible for encouraging and rewarding academic excellence and assuring that all students meet or exceed the School’s academic standards.

Section 7
Advanced Education Committee
(a) The Advanced Education Committee shall consist of the Directors of all advanced education and graduate programs, and two student representatives elected from among their peers by the advanced education students. The Chair of the Advanced Education Committee shall be elected by the Advanced Education Committee from among their members at the first meeting of each academic year.

(b) The Advanced Education Committee shall make recommendations to the Dean of the School of Dentistry concerning the following: appointments to the UMKC Graduate and Doctoral
Faculties; academic standards for admission and retention of advanced education students; curriculum for advanced education programs; granting of stipends, graduate teaching awards, graduate research awards, and funding support for advanced education students.

Section 8
Analysis and Planning Committee
(a) The Analysis and Planning Committee shall consist of the chairs of all standing committees of the School of Dentistry. The Chair of the Analysis and Planning Committee shall be the Dean for Academic Affairs or his/her designee.
(b) The Analysis and Planning Committee shall make recommendations to the Dean and Faculty of the School of Dentistry concerning development, collection, and analysis of measures that assess the School’s progress in meeting its goals, values, and objectives and in maintaining its accreditation.

Section 9
Budget Committee
(a) The Budget Committee is a representative committee as defined in Article III, Section 4 of these By-Laws. The Budget Committee shall be composed of nine Voting Faculty. The Budget Committee shall annually elect its own chairperson. The Dean for Business Affairs shall serve as a non-voting ex officio member of the Budget Committee.
(b) The Budget Committee shall receive from the Dean in timely fashion all information regarding the budget process; shall share that information with the Faculty of the School of Dentistry; shall advise the Dean regarding objectives and funding priorities as well as necessary allocations to achieve those objectives; and shall hear grievances from faculty regarding salary issues.

Section 10
Curriculum Committee
(a) The Curriculum Committee shall be appointed annually by the Faculty Council in consultation with the Dean for Academic Affairs of the School of Dentistry. The Curriculum Committee shall be chaired by the Dean for Academic Affairs of the School of Dentistry and shall consist of at least ten Voting Faculty from the School of Dentistry, allocated as follows: eight members from the Clinical Sciences and one each from the Division of Dental Hygiene and Departments of Dental Public Health and Behavioral Science/Oral Biology (combined). Three student members shall be appointed by the Faculty Council in consultation with the Dean for Academic Affairs, one from each of the third and fourth year dental classes and one from the senior dental hygiene class. The Curriculum Committee may consult faculty representing other UMKC Schools and/or Divisions.
(b) The Curriculum Committee shall be responsible for continuous review, evaluation, and development of the predoctoral dental and pre- baccalaureate dental hygiene curricula, including course deletions, additions, and proposed major changes to existing courses. A major revision of the curriculum must be approved in advance by the Curriculum Committee, by a regularly scheduled or specifically arranged special meeting of the Faculty, and then by the Dean.
Chapter II: By-Laws of the Faculty

Section 11
Dental Student Admissions Committee

(a) The Dental Student Admissions Committee (hereafter DSAC) shall be appointed on an annual basis by the Faculty Council in consultation with the Dean for Student Programs. The DSAC shall be chaired by the Dean for Student Programs. The membership shall consist of six Voting Faculty from the School of Dentistry, two fourth year students who share one vote, the School of Dentistry’s Director of Admissions, and the Director of Minority and Special programs. A subcommittee of the DSAC shall be appointed by the Dean for Student Programs to review applications for the Reserved Admissions Program.

(b) The DSAC shall formulate standards and procedures to be used in student selection. The DSAC shall meet to evaluate and select prospective students. The Chair shall give a report on the year’s DSAC activities at the final meeting of each academic year.

Section 12
Dental Hygiene Student Admissions Committee

(a) The Dental Hygiene Student Admissions Committee (hereafter DHSAC) shall be appointed on an annual basis by the Faculty Council in consultation with the Director of the Division of Dental Hygiene. The DHSAC shall be chaired by the Director of the Division of Dental Hygiene or a member from the Division of Dental Hygiene appointed by the Director. The remaining membership shall consist of five Voting Faculty and one staff member from the School of Dentistry, one alumni/community representative, and one fourth year dental hygiene student. In addition, one representative from either the School of Biological Sciences or the School of Medicine may be appointed. At least two of the Voting Faculty and the staff member from the School of Dentistry shall be members of the Division of Dental Hygiene. One alternate fourth year dental hygiene student member shall be designated to serve in the absence of the regular student member. The representative from the School of Biological Sciences or the School of Medicine shall be appointed by the Dean of the School of Dentistry in consultation with the appropriate Dean.

(b) The DHSAC shall formulate standards and procedures to be used in student selection. The DHSAC shall meet to evaluate and select prospective students. It shall serve as a source of information for school counselors, applicants and others seeking information on admission to the Division of Dental Hygiene. The Chair shall give a report on the year’s DHSAC activities at the final meeting of each academic year.

Section 13
Elections Committee

(a) The Faculty Council shall annually appoint an Elections Committee consisting of five members from the Voting Faculty. The Elections Committee shall select its own Chair from among the membership.

(b) The Elections Committee shall conduct nominations and elections of the School of Dentistry for the following: the Faculty Chair; the Faculty Council; School of Dentistry representatives to the UMKC Faculty Senate; members of the Selection, Promotion and Tenure Committee; Budget Committee; and the School of Dentistry representative to the American Dental Educators Association. In addition to administering the elections, the Elections Committee shall be responsible for maintaining a list of current eligible Voting Faculty, organizing and main-
Chapter II: By-Laws of the Faculty

taining orderly and fair elections, counting ballots, and announcing election results, conducting “run-off” elections in the case of tie votes, and conducting a biannual census of faculty to determine proportional representation on designated standing and ad hoc committees.

Section 14
Faculty Development Committee
(a) The Faculty Council in consultation with the Dean for Academic Affairs shall annually appoint the Faculty Development Committee. The Dean for Academic Affairs shall serve as Chair of the Faculty Development Committee. The remaining membership shall be: five Voting Faculty from the Clinical Sciences, one Voting Faculty from the Division of Dental Hygiene, and one Voting Faculty from the Departments of Dental Public Health and Behavioral Science/Oral Biology (comb).

(b) The Faculty Development Committee shall offer advice and recommendations to the Dean of the School of Dentistry concerning improvements in the quality of instruction and research and improvements in support for faculty teaching, research, and service.

Section 15
Honor Council
(a) The School of Dentistry Honor Council shall be composed of one student representative from each of the four predoctoral dental program classes, one student representative from the graduate dental or dental hygiene programs, one student representative from the undergraduate dental hygiene program and five full-time faculty elected at-large.

(b) The Honor Council shall evaluate and make recommendations to the Dean regarding allegations of student violations of standards of professional conduct, in accordance with the procedures contained in the Honor Council document.

Section 16
Patient Care and Quality Assurance Committee
(a) The Faculty Council in consultation with the Dean for Clinical Programs shall annually appoint the Patient Care and Quality Assurance Committee. The Dean for Clinical Programs (or his/her appointee) shall serve as permanent chair. The remainder of the committee shall consist of at least five Voting Faculty and shall include at least three representatives from clinical faculty, one representative from dental hygiene, and one from Oral Biology/Dental Public Health and Behavioral Science (combined).

(b) The Patient Care and Quality Assurance Committee shall (1) develop and approve criteria and standards of care in conjunction with the Department Chairpersons; (2) conduct and oversee appropriate record reviews (audits); (3) report and offer feedback concerning all audit findings to those evaluated, with recommendations for improvements, if necessary; (4) maintain records of compliance with all appropriate ADA and ADHA accreditation standards; (5) establish a peer review mechanism to function as final arbitrator in quality of care issues; and; (6) make recommendations to the Faculty Council regarding patient care in the clinics.
Section 17
Research Support Committee
(a) The Research Support Committee (RSC) shall be appointed by the Faculty Council. The RSC shall consist of at least seven Voting Faculty from the School of Dentistry including: the School of Dentistry representative to the UMKC Adult Institutional Review Board; the Director of the Clinical Research Center; one representative from Oral Biology, two representatives from the clinical sciences, and one member each from the Department of Dental Public Health and Behavioral Science and the Division of Dental Hygiene. Additional faculty members may be selected by the committee to serve as resource people for the purpose of providing advice on research protocols/manuscripts. One member of the RSC shall be elected annually to serve as the chairperson of the committee.

(b) The RSC shall be responsible for (1) supporting the University’s and School’s research philosophy through review and development of policies related to research; (2) obtaining and disseminating knowledge about university and federal policies related to research such as those policies generated by the FDA, Human and Animal Institutional Review Boards, the Environmental Protection Agency, etc.; (3) supporting faculty and student research by reviewing research proposals, securing/providing funding where appropriate, and securing support staff and facilities where possible; (4) suggesting policies to support new faculty members’ research efforts; and (5) improving the quality and visibility of research observed by those outside the School of Dentistry.

Section 18
Risk Management and Safety Committee
(a) The Faculty Council in consultation with the Dean of the School of Dentistry shall annually appoint a Risk Management and Safety Committee. The committee shall elect its own chair.

(b) The committee shall have as its primary focus of attention those issues of environmental safety associated with the treatment facility and general physical plant of the School of Dentistry. Specifically, the Committee should address issues of safety of faculty, staff and students, infection control procedure, central sterilization management, infectious waste management, compliance with federal, state, and city legislation, and other risk related issues that are crucial to the responsible operation of the School of Dentistry’s instructional and research mission.

Section 19
Selection, Promotion and Tenure Committee
(a) The Selection, Promotion and Tenure Committee (SP&TC) is a representative committee as defined in Article III, Section 4 of these By-Laws. The SP&TC shall consist of nine faculty members; eight tenured full professors elected by their constituent members and one at large clinical professor. If a designated area does not have enough full professors to serve, then associate professors can be elected. Each member of the SP&TC shall serve a term of three years. Members elected to fill positions vacated by members whose terms are incomplete shall be elected to serve only the remaining portion of the term, but shall be eligible for re-election. The committee shall elect its own Chair annually.

(b) Duties involving Selection: The SP&TC shall make recommendations concerning the selection of applicants for regular and non-regular faculty positions. Upon request, the SP&TC
shall make recommendations concerning the selection of administrative officers and Chairs of Departments or Divisions.

(c) Duties involving Promotion and Tenure: The SP&TC shall provide annual reports to all probationary faculty members regarding their progress toward tenure. The SP&TC shall make recommendations for promotion and/or tenure to the Dean of the School of Dentistry.

(d) SP&TC procedures concerning promotion and tenure will be conducted in accordance with School of Dentistry, UMKC, and policies prescribed in the University of Missouri academic Tenure Regulations as published in the current edition of the Board of Curators Collected Rules and Regulations of the University of Missouri.

Section 20
Ad Hoc Committees

(a) Special or Ad Hoc Committees may be appointed by the Faculty Council or by the Dean of the School of Dentistry in consultation with the Faculty Council. A special or Ad Hoc Committee may include or have as its chair one or more persons who are not members of the School of Dentistry faculty.

(b) Creation of an Ad Hoc committee shall be accompanied by a written charge to the committee that specifies the task(s) it is expected to accomplish and a date by which the Ad Hoc committee shall complete its work. When an Ad Hoc committee’s task is completed or the date for the completion of the task has passed, the Ad Hoc committee shall disband. The Faculty Council, however, reserves the right to vote to keep an Ad Hoc committee in existence.

Article VII Amendments

Section 1
Amendments to these by-laws must be presented in writing as “motions to amend” and may be submitted at any faculty meeting. Votes on a “motion to amend” can take place only at a subsequently scheduled meeting of the Faculty or, in the case of electronic voting, after the termination of this second scheduled meeting of the Faculty.

Section 2
The proposed “motion to amend” must be published and mailed to all Voting Faculty at least ten days prior to the scheduled vote.

Section 3
The proposed “motion to amend” must receive an affirmative vote from two-thirds of those Voting Faculty present, or in the case of electronic voting, two-thirds of those voting, assuming a quorum.
CHAPTER III: ACADEMIC POLICIES

School of Dentistry Vision, Mission and Goals

Vision
UMKC School of Dentistry will be a model oral healthcare education institution that maintains the highest ethical and scientific standards of care, serving patients and the profession in an evolving healthcare environment.

Mission
UMKC School of Dentistry serves as a leader in the advancement of oral healthcare through exceptional educational programs, scientific inquiry, patient care and service to society.

Goals
The School of Dentistry is a center for dental education, research service clinical care.

The goals of the school are to:

• Prepare graduates in dentistry and dental hygiene to deliver patient care with a scientific basis and a caring manner.
• Instill a professional and societal responsibility in all students that will prepare them to become community leaders and address the public need.
• Provide practitioners and educators with continuing education opportunities to learn recent advances in dentistry and related fields.
• Contribute to the advancement of dentistry through basic, applied and educational research.
• Provide advanced education programs in dental research, education, general dentistry and dental specialties.
• Be a resource in oral health care for the public and community leaders.

School of Dentistry Competencies for the Graduating Dentist

In the context of the goals of the school of dentistry, and the profession of dentistry, a set of competencies have been established for each graduating student. In a competency-based curriculum, all graduates are expected to consistently and independently demonstrate these behaviors by the time they graduate. The competencies listed below are the minimum levels of performance that are expected of the dental graduate of the University of Missouri-Kansas City School of Dentistry. Due to special interests, experiences and opportunities many students will exceed these minimums in various areas. However, these competencies represent, in the judgment of the faculty, as the minimal level of knowledge, skill, and attitude to make you qualified to enter dental practice.

1. Apply the fundamental principles of the biomedical and behavioral sciences as they relate to the promotion and provision of oral health care. (CODA 2-12-16; ADEA Domain 3).
2. Apply legal, ethical and regulatory principles to the provision of oral health care, including practice management. (CODA 2-19-21; ADEA Domain 2, 3 & 5).
3. Apply interpersonal and communication skills to empathetically and effectively care for diverse patient populations and function in the health care environment. (CODA 2-17, 2-19; ADEA Domain 3 & 4).
4. Apply critical thinking and problem solving skills to provide evidence-based patient-centered care. (CODA 2-23; ADEA Domain 1).
5. Evaluate various models of oral health management and care delivery. (CODA 2-18; ADEA Domain 5).
6. Participate in improving the oral health of individuals, families, and groups in the community through oral health promotion, education and interaction with other health professions. (CODA 2-17, 2-19; ADEA Domain 3 & 4).
7. Manage medical emergencies and complications that may occur during dental treatment. (CODA 2-25, 2-27; ADEA Domain 6).
8. Recognize and manage pain and anxiety, trauma, hemorrhage, and infection of the orofacial complex by selection, administration or prescription of pharmacological or non-pharmacologic agents in the treatment of dental patients. (CODA 2-25; ADEA Domain 6).
9. Demonstrate competence in providing oral health care within the scope of general dentistry for children, adolescents, adults, and special needs patients. (CODA 2-25; ADEA Domain 6). This includes:
   a. Perform a complete dental examination to arrive at a diagnosis of the patient’s oral condition/s.
   b. Develop, present and implement an integrated treatment plan to address a patient’s oral health needs.
   c. Prevent, identify and manage periodontal conditions.
   d. Prevent, identify and manage pulpal and periradicular conditions.
   e. Identify and manage patients with oral surgical needs.
   f. Identify and manage malocclusions.
   g. Manage restorative procedures for single defective teeth, or to restore function in patients with partial or complete edentulism.
   h. Treat patients with soft tissue lesions and oral manifestations of systemic diseases.
10. Demonstrate the ability to self-assess competency and the outcomes of care. (CODA 2-22; ADEA Domain 6).

**Competencies for the Graduating Dental Hygienist**

Upon completion of the UMKC dental hygiene program, the graduate must be competent in:
1. Assessing persons of all ages/stages of life in order to design, implement and evaluate dental hygiene care.
   - Obtain, review, update and record a comprehensive medical, social and dental history.
   - Recognize conditions and risk factors that necessitate special considerations prior to or during treatment.
   - Obtain, record and interpret vital signs.
   - Perform and document an examination of the soft and hard tissues of the head and neck, oral cavity, dentition and the periodontium.
   - Perform and document oral health indices.
   - Discriminate pertinent and significant findings from those that are non-significant or within a range of normal.
   - Recognize the need for assessment procedures such as study models, radiographs, clinical photographs and/or vitality testing.
- Implement the following assessment procedures: radiographs, study models, and clinical photographs.
- Value the need for consistently performing patient assessment at clinically acceptable standards of care.

2. Dental hygiene treatment planning and case presentation for persons of all ages/stages of life.
- Develop a dental hygiene diagnosis.
- Develop an appropriate, properly sequenced, comprehensive plan of dental hygiene care based on the assessment data.
- Discuss findings, treatment options, time requirements, costs, consequences of delaying treatment and co-responsibilities with the individual/recipient of dental hygiene care and obtain informed consent.

3. Health education strategies for the prevention of disease and the promotion of health.
- Evaluate an individual’s behavioral, cognitive and psychomotor preparation for oral health self-care strategies.
- Develop and individualized plan for prevention of disease or protection of optimal oral health in cooperation with the person.
- Monitor compliance with the agreed-upon plan and make alterations as necessary for the maintenance or protection of our health.

4. Provision of preventive and therapeutic dental hygiene services for persons of all ages/stages of life.
- Provide dental hygiene care to promote client health and wellness through the evaluation and application of evidence-based knowledge and practice.
- Provide child and adult prophylaxis, professional fluorides, sealants, and overhang removal, and finishing and polishing restorations.
- Provide dental hygiene interventions for persons with all types of periodontal disease.
- Evaluate the outcomes of dental hygiene interventions using indices, examination techniques and client self-report.

5. Use of supportive procedures to facilitate the provision of dental hygiene care.
- Recognize the need for and use appropriate pain control techniques — local anesthesia, nitrous-oxygen analgesia and/or behavioral management strategies.
- Recognize the need for and use scaling and polishing devices such as sonic scalers, ultrasonic scalers and air-abrasive polishers.

6. Infection and hazard control procedures to prevent transmission of infectious diseases.
- Employ radiation safety principles in procedures for the protection of patients, staff and self.
- Select and use appropriate methods of infection control prior to, during and after dental hygiene procedures.
- Value the need for consistently performing infection control procedures and for continually revising practices as dictated by changing standards of care.

7. Management procedures.
- Prevent or manage medical emergencies that arise during the provision of dental hygiene care.
- Provide appropriate life-support measures for medical emergencies that may be encountered in dental practice.
- Use time and motion management for efficient delivery of care.
- Accurately document medico-legal records.
- Manage the child, adult or geriatric patient by recognizing the needs, expectations and values of the individual.
- Use effective communication strategies to interact with diverse population groups.
- Uphold ethical and legal behavior in all situations.
- Protect the individual's right to privacy.
- Evaluate scientific literature.
- Utilize critical thinking and problem-solving skills.
- Demonstrate professionalism in judgment, actions, and reactions.
- Value the need for life-long learning to maintain professional competence.

8. Community oral health strategies.
- Assess community oral health needs and available resources and services for health improvement and access.
- Provide screening, referral, and educational services that allow the opportunity for clients to access the health care system.
- Manage, assist, and provide community oral health services in a variety of settings.
- Evaluate outcomes of community-based programs and plan for future activities.

School of Dentistry Degree Requirements

**D.D.S. Degree**

I. Satisfactory completion of the program (meeting all competencies and completing all course and programmatic requirements).

II. A cumulative grade point average of 2.5 or higher for the student’s period as a dental student.

III. A passing grade on all sections of Part I and Part II of the National Boards.

IV. Demonstrate an ability to meet the standards of professional conduct.

**B.S.D.H. Degree**

I. Satisfactory completion of the program.

II. A cumulative grade point average of 2.5 or higher in the dental hygiene program.

III. Demonstrate an ability to meet the standards of professional growth and development.

**Academic Standards Policy (revised June 06/06; January, 2009)**

Professional education in the health sciences manifests characteristics that are unique among advanced educational programs. Academic Standards of the School of Dentistry are established to ensure that the public, whose health will be entrusted to graduates of its programs, will receive care of professionally acceptable quality and that the care will be provided in an ethical and professional manner.
I. Standards of Scholarship

A. A predoctoral dental or pre-baccalaureate dental hygiene student must maintain at least a 2.5 grade point average each semester in dental school. Failure to attain a 2.5 in any semester will result in the student being placed on probation for the next semester. In order for a semester to count toward removing a student from probation, the student must be enrolled full time - at least five hours in summer or 12 hours in fall or spring. All students who are placed on probation must review their academic progress with the Chair of the Academic Standards Committee or the Coordinator of Academic Support Services and may be asked to appear before the Committee. A second consecutive semester of a below 2.5 grade point average will result in dismissal from the predoctoral or pre-baccalaureate dental hygiene program. A total of three semesters with GPA’s below 2.5 will result in dismissal from the program. Two semesters separated by a summer session in which the student is enrolled in less than five graded hours will count as consecutive semesters. Two semesters separated by a leave of absence will count as consecutive semesters.

B. The failure of any course (receiving a grade of F or No Credit) will necessitate additional work to remove or replace the F or No Credit. The course may be repeated at another school with the approval of the Academic Affairs Dean or during the next offering of the course at this school. If a course is repeated, the student will receive whatever grade he or she earns in the repeated course. Both grades will appear on the student’s transcript and will be included in the student’s grade point average.

If the student fails only one course in a given semester and if failure was the result of performance slightly below that acceptable, i.e. 60 percent where 65 percent is required for passing - or poor performance on one section of the course with acceptable performance in other sections, the student may petition the course instructor for a remediation program. This program can take whatever form the course instructor deems appropriate. Some examples are:

1) Independent study for a number of weeks followed by an examination.
2) Remedial summer laboratory work followed by a laboratory examination.
3) A series of written exercises followed by an examination.

If a student successfully completes a remediation program his or her grade of F or No Credit will be changed to a grade of D (no credit to credit). A failure or No Credit in the remediated or repeated course/s will result in dismissal from the program.

All students who fail a course will be required to meet with the Academic Affairs Dean to prepare an altered curriculum plan to include completing the course/s. An approved altered curriculum plan may result in an extension of the student’s academic program. This altered curriculum will be arranged with the approval of the Academic Affairs Dean in consultation with course directors and the Academic Standards Committee.
Chapter III: Academic Policies

C. As of the Summer 2004 session, UMKC has implemented a Latin Honors system of recognition of graduating undergraduate and first professional students. This recognizes those students who, in the opinion of the faculty, have met the Standards of Professional Conduct as well as the following Academic Standards of the School of Dentistry: Summa Cum Laude: graduating in the top 5% of the class; Magna Cum Laude: graduating in the top 6-10%; Cum Laude: graduating in the top 11-20%. All graduates so recognized must attain at least a GPA of 3.75 or beyond. This will be noted on the graduate’s transcript and diploma.

D. Academic standards for advanced education students will be established and monitored through the Advanced Education Committee.

II. Monitoring and Managing Predoctoral and Undergraduate Student Academic Progress

Structure
A. A faculty/student committee, the Academic Standards Committee, has been established to oversee the implementation of the school’s Academic Standards. This committee shall be responsible for encouraging and rewarding academic excellence and assuring that all students meet or exceed our academic standards.

B. Committee Composition

1. The Academic Standards Committee is appointed annually by the Faculty Council in consultation with the Academic Affairs Dean of the School of Dentistry. The Committee shall be chaired by the Academic Affairs Dean of the School of Dentistry and consist of: The Clinical Affairs Dean, the Faculty Chair, one Department Chair, two tenured dental faculty members, one non-tenured dental faculty member, one faculty member from the Division of Dental Hygiene, the presidents of the 2nd, 3rd, and 4th year dental and senior dental hygiene classes. The School’s Academic Monitor shall sit as a non-voting member of the Committee. A minimum of four Voting Faculty and two student members or their substitutes nominated by the absent members and approved by the Committee Chair shall constitute a quorum.

2. Committee functions include:
   a. Reviewing the academic progress of all predoctoral and pre-baccalaureate students.
   b. Devising and conducting activities to suitably publicize and reward outstanding academic achievement.
   c. Advising students who are making unsatisfactory progress through the curriculum.
   d. Approving modifications in the standard curriculum for currently enrolled students who are having difficulty completing the standard curriculum.
   e. Hearing requests for re-admission from students who have been dismissed for failure to meet the academic standards of the school.

Procedures
A. At the beginning of each semester the committee Chair will review a summary report of the academic progress of all students during the preceding semester. While the review will concentrate on the top and bottom students, it may identify other areas in its review that merit attention, i.e. students who have made major changes in class rank, either upward or downward, but are still within the general range of acceptable achievement.
Chapter III: Academic Policies

B. The committee shall be responsible for promoting and rewarding academic excellence through whatever procedures it develops. This may take the form of congratulatory letters, posting an honor roll, publishing an academic honors newsletter, conducting an academic awards reception or banquet, or any other mechanism the committee deems appropriate.

C. Students who attain less than a 2.5 grade point average for any semester will be placed on academic probation by the Academic Affairs Dean. Students on probation must confer with the Chair of the Academic Standards Committee or his/her designate. Students who have failed or earned a No Credit in one or more courses for the semester must review their status with the Chair of the Academic Standards Committee. The Academic Standards Committee Chair will meet with each of these students and provide counseling and referral to appropriate agencies or individuals for additional help. The Chair will report such action(s) to the committee and either the chair or the committee may request that a student meet with the committee. The committee chair or designate shall also arrange for whatever diagnostic tests it feels may be necessary to further consider the case at this time. The committee may also appoint an advisor for students in academic difficulty.

D. Students are not eligible to enter the clinic as first-term, third-year students until they have satisfactorily completed all preclinical courses. Courses not completed by the end of the second year will need to be completed by the end of the summer of the third year. Any student failing to complete the work by the end of the summer term must meet with the Academic Standards Committee before proceeding with the fall semester.

E. Students who have been dismissed from the School of Dentistry for failure to meet the school’s Academic Standards may petition the Academic Standards Committee for re-admittance. Such petitions must be submitted in writing to the Academic Affairs Dean by the end of the first week of the succeeding academic term. The Academic Standards Committee shall hear re-admittance appeals as quickly as possible and in no case shall delay its decision beyond the end of the third week of the academic term. Students who petition for re-admittance must appear in person before the committee to support their petition. Failure to do so will result in automatic denial of the petition. An altered curriculum will be developed to meet the educational needs of students who are re-admitted. This will be developed by the Academic Affairs Dean in consultation with appropriate faculty. It may include repeating courses which have been previously taken and passed.

F. Other faculty members and students who are knowledgeable about a case under consideration may be asked to attend and participate in the discussion of that case but may not vote. The Academic Standards Committee will request faculty input (either in person or by letter) when the information is needed to help in its deliberations. The Committee will not accept unsolicited letters (ie., those requested by students on their own behalf) for consideration in appeal hearings.

G. Final decisions in all matters concerning the enforcement of the Academic Standards of the School of Dentistry will be made by the Dean.

H. The Academic Standards Committee may devise whatever additional rules it deems necessary to carry out these procedures. Such rules must be consistent with the guidelines established in this document.
Chapter III: Academic Policies

III. Standards of Professional Conduct
(Approved by the Faculty of the School of Dentistry: 9/12/2002, Curator approval 4/2004)

Definition: In this document, “student” shall refer to any person having once been admitted to the School of Dentistry who has not completed a course of study and who intends to or does continue a course of study in or through the School of Dentistry. For the purpose of these rules, student status continues whether or not the University’s academic programs are in session.

Students at the University of Missouri at Kansas City School of Dentistry are seeking special knowledge, skills, and privileges. The confirmation of a professional degree, inferring the acquisition of knowledge and privileges, places the graduate of this institution in a unique position of assuming direct responsibility for health issues of those persons and institutions who place their trust in the University and the dental and dental hygiene professions. It is a demonstration of, and commitment to, special knowledge, protection of privileges, and assumption of responsibility and trust that, by definition, delineates a professional. Therefore, those who would aspire to receive the confirmation of a professional degree are expected to provide satisfactory evidence that exceeds knowledge and technical competence. Evidence that the well-being of patients, trust of society and respect of colleagues is a primary goal must be demonstrated. Accordingly, students must subscribe to principles of ethics and a code of professional conduct that gives testimony to their commitment and ability to deserve the privileges and trust with which society and their patients will honor them. This document serves as a guide for students.

The Standards of Professional Conduct are drawn from the Principles of Ethics and Code of Professional Conduct of the American Dental Association, and the American Dental Hygienists’ Association Code of Ethics. The former recognizes that students are under the supervision of graduate dentists and dental hygienists and other faculty during interactions with patients. Students should aspire to meet the high ideals of their professions which may exceed their legal duties, but must meet the minimum standards expressed in the School of Dentistry’s Standards of Professional Conduct.

A. Dental and dental hygiene students must achieve and consistently demonstrate acceptable levels of personal hygiene and dress.

B. Dental and dental hygiene students must achieve and consistently demonstrate concern for patients, peers, and others. Dental and dental hygiene health care providers have a duty to ensure:

1. That patients are treated according to their desires and must be included in treatment decisions.
2. Patient confidentiality in the entire range of the provider-patient relationship which includes dental records.
3. That no harm or potential harm is done to the patient either through intent, ignorance, lack of preparation for the patient encounter, lack of skill, personal impairment of any kind.
4. That no patient is “abandoned” which is defined as discontinuance of care without just cause and without giving the patient adequate notice and the opportunity to obtain the services of another provider.
5. That the patient’s welfare (i.e. the provision of competent and timely delivery of dental care within the bounds of clinical circumstances as presented by the patient such as needs, desires and values) is paramount and takes precedence above all else. This also includes the obligation to a) identify and report perioral signs of abuse and neglect and to consult with faculty to report suspected cases to proper authorities as required by law; and, b) report instances of faulty treatment whether intentional or not, to the appropriate faculty member.

6. That all people including patients, staff, faculty and all other individuals are treated fairly, respectfully, and without prejudice.

7. All standards and requirements of patient care established by the School of Dentistry are followed.

C. Dental and dental hygiene students’ behavior must exemplify the highest moral and ethical standards. The following represent conduct that is incompatible with these standards:

1. Any behavior that tends to gain an unfair advantage for any student in an academic matter. This includes, but is not necessarily limited to, the following guidelines:
   a. No student shall during an examination have, use, or solicit any unauthorized information or material (written or oral), copy from another student’s paper or discuss the examination with any other person.
   b. No student shall during an examination knowingly give any unauthorized aid to another student.
   c. No student shall acquire by any means knowledge of the contents of an examination yet to be given.
   d. No student shall fraudulently claim for credit any classroom, clinical, laboratory, or other procedure or assignment performed by an unauthorized person, including a fellow student.

Anyone who has reasonable cause to believe that a student has acted unethically is obligated to bring the matter to the attention of the Assistant Dean for Student Programs or his/her designee who will follow the process identified in the Preliminary Procedures section of the UMKC School of Dentistry Honor Council Due Process Procedures for Violations of the Standards of Professional Conduct, to determine whether there has been a violation and whether charges should be brought.

The University of Missouri Student Conduct Code

In addition to the conduct detailed in the preceding sections, a dental or dental hygiene student is subject to the University of Missouri Student Conduct Code, as administered by the Office of the Vice Chancellor for Student Affairs, except for provisions dealing with academic dishonesty, Section 200.010 B.1. Amended Bd. Min. 3-20-81; Bd. Min. 8-3-90, Bd. Min 5-19-94; Bd. Min. 5-24-01. Conduct for which the students are sanctioned fall into the following categories:

A. Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.

B. Obstruction or disruption of teaching, research, administration, conduct proceedings, or other University activities, including its public service functions on or off campus.

C. Physical abuse or other conduct which threatens or endangers the health or safety of any person.
Chapter III: Academic Policies

D. Attempted or actual theft of, damage to, or possession without permission of property of the University or of a member of the University community or of a campus visitor.

E. Unauthorized possession, duplication or use of keys to any University facilities or unauthorized entry to or use of University facilities.

F. Violation of University policies, rules or regulations or of campus regulations including, but not limited to, those governing residence in University-provided housing, or the use of University facilities, or the time, place and manner of public expression.

G. Manufacture, use, possession, sale or distribution of alcoholic beverages or any controlled substance without proper prescription or required license or as expressly permitted by law or University regulations, including operating a vehicle on University property, or on streets or roadways adjacent to and abutting a campus, under the influence of alcohol or a controlled substance as prohibited by law of the state of Missouri.

H. Disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression.

I. Failure to comply with directions of University officials acting in the performance of their duties.

J. The illegal or unauthorized possession or use of firearms, explosives, other weapons, or hazardous chemicals.

K. Misuse in accordance with University policy of computing resources, including but not limited to:
   1. Actual or attempted theft or other abuse.
   2. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
   4. Unauthorized use of another individual’s identification and password.
   5. Use of computing facilities to interfere with the work of another student, faculty member, or University official.
   6. Use of computing facilities to interfere with normal operation of the University computing system.
   7. Knowingly causing a computer virus to become installed in a computer system or file.

Jurisdiction of the University of Missouri generally shall be limited to conduct which occurs on the University of Missouri premises or at University-sponsored or University-supervised functions. However, nothing restrains the administration of the University of Missouri from taking appropriate action, including, but not limited to, the imposition of sanctions under Section 200.020(C), against students or conduct on or off University premises in order to protect the physical safety of students, faculty, staff, and visitors.

Details of the policies, procedures, sanctions, and due process for violations of the University of Missouri Student Conduct Code can be found in the UMKC General Catalog which can be access at www.umkc.edu/catalog.

Serious deficiencies in conduct as listed in the School of Dentistry Standards of Professional Conduct, or as outlined in Section 200.010, Standards of Conduct, of the University of Missouri Collected Rules and Regulations, by a dental or dental hygiene student shall be reported to the
Assistant Dean for Student Programs or his/her representative, who will initiate the process as listed under “Preliminary Procedures.”

IV. Honor Council Due Process Procedures for Violations of the Standards of Professional Conduct

(Approved by the Faculty of the School of Dentistry: 9/12/2002, Curator approval 4/2004)

I. Introduction

These Due Process Procedures represent those to be followed when a student at the University of Missouri-Kansas City School of Dentistry has been charged with one or more acts of misconduct according to the School’s Standards of Professional Conduct or the University of Missouri Student Conduct Code. The standards identify areas of conduct that are judged unacceptable for individuals who are either in or aspire to the profession of dentistry or dental hygiene. The Standards are published in the Student Handbook on Academic and Other Policies. It is distributed to all students when they initially enroll at the School and is available on the School’s Intranet.

II. School of Dentistry Honor Council

A. Preliminary Procedures

Assistant Dean for Student Programs or his/her representative shall investigate any reported student misconduct and shall give the student an opportunity to present a personal version of the incident or occurrence. The Assistant Dean for Student Programs or his/her representative may discuss with any student such alleged misconduct and the student shall attend such consultation as requested by Assistant Dean for Student Programs or his/her representative.

The Assistant Dean for Student Programs or his/her representative, together with the campus Primary Administrative Officer, shall then determine whether there is reasonable cause to believe a violation of the Standards of Professional Conduct or Student Conduct Code has occurred. If it is determined that there is reasonable cause to believe a violation of the Student Conduct Code has occurred, the campus Primary Administrative Officer shall handle the case pursuant to the Section 200.020 of the Collected Rules and Regulations of the University of Missouri. If it is determined that there is reasonable cause to believe a violation of the Standards of Professional Conduct has occurred, the Assistant Dean for Student Programs or his/her representative will proceed with the process described in this document.

B. Composition

The School of Dentistry Honor Council shall be composed of one student representative from each of the four pre-doctoral dental program classes, one student representative from the graduate dental or dental hygiene programs, one student representative from the undergraduate dental hygiene program and five full time faculty elected at-large. Thus, composition shall consist of eleven members, each one of which shall have one vote in Council decisions. The chair will be a Council faculty member and will be elected by all Council members. The chair will have no vote in Council decisions except in the event of a tie vote. As the administrator prosecuting the case, the Assistant Dean for Student Program will not be present during the deliberations.
Chapter III: Academic Policies

Student members shall be elected from a slate of candidates that have been nominated from each respective class or identified group. Term of membership for student members on the School of Dentistry Honor Council shall be fall semester, winter semester, and summer semester of that academic year. Elections of faculty members shall be initiated and conducted as specified in the School of Dentistry Bylaws. Elected faculty shall serve for two calendar years beginning in the fall of a calendar year. However, at the initial vote two faculty shall serve for only one year.

While the term of office is two years (except as previously stated) a faculty member’s term will be extended when participating in an honor code violation deliberation that has not been resolved during his/her regular term. The extension will terminate at the conclusion of those deliberations. Under these circumstances, the new electees will not participate in the deliberations that have been held over.

If any Honor Council member is accused of being involved in the alleged misconduct, they shall be excused from all deliberations related to the case and a replacement will be appointed by the Assistant Dean for Student Programs in consultation with the Chair of the Honor Council.

In order for the Council to hold a meeting a quorum must be present. A quorum is defined as three faculty and four student members for a total of seven members. Those absent from a meeting must listen to the tape recording in order to participate in subsequent deliberations of the case.

All deliberations of the School of Dentistry Honor Council are to remain confidential.

III. Formal Procedures

A. Notice of Hearing

The Assistant Dean for Student Programs or his/her representative shall initiate Honor Council proceedings by arranging with the chair to call a meeting of the Honor Council and by giving written notice by certified mail or personal delivery to the student charged with misconduct. The notice shall set forth the date, time and place of the alleged violation and the date, time, and place of the hearing before the Honor Council. The notice shall include a copy of these Due Process Procedures. Notice by certified mail may be addressed to the last address currently on record with the University. Failure by the student to have a current local address on record with the University shall not be construed to invalidate such notice. The notice shall be given at least seven (7) consecutive days prior to the hearing, unless a shorter time is fixed by the chair for good cause. Any request for continuance shall be made in writing to the chair, who shall have the authority to continue the hearing if the request is timely and made for good cause. The chair shall notify the Assistant Dean for Student Programs or his/her representative and student of the new date for the hearing. If the student fails to appear at the scheduled time, the Honor Council may hear and determine the matter in the student’s absence.

B. Rights of Student upon Hearing

A student scheduled to appear before the School of Dentistry Honor Council pursuant to formal notice of charges and disciplinary hearing shall have the right: 1) to attend classes pending hearing and disposition of the case by the Council; 2) to submit a written response to the charge outlined in the notice before the scheduled hearing is to commence; 3) to
Chapter III: Academic Policies

request, in advance of the scheduled hearing, a review of any materials contained in his/her hearing file, which will be kept in the Student Affairs Office; 4) to submit a written request for the identities of witnesses to be called to testify before the Council; 5) to be present at the hearing; 6) to have an advisor or counselor of his/her choice appear with him/her and to consult with such advisor or counselor during the hearing; however, the advisor/counselor will not be allowed to question witnesses and/or members of the Council; 7) to hear or examine evidence presented to the Council against him/her; 8) to question witnesses present who are testifying against him/her at the hearing, and only at the hearing; 9) to present evidence by witness or affidavit of any defense the student desires; 10) to make any statement to the Council in mitigation or explanation of his/her conduct in question; 11) to remain silent to avoid self-incrimination; 12) to be informed in writing of the findings of the Council and any discipline it recommends; and 13) to appeal the decision and/or disposition (see Section IV).

C. Rights of the School of Dentistry Honor Council

The School of Dentistry Honor Council shall have the right: 1) to hear cases arising out of the same act of misconduct together when they involve more than one student; but in that event the Council shall make separate findings and determinations for each student; 2) to permit the incorporation in the record by reference any document, affidavit, or other material produced and desired to be incorporated in the record by the School or the student charged; 3) to question witnesses or other evidence introduced by either the School or the student at any time; 4) to call additional witnesses or require additional investigation; 5) to dismiss any action at any time or permit informal disposition as otherwise provided; 6) to, at any time, permit or require amendment of the Notice of Hearing to include new or additional matters that may come to the attention of the Council before final determination of the case; provided, however, that in such an event the Council shall grant to the student or school such additional time as the Council may determine to be reasonable under the circumstances to answer or explain such additional matters; 7) to dismiss any person from the hearing who interferes with or obstructs the hearing or who fails to abide by the rulings of the Chair or the Council on request.

D. Rights of Witnesses

Students, faculty and/or staff of the school who serve as witnesses at the hearing shall be protected from harassment at or apart from the hearing by the student charged with misconduct. If harassment of one or more witnesses by the student does occur, this will be considered a further violation against the Standards of Professional Conduct.

E. Conduct of Hearing

1. Overview

The Chair shall preside at the hearing; call the hearing to order; call the roll of the School of Dentistry Honor Council members in attendance; ascertain the presence or absence of the student charged with misconduct; read the Notice of Hearing and Charge, and certify the receipt of Notice of Charge by the student; report any continuances requested or granted; establish the presence of any advisor or counselor of the student; call to the attention of the student charged and his/her advisor any special or extraordinary procedures to be employed during the hearing; and permit the student to make suggestions or objections to any procedures for the Council to consider.
Chapter III: Academic Policies

2. Specific Procedures
   a. Opening Statements
      1) The Assistant Dean for Student Programs or his/her representative shall make
         opening remarks outlining the general nature of the case and any facts the investi-
         gation has revealed.
      2) The student charged may make a statement to the School of Dentistry Honor
         Council at this time or at the conclusion of the School’s presentation during the
         hearing.
   b. School’s Evidence
      1) Witnesses are to be called by the Assistant Dean for Student Programs or his/her
         representative and identified, or written reports or evidence introduced as appro-
         priate.
      2) The Council may question witnesses at any time.
      3) The student may question witnesses or examine evidence at the conclusion of the
         School’s presentation.
   c. Student’s Evidence
      1) The student shall have the opportunity to make a statement to the School of Dentis-
         try Honor Council about the charge if he/she has not already elected to do so.
      2) The student may present evidence through witnesses or in the form of written
         documents as desired.
      3) The Council may question the student or witnesses at any time. The Assistant Dean
         for Student Programs or his/her representative may question the student or the
         student’s witnesses.
   d. Rebuttal Evidence
      The School of Dentistry Honor Council may permit the Assistant Dean for Student
      Programs or his/her representative to offer a rebuttal of the other’s presentation.

3. Determination of School of Dentistry Honor Council
   The School of Dentistry Honor Council shall promptly establish its findings and recom-
   mendation in session, out of the presence of the student charged and of the Assistant
   Dean for Student Programs or his/her representative. Recommendation is to be made
   regarding both the conduct of the student and on the discipline, if any, to be imposed.
   a. Violation of Standards of Professional Growth & Development as Charged.
      The School of Dentistry Honor Council shall determine if the preponderance of evi-
      dence presented in the hearing supports the charge of violation of the Standards of
      PG&D. This shall be resolved by majority vote of the Council members. Each charge of
      misconduct, if there is more than one, shall be considered individually and/or collect-
      ively at the discretion of the Council.
   b. Discipline Recommended
      The School of Dentistry Honor Council shall recommend the discipline to be imposed,
      if any, based upon its deliberations. Five forms are available.
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1) No Disciplinary Action — given when the student is not found in violation of the Standards of PG&D.

2) Disciplinary Action — the student remains enrolled but under conditions stated by the Council. These conditions include but are not limited to required remediation with a mentor; additional assignments; practice or course work in an instructional setting (classroom, laboratory, or clinic).

3) Disciplinary Suspension — an involuntary separation of the student from the institution for misconduct for a specified period of time or until special conditions have been met. Suspension differs from dismissal in that, after the stated time period or the satisfaction of specified conditions, the student is eligible to be re-enrolled.

4) Disciplinary Dismissal — an involuntary separation of the student from the institution for misconduct. Dismissal differs from suspension in that it does not imply/state a minimum separation time.

5) Disciplinary Expulsion — disciplinary dismissal of a permanent nature. The process to be used in determining the recommended form of discipline is as follows: each Council member will recommend, by written ballot, the form of discipline he/she feels is appropriate for the nature of the violation(s) of misconduct in question. If this produces a form of discipline supported by the majority of the Council, then that form will serve as the recommendation. If not, then further discussion of discipline to be recommended will take place followed by another vote, by written ballot, of the Council members. This process will be repeated until a recommended form of discipline is favored by the majority of the Council.

4. Official Report of Hearing and Notice to Student

The findings and recommendation of the School of Dentistry Honor Council serve as recommendations to the Dean of the School of Dentistry. This shall be transmitted by the Council chair to the Assistant Dean for Student Programs who will convey them to the Dean in writing within seven (7) consecutive calendar days following the hearing date and which identifies the charge of misconduct, the decision of the Council and the recommended discipline to be imposed. A copy of this recommendation also shall be sent to the student by certified mail in the indicated time frame. An additional copy of this letter shall be sent to the Dean for Academic Affairs of the School in whose office it will be filed. This letter shall serve as the official report of the hearing unless a formal report is prepared in addition.

5. Upon receipt of the findings and recommendation of the School of Dentistry Honor Council, the Dean will, within a reasonable amount of time, make a decision to uphold, revise, or modify the decision and/or recommended disciplinary action of the Council. The Dean’s decision will be sent in writing by certified mail to the student charged and to the chair of the School of Dentistry Honor Council. A copy will be sent to the Academic Dean for the official hearing file.
6. Record of Hearing
   A taped record of the hearing shall be maintained. The hearing record shall be maintained for five (5) years after University action, including discipline imposed (if any), is completed. The notice, exhibits, hearing record and the findings and determination of the School of Dentistry Honor Council shall become the “Record of the Case” and shall be filed in the offices of the Academic Dean of the School of Dentistry and the Vice Chancellor for Student Affairs. For the purpose of appeal, files will be accessible at reasonable times and places to both the School of Dentistry and the student.

V. Right of Appeal
A. Procedure
   1. When a recommendation from the School of Dentistry Honor Council is made for some form of disciplinary action other than “none” and this is upheld by the Dean, or if a recommendation of “no disciplinary action” is revised to one of greater severity by the Dean, the student may appeal such decision to the Chancellor or his/her representative by filing written notice of appeal with the Chancellor within ten (10) consecutive calendar days after notification of the decision of the Dean. A copy of the Notice of Appeal will also be given by the student to the Dean of the School of Dentistry at the time of filing.

   2. The Chancellor or his/her designated representative shall review the full record of the case and the appeal documents and may affirm, reverse or remand the case for further proceedings and shall notify the Dean of the School of Dentistry and the student in writing of this decision on the appeal. If the Chancellor or representative reviews the decision, the action of the Chancellor shall be final unless it is to remand the matter for further proceedings.

B. Status during Appeal
   Where a Notice of Appeal is filed within the required time, a student may petition the Chancellor in writing for permission to attend classes pending final determination of the appeal. He/she may permit a student to continue to attend classes under such conditions as may be designated pending completion of appeal procedures, provided such continuance will not seriously disrupt the School of Dentistry or constitute a danger to the health, safety or welfare of the School of Dentistry community. In such event, however, any final disciplinary action imposed shall be effective from the date of the action of the Council.

Academic Standards and Procedures for Advanced Education and Graduate Students

Standards of Scholarship

1. Graduate students, regardless of classification, must maintain a 3.0 (B) grade point average for all course work taken for graduate credit at UMKC.

   *2. Graduate students must maintain a 3.0 (B) grade point average in their graduate level specialty course work.

   *3. Grades in specialty area course work must be B or better. Any specialty area course that is graded below B must be repeated.
Chapter III: Academic Policies

Probation

1. Whenever the overall grade point average for UMKC courses taken for graduate credit by a graduate student of any classification falls below 3.0 (B) the student’s status for the next term becomes: “On probation — See principal graduate adviser.” The principal graduate adviser will review the student’s progress and provide counsel, and the following conditions apply:
   a. A graduate student on probation who is not restored to good academic standing by the end of two successive semesters will be declared ineligible to re-enroll.
   b. While on probation, a graduate student must achieve a 3.0 term GPA in order to enroll for the ensuing term.
   c. A graduate student on probation will not be restored to good standing until a cumulative graduate-credit GPA of at least 3.0 is achieved.

*2. Whenever the overall grade point average for courses taken in the student’s graduate specialty area falls below 3.0 the student will be placed on probation and the following conditions apply:
   a. A graduate student on probation who is not restored to good academic standing by the end of two successive semesters will be declared ineligible to re-enroll.
   b. While on probation, a graduate student must achieve a 3.0 specialty area GPA in order to enroll for the ensuing term.
   c. A graduate student on probation will not be restored to good standing until a specialty area GPA of at least 3.0 is achieved.

Dismissal

1. A graduate student who is on probation and fails to attain an overall grade point average of at least 3.0 by the end of two successive semesters will be dismissed from the program.
2. A graduate student who is on probation and fails to attain a 3.0 term GPA for the succeeding term will be dismissed.

*3. A graduate student who is on probation and fails to attain a specialty area GPA of at least 3.0 by the end of two successive semesters will be dismissed from the program.

*4. A graduate student who is on probation and fails to attain a 3.0 specialty area GPA for the succeeding term will be dismissed.

*5. A graduate student who receives more than four hours of 2.0 (C) grades or below for courses included in the student’s graduate program of studies will be dismissed.

* This provision applies only to students enrolled in Graduate Certificate programs.

Appeal

Any student who is dismissed from the program has the right to appeal that decision. Appeals shall be made in writing to the Associate Dean for Academic Affairs within one week from the time the student received a notice of dismissal. The Associate Dean for Academic Affairs in conjunction with the Chair of the Advanced Education Committee shall select a hearing panel of five members of the Advanced Education Committee to hear the student’s appeal. At least one member of the hearing panel will be a student. The program director of the program in which the appealing student is enrolled shall be ineligible to sit on the panel. The Hearing Panel will be
Chairman by the Associate Dean for Academic Affairs. A meeting of the Hearing Panel will be scheduled within two weeks of the receipt of the student’s appeal. During the time the appeal process is being conducted the student shall be allowed to continue in the program.

The Hearing Panel shall be provided with written statements from the student and the program director as well as all relevant records and documents. Both the Program Director and his or her designee and the appealing student must attend the hearing to provide additional information and answer questions from the Hearing Panel. Other individuals who have information relevant to the situation may be invited to present their information and answer questions for the committee. The student may have an adviser present to advise the student, but this adviser shall be limited to providing advice to the student.

After reviewing the information and conducting the hearing, the Hearing Panel shall make its recommendation regarding disposition of the case to the Dean. All five appointed members of the hearing panel shall have a vote. In case of a tie, the Associate Dean for Academic Affairs shall cast the deciding vote. The Dean of the School of Dentistry will make the final decision and communicate that decision to the student and the program director.

Students in Cooperative Programs

Students enrolled in programs operated jointly by the School of Dentistry and other institutions, such as Children’s Mercy Hospital and Truman Medical Center, must remain in good standing with both organizations cooperating in the program. A student who is dismissed by either of the cooperating institutions is ineligible to continue in the program.

Grade Appeal Process for Advanced Education Students (approved January, 2009)

Students in Specialty Certificate Programs or the Graduate Programs in Dental Hygiene or Oral Biology are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the course director.

STEP 1: The student should first discuss the course grade fully with the course director. This must be done within six (6) weeks after the beginning of the student’s succeeding regular academic term (semester).

STEP 2: If the matter cannot be resolved by consultation with the course director, a student wishing to continue an appeal should address the appeal in writing to their respective Program Director within one (1) calendar week following denial by the course director, giving reasons for the appeal and providing available relevant information.

STEP 3: If the matter cannot be resolved by consultation with the Program Director, a student should submit the written appeal to the Chair of the School of Dentistry Advanced Education Committee. The appeal will be reviewed at the next scheduled committee meeting. The Program Director will provide a written statement from the course director giving the course director’s version of the case. The Committee will review all available documentation relating to the case. The student, the course director and anyone else who may be able to provide relevant information may be asked to appear at a future meeting. Following the meeting(s), the Chair will notify the student and the course director of the Committee’s decision. Copies of all records and documents relating to the case will be forwarded to the Dean of the School of Graduate Studies for MS or
IPhD students or to the Dean of the School of Dentistry for students only enrolled in a specialty certificate program.

STEP 4: If the matter is not resolved at the Advanced Education Committee level, an appeal may be made in writing to the Dean of the appropriate school. For graduate program students (Oral Biology MS and IPhD or Dental Hygiene MS), the appeal will be submitted to the Dean of the School of Graduate Studies. For specialty certificate students, the appeal will be submitted to the Dean of the School of Dentistry. The respective Dean will interview both the student and the course director and review the full record of the case and appeal documents as the basis for their decision. The Dean’s decision will be communicated to the student, the course director, the Program Director, and the Chair of the Advanced Education Committee.

STEP 5: If the matter is not resolved at the Dean’s level, the student may appeal to the Chancellor or their designated representative. This appeal must be made within ten (10) consecutive calendar days after notification of the decision of the Dean. The Chancellor or their designated representative shall review the full record of the case and appeal documents. At this level, the Chancellor may appoint an ad hoc academic appeals committee.

Policies and Procedures on Cheating
(Approved 11/27/95; Amended 10/13/97, September, 2002)
Cheating is a serious infraction of the School’s “Standards of Professional Growth and Development”1. It gives cause to doubt the offending student’s integrity and fitness to be entrusted with the oral health care of the public. Undetected or ignored cheating encourages dishonesty. It can give a student unfair advantage over other students in comparative ratings and can lead to improper assessment of the student’s readiness to progress to more advanced study or to provide direct patient care, as well as demoralize the majority of students who do not try to take unfair advantage.

UMKC School of Dentistry General Professional Standards to Foster Academic Integrity
(approved 02/24/88)
I. Responsibilities
   A. Students
      Student responsibility includes the avoidance of even the appearance of cheating. Any student behavior that gives the appearance of cheating may be taken as a presumption of cheating.
   B. Instructors and Proctors
      All persons involved in teaching or in evaluating student performance and all those who serve as proctors of student examinations have a responsibility to help prevent and control cheating.
II. Measures to Help Prevent Cheating

Any number of measures may be taken to help prevent cheating, not the least of which is reminding students before the examination begins that any action that gives the appearance of cheating will be taken as a presumption of, and treated as, cheating. The following measures are mandatory on all examinations and laboratory projects within the School of Dentistry:

A. Pre-Administration Security

1. From its inception, all copies of an examination in development, written or electronic, must be stored under lock and key when not in use. Exams in development should never be placed on an unsecured hard drive.

2. Copies of examinations must be kept in a locked file cabinet, closet or desk until ready for use; there is a secure storage space in Student Programs. See Office of Student Programs for assistance.

3. Examinations that are removed from secured areas must be kept in the presence of the responsible faculty member from the time they are removed until the exam is administered. They should never be left unattended in an empty room or office.

B. Classroom/Laboratory Examinations

1. The same examination will not be used on a yearly basis. Examination items will be varied from year to year, with an effort made to test comprehension in addition to memory of factual information.

2. Students will be randomly seated in the examination room. Seat assignments may be posted at the room entrance or printed on the examination booklet. Biomedical Communications can provide random seating charts for all classrooms upon request.

3. Students will be seated so that there are empty seats on both sides of each student and so that, except in the front row, students in succeeding rows are seated directly behind one another.

4. Students will write their seat numbers (in addition to the other identifying information) on their answer sheets.

5. If brought into the examination room, books and other materials must be placed at the rear of the room before beginning the exam.

6. No electronic devices will be allowed on a student’s person during an examination.

7. At least two proctors will be present for the duration of an examination.

8. Proctors should circle the room independently and at least project an air of vigilance, rather than congregate in one place, read or show other signs of inattention.

9. A student who leaves the examination room after the examination has begun will not be allowed to return to the room.

10. All examination materials must be turned in before a student leaves the room. At the instructor’s discretion, questions may be distributed later.

11. When students leave the examination room they should move to other parts of the building rather than congregating outside the door and disturbing those who are still working.
12. When grading constructed response items, such as fill-in-the-blank, essay or sentence completion questions, graders will fill any vacant space where an answer has been omitted using a line, large X, “Omitted” or some other unequivocal mark indicating that the item was left blank by the student.

13. Answer keys may be posted no earlier than 8:00 a.m. on the day following the examination.

C. Laboratory Projects
   1. A step-wise check-off system will be used for all projects in all courses. At the first check, each student’s work will be given an identifying mark to ensure that projects are not switched at a later time.
   2. Instructors will make use of laboratory practicals whenever possible. If a student needs to leave the room during the course of a practical, he/she is to leave their project with their assigned table instructor.

III. The Proctor’s Role
   If an examination proctor observes cheating, or behavior that gives the appearance of cheating, the proctor should:
   A. Alert another proctor to witness the cheating behavior to provide corroboration.
   B. Allow the involved student(s) to complete the examination.
   C. Inform the involved student(s) that the cheating behavior was observed at the time that each involved student turns in his/her examination paper.
   D. Report the incident to the course instructor as soon as possible after the completion of the examination.

IV. The Instructor’s Role
   Upon observation or receipt of a report of cheating on an examination in a course for which he/she has primary teaching responsibility, the instructor will investigate the reported incident. If substantiated, the instructor will:
   A. Refer the incident in writing to the Chair of the Honor Council within 72 hours.
   B. Have the option of awarding a grade of zero on the examination to the involved student(s).

V. The Student’s Role
   Upon observation of cheating on an examination or laboratory project, a student must report the incident immediately to the instructor or proctor to provide corroboration, and later in writing to both the course instructor and the Chair of the Honor Council.
Grading

The grading and grade point system adopted and used by the School of Dentistry faculty is as follows:

<table>
<thead>
<tr>
<th>Letter</th>
<th>Description</th>
<th>Points/Semester</th>
<th>Hrs.</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Outstanding or exceptional work</td>
<td></td>
<td>4</td>
</tr>
<tr>
<td>B</td>
<td>Work of distinction</td>
<td></td>
<td>3</td>
</tr>
<tr>
<td>C</td>
<td>Average work</td>
<td></td>
<td>2</td>
</tr>
<tr>
<td>D</td>
<td>Passing, but unsatisfactory work</td>
<td></td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>Failure without credit</td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>CR</td>
<td>Course taken for credit only</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>NC</td>
<td>Unsatisfactory work in course taken</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>for credit only</td>
<td></td>
<td></td>
</tr>
<tr>
<td>W</td>
<td>Withdrew; no academic assessment</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>WF</td>
<td>Withdrew failing</td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
<td></td>
<td>-</td>
</tr>
</tbody>
</table>

The exact translation of the quality of the student’s work into the grading system is left to the discretion of the instructor giving the grade. Variables such as the difficulty of the course material and the difficulty of particular examinations must be taken into consideration in making these translations. As a general rule it is expected that faculty will use high, but not unrealistic standards and only reward exceptional work with outstanding grades.

An instructor may give an incomplete grade to a student who because of illness or other valid reasons beyond the student’s control has been unable to complete the work in a course. A student who receives an incomplete, and who subsequently does not elect to withdraw from the course, must complete the required work by a date specified by the instructor. Failure to complete required work by this date is cause for the incomplete to be changed to an F. This is exclusive of those courses which are considered directed individual studies, internships, special topics, practicums, and research and thesis courses. An incomplete is appropriate when enough work in the course has been completed that the student can finish the remaining work without re-enrolling in the course in question or attending additional classes. Otherwise students should initiate withdrawal. Students cannot re-enroll in a course for which an incomplete remains on their records.

If you make a mistake, or when a student completes a course for which a grade of “I” or “NC” was given, you need to fill out a Change of Grade form. These cards are available in the Office of Student Programs (they will soon be available online). Your department chair needs to sign it after you have, and the card then goes to the Academic Affairs Dean for signature. The card should contain a brief justification for the grade change in the space provided.
Procedure for Grade Appeals *(revised 2002)*

Students are responsible for meeting the standards of academic performance established for each course in which they are enrolled. The establishment of the criteria for grades and the evaluation of student academic performance are the responsibilities of the instructor.

This grade appeal procedure is available only for the review of allegedly capricious grading, and not for review of the instructor’s evaluation of the student’s academic performance. Capricious grading, as that term is used here, consists only of any of the following:

1. The assignment of a grade to a particular student on some basis other than his/her performance in the course;
2. The assignment of a grade to a particular student by resort to more exacting or demanding standards than were applied to other students in the course; NOTE: Additional and/or different grading criteria may be applied to graduate students enrolled for graduate credit in 300 and 400 level courses.
3. The assignment of a grade by a substantial departure from the instructor’s previously announced standards.

**STEP 1:** The student should first discuss the course grade fully with the instructor of the course. This must be done within six weeks after the beginning of the student’s succeeding regular academic term (semester).

**STEP 2:** If the matter cannot be resolved by consultation with the instructor, a student wishing to continue an appeal should utilize the school’s grade appeal procedure. This procedure is described as follows:

a. The student should address the appeal in writing to the Chair of the Academic Standards Committee within one calendar week following denial by the instructor, giving reasons for the appeal and providing available relevant information.

b. The Chair of the Academic Standards Committee will call a meeting of the Committee within ten calendar days following receipt of the appeal. The Chair will obtain a written statement from the instructor giving the instructor’s version of the case. The Chair will invite the student, the instructor and anyone else who may be able to provide relevant information to appear at the meeting.

c. The Committee will review all available documentation relating to the case as well as hearing and reviewing information presented by all parties before arriving at a decision.

d. Following the meeting, the Chair will notify the student and the instructor of the Committee’s decision. Copies of all records and documents relating to the case will be forwarded to the Dean.

**STEP 3:** If the matter is not resolved at the Academic Standards Committee level, an appeal may be made in writing to the Dean. The Dean will interview both the student and the instructor and review the full record of the case and appeal documents as the basis for his decision. He may call a meeting of the Faculty Council to advise him on the matter. The Dean’s decision will be communicated to the student, the instructor and the Chair of the Academic Standards Committee.
STEP 4: If the matter is not resolved within the School, the student may appeal to the Chancellor or his/her designated representative. This appeal must be made within ten (10) consecutive calendar days after notification of the decision of the Dean.

STEP 5: The Chancellor or his/her designated representative shall review the full record of the case and appeal documents. At this level, the Chancellor may appoint an ad hoc academic appeals committee.

The decision of the Chancellor, or his/her designated representative, will be communicated to the student, the instructor, the department, and the Dean of the School. The decision of the Chancellor will serve as the final step in the appeal process.

**Referral of Students Experiencing Academic Difficulty**

Teaching faculty are expected to maintain an awareness of the attitudes and performance of students under their supervision. Early identification of students experiencing difficulty is crucial to the well being of the student and the School of Dentistry, and the teaching faculty are in a position allowing continual monitoring of student performance.

Any student who exhibits unusual behavior, repeatedly poor performance, or an abrupt decline in performance should be referred to the Academic Monitor (X2172) or the Academic Affairs Dean.

**Attendance Policy** *(Adopted on 4/25/79; Revised July, 1989)*

**Classroom and Laboratory Courses**

A. The School of Dentistry will maintain a policy of mandatory attendance for all scheduled classroom and laboratory courses.

B. There are no un-excused absences. Each absence must be excused by the course instructor.

C. The professor(s) responsible for a course is(are) also responsible for the determination of students who are not in attendance by whichever reasonable method (e.g. assigned seating, student selected seating, etc.) is desired. Tardy students who arrive after roll is taken, by whichever method, will be considered absent.

D. Any student missing more than 10 percent of any course (more than 2 hours per credit hour) must meet with the course instructor to review his or her progress in the course. The penalty for any student exceeding the maximum number of allowed absences for any classroom/laboratory course in which he/she is enrolled will be a failing grade (F) for the course, regardless of the quality of work being performed by the student in that course.

E. Removal of a failing grade (F) in a classroom/laboratory course that was received as a penalty for insufficient attendance must be accomplished by successful completion of additional course-related activities (a substantive paper, remediation if indicated, etc.) as determined by the course professor(s). The nature of these additional course-related activities is to be made known by the course professor(s) to the Academic Standards Committee along with the change of grade when the student completes them.

**Clinic Courses and Sessions**

A. Attendance will be an important factor in determining grades for the clinic session.
Chapter III: Academic Policies

B. Excessive absence will be cause for review by a board consisting of the Clinical Programs Dean and the Clinical Director. Serious infractions could result in failing grades for the session and the need to attend a remedial session at the end of the student’s fourth year. Excessive or repeated tardiness or early departure will be treated as absence.

C. Students who have canceled or broken appointments will be expected to engage in alternative clinical activity (assignment, laboratory, assisting another student or providing care to another patient) during the clinical period.

D. Students enrolled in remedial study must have an absence approved by both the chair of each department in which they are taking remedial study and by the Academic Affairs Dean.

E. Granting of an excused absence will not relieve a student of the need to meet all educational requirements.

National Board Examination Policy (revised 02/19/03; 06/06/06; 07/18/07)

It is important to everyone associated with the School of Dentistry that National Board scores be as high as possible. The reputation of a dental school among its peers, both within the institution and within dental education, is judged in large part by the performance of students on National Board examinations. In a time of increasing pressure on dental education and on higher education in general, financial support and high quality students will be concentrated in excellent institutions. Schools not viewed as excellent will wither and may die. Thus, each of us who has committed himself or herself to UMKC should be committed to achieving excellence in all areas of the school’s life.

Students have a very large stake in the reputation of the school. As alumni they will be tied to the School and its reputation for the rest of their professional careers. As the reputation of the school grows, their prestige is enhanced. Thus, each student should attempt to achieve the maximum score possible on all national, regional, and state examinations in order to help enhance the reputation of the school and in so doing help to assure his or her own professional reputation.

In order to achieve this goal, the following specific policies will be implemented beginning with the Class of 1989 and continued forthwith.

1. All students who are eligible, have passed the courses covering National Board areas, will be required to take Part I during the August break after the second year. The School of Dentistry will run a mandatory board review course for students during the summer term after the second year and prior to students taking the National Dental Board Examination (NBDE) Part I. NBDE exams are taken at Thompson Prometrics; students need to schedule exams early to assure a seat at the exam site.

2. Students who fail NBDE Part I will retake the exam by the beginning of the Spring Semester of the third year. Students who fail NBDE Part I for the second time will be suspended from clinic at the end of the Spring semester to allow sufficient time for exam preparation. Students must take the exam the third time by August 1 of that year. Students who fail the NBDE Part I for the third time will be dismissed from the School of Dentistry. In the event of unusual circumstances, such as major illness, family problems, etc., students may submit a petition to the Academic Affairs Dean to modify the timing of the administration of the board exam. The decision of the Academic Affairs Dean shall be final.
Chapter III: Academic Policies

3. Students will not be eligible to take National Board Dental Examination Part II until December of their fourth year. A mandatory Part II review program will be conducted for fourth year students prior to the NBDE II. Dental students will take the NBDE II between December 15 and January 10 in their fourth professional year. A student may petition for an alteration in the December date through the dental school Office of Academic Affairs. In no case may a student delay taking the examination beyond February 1 of the anticipated graduation year. Students who fail to take National Board examinations in accord with the time lines established by the School of Dentistry will be placed on academic probation. Students who fail the NBDE II three times will be dismissed from the School of Dentistry.

Policy on Disclosure of Student Information (FERPA)

According to the Family Educational Rights and Privacy Act, otherwise known as the Buckley Amendment or FERPA, it is illegal to release information contained in a student’s academic record/file to an individual without that student’s written consent; the only exception being “Directory Information” such as name, address, telephone, etc. However, it is policy of the School of Dentistry to only release directory information if there is sufficient reason or with consent of the student. In general, it is the School’s position to protect the privacy of our students as much as possible. Note that this right to privacy extends to the student’s spouse and parents as well as other students. Faculty members should be extremely careful about discussing a student’s achievement or academic status with anyone who is not a staff or faculty member of the School with a legitimate right to the information in order to carry out their University duties. In order to assure that all faculty and staff comply with FERPA, all faculty course directors and staff with transcript viewing privileges will be required to successfully complete the UMKC FERPA training course available on the UMKC web site.

Exam Score Reports: Faculty should never give students their grades by telephone or regular mail without confirmation of identity by means of a password or an identifier code known only to the student and faculty member. Biomedical Communications has developed a process for distributing the results of examinations that are scored on their system via e-mail. After examinations have been scored and the instructor has given permission to release the scores, results will be electronically transferred to password-protected student e-mail accounts. If a faculty member feels sufficient need to post scores, posting must be by unique identifier (random sequence of numbers or letters) known only to the faculty and each student. Prudence would dictate that these identifiers be changed periodically, such as monthly, to prevent others from learning the identifier of students on the list.

Student References: An issue that faculty continually face is serving as a reference for students who are candidates to advanced education programs, dental practices, etc. It is inherent in such references to include some form of academic information. Despite the fact that the faculty member has been asked by the student to supply the reference and thus implicitly given permission to release ‘file’ information, it is strongly suggested that a release be signed and dated by the student giving consent to do so. For your information, UMKC dental students who apply for advanced education programs which require a Dean’s Letter of Reference are required to sign a release. Essentially, this letter is a compilation of the assessment provided by three student-selected clinical faculty members. Standard forms are used for this assessment and are
supplied to the student by the Office of Student Programs. Thus, if you have served or will serve in this capacity and receive a form from the student, a signed release will be on file.

**Leave of Absence Policy** *(approved: 11/11/92; revised 6/21/96; 06/06/06; 07/2010)*

Occasionally, exceptional circumstances may arise that necessitates a temporary interruption in a dental or dental hygiene student’s course of education. For general guidance on a leave of absence, please refer to the university catalog at [www.umkc.edu](http://www.umkc.edu). To be eligible for a leave of absence, a student must:

1. Be a degree seeking student;
2. Be registered and enrolled in classes for the current term;
3. Be eligible to enroll and be in academic good standing, on probation, or on continuing probation with your academic unit;
4. Have submitted all outstanding high school or transfer transcripts if conditional admission was granted for the student to enroll for the previous semester; and
5. Provide a personal statement and official documentation for why a leave of absence is being requested.

Students requiring a leave of absence should submit a request for a leave of absence form ([link to Leave of Absence Form](#)) to the Academic Affairs Dean as it becomes apparent that a leave may be necessary. The student should meet with the Academic Affairs Dean to discuss the leave and potential return date. If approved, leaves will be formally granted by the Academic Affairs Dean in writing.

Leaves are granted for a period of up to one year and only to students in good standing. Students on a leave of absence are required to inform the Office of Student Programs in writing of their intent to return, by the date specified in the letter approving the leave. If the student does not notify the Assistant Dean for Student Programs of his/her intent by the date specified, it will be assumed that the student no longer wishes to continue at the School of Dentistry and the student will be removed from the roll of active students and will be required to submit an application for readmission to the Dental or Dental Hygiene Student Admissions Committee for their consideration.

**Curriculum Management Process**

The dental school has a curriculum management plan that includes an on-going review of all courses. Courses supportive of dental or dental hygiene competencies are reviewed together. When a course is scheduled for review, the course director will be notified and asked to submit a course syllabus, a final examination, and a “Course Director’s Information Sheet.” The Curriculum Committee reviews this information along with outcomes data related to the course. The goal of the curriculum management plan is a curriculum that is logically sequenced, comprehensive, current, and prepares the students to meet programmatic competencies. Faculty will receive commendations, suggestions, and recommendations for their course based on the review conducted by the Curriculum Committee.
Syllabus Content & Format (Revised May, 2010)
As of May 2010, the Curriculum Committee approved a standardized syllabus format for course directors at the UMKC School of Dentistry. Standardized syllabi streamline the course review process; simplify data collection for curriculum management; and ensure the inclusion of all required policies. Blank forms and directions may be found on the R drive or contact the Dean’s Office at 2010.

UMKC School of Dentistry Syllabus Format

<table>
<thead>
<tr>
<th>Identifying Materials</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Number:</td>
<td>Course Title:</td>
</tr>
<tr>
<td>Course Format:</td>
<td>Credit Hours:</td>
</tr>
<tr>
<td>Program:</td>
<td>Year/Semester:</td>
</tr>
<tr>
<td>Location:</td>
<td>Day/Time:</td>
</tr>
<tr>
<td>Course Director:</td>
<td>E-mail</td>
</tr>
<tr>
<td></td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Office #</td>
</tr>
<tr>
<td>Co-Director:</td>
<td>E-mail</td>
</tr>
<tr>
<td>(If applicable)</td>
<td>Phone</td>
</tr>
<tr>
<td></td>
<td>Office #</td>
</tr>
<tr>
<td>Additional Course</td>
<td>E-mail</td>
</tr>
<tr>
<td>Faculty</td>
<td></td>
</tr>
</tbody>
</table>

Catalog Course Description

Assigned Learning Resources

Required:  
Additional:  

Major Course Goals/Objectives

Course Schedule-please insert date and fill in content for each lecture/lab

<table>
<thead>
<tr>
<th>DATE</th>
<th>LECTURE/LAB/ACTIVITY</th>
<th>FACULTY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

Competencies Addressed in the Course

*Please list all competencies addressed in the course. Include only those competencies that are assessed in the course. Include the competency number and the full competency statement.*
Chapter III: Academic Policies

Core Requirements and Methods of Evaluation

List Assignments/Projects/Exams: *(include point value or % of final grade, if applicable)*

*Click here to enter text.*

Grading Scale: *(+/- not given in SOD curriculum)*

*Choose an item.*

*Click here to enter text.*

Rules for taking examinations:

*Click here to enter text.*

Make-Up Examinations:

*Click here to enter text.*

Other Policies

**SOD Attendance Policy:** *(Full policy can be viewed in the Student Handbook, Chapter 2, Attendance Policy)*

The School of Dentistry will maintain a policy of mandatory attendance for all scheduled classroom and laboratory courses.

Any student missing more than 10 percent of any course (more than 2 hours per credit hour) must meet with the course instructor to review his or her progress in the course. The penalty for any student exceeding the maximum number of allowed absences for any classroom/laboratory course in which he/she is enrolled will be a failing grade (F) for the course, regardless of the quality of work being performed by the student in that course.

**Course Specific Attendance Policy (if applicable):**

**SOD Remediation Policy:** *(Full policy can be viewed in the Student Handbook, Chapter 2, Academic Standards Policy)*

The failure of any course (receiving a grade of F or No Credit) will necessitate additional work to remove or replace the F or No Credit.

All students who fail a course will be required to meet with the Academic Affairs Dean to prepare an altered curriculum plan to include completing this course. An approved altered curriculum plan may result in an extension of the student’s academic program since the student has demonstrated difficulty in dealing with the standard curriculum and may need additional course work, review, and/or supplemental instruction in order to successfully complete the curriculum.

If a student successfully completes a remediation program his or her grade of F will be changed to a grade of D (no credit to credit). A second failure or No Credit in the remediated course will result in dismissal from the program.

**Course Specific Remediation Policy (if applicable):**

*Click here to enter text.*

**SOD Cheating Policy:** *(Full policy can be viewed in the Student Handbook, Chapter 2, Policies & Procedures on Cheating)*

Cheating is a serious infraction of the School’s “Standards of Professional Conduct”. It gives cause to doubt the offending student’s integrity and fitness to be entrusted with the oral health care of the public. Undetected or ignored cheating encourages dishonesty. It can give a student unfair advantage over
other students in comparative ratings and can lead to improper assessment of the student’s readiness to progress to more advanced study or to provide direct patient care, as well as demoralize the majority of students who do not try to take unfair advantage.

Student responsibility includes the avoidance of even the appearance of cheating. Any student behavior that gives the appearance of cheating may be taken as a presumption of cheating.

Upon observation of cheating on an examination or laboratory project, a student must report the incident immediately to the instructor or proctor to provide corroboration, and later in writing to both the course instructor and the Chair of the Honor Council.

Course Specific Cheating Policy (if applicable):

ADA Policy:
If you have any questions, disability or desire accommodations under the Americans with Disabilities Act, please contact the Office of Disabled Student Services, 816-235-5696.

English Proficiency Statement:
Students who encounter difficulty in their courses because of the English proficiency of their instructors should speak directly to their instructors. If additional assistance is needed, they may contact the UMKC Help Line at 816-235-2222 for assistance.

Records Retention (University Missouri System Records Retention Guide)

Faculty should retain certain academic records in keeping with university policy. Student Examination Records should be retained for one (1) year or, if a grade is contested, until contested grade has been resolved, then destroy. These records include all types of examinations, essay tests, term papers, blue books, and other testing records documenting student mastery of the course materials.

If it is your policy to return examinations, term papers and other testing materials, they may be returned to the student once grades have been recorded in grade books or other media used to record grades. Grade books should be retained for the entire time the student is enrolled in an SOD program. The entire records retention policy can be reviewed at http://www.umsystem.edu/ums/departments/fa/management/records/guide/
Chapter III: Academic Policies

**English Proficiency Policy**

The Collected Rules and Regulations require that students be notified of the University of Missouri English proficiency policy. The following statement should be inserted into each syllabus: *students who encounter difficulty in their courses because of the English Proficiency of their instructors should speak directly to their instructors. If additional assistance is needed, they may contact the UMKC Help Line at 816-235-2222 for assistance.*

**Room Scheduling and Reservations**

The Office of Student Programs maintains responsibility for room scheduling. If a faculty member needs a room for an ancillary activity, a request should be made by calling Office of Student Programs, at 2080. To avoid room conflicts and last-minute shuffling, you are encouraged to schedule rooms as far in advance as possible.

Any class sessions, other than field experiences or special events, being planned outside of the assigned classroom must have prior written consent from Academic Affairs Dean.
Chapter IV: Clinic Policies

CHAPTER IV: CLINIC POLICIES

Principles of Team Teaching and Total Patient Care

Total patient care is an important concept in the School of Dentistry clinic. As an approximation of the private practice environment, in most instances patients are assigned to students for total care from diagnosis and treatment planning through case completion. This approach allows for continuity of treatment and benefits both patient and student.

To facilitate this approach to clinical training, the general clinic is organized into three teams. Each student is assigned to a team comprised of other students and faculty from all disciplines. Generally, 4th year students will be assigned their own treatment cubicle and 3rd year students are expected to schedule a treatment cubicle through their team clerk. Faculty are assigned to teams with the intent of distributing faculty expertise evenly among the teams. The responsibilities of team leadership are assigned to one of the senior faculty members.

Standards of Care

As an oral health care facility, we are committed to meeting the following standards of care:

1. All patients are offered and, if they accept it, provided comprehensive patient care to meet their oral health needs.
2. Patient care is provided in a timely manner to ensure treatment progresses appropriately to the patient’s clinical needs.
3. Patients receive high quality care.
4. Patients are satisfied with the care they receive.
5. Confidentially of patient records is maintained.
6. Federal, state, local and institutional guidelines and policies are followed to insure the safety and rights of our patients.

Patient Bill of Rights

The SOD has a commitment to ensure that all patients receive confidential, courteous care. Patients are entitled to an explanation of their diagnosis, recommended treatment, cost of treatment and results expected from treatment. In addition, questions they may have about treatment will be answered. Although students are the primary caregivers, faculty are expected to uphold the School of Dentistry Patient Bill of Rights. The Patient Bill of Rights are:

• We will provide as much information as you request before we begin treatment.
• We will respect your right to privacy in health care. Your dental records are confidential and will be released only with your consent.
• We will give you considerate and respectful care, complete treatment for your dental needs and a treatment plan that progresses steadily and continuously.
• Should you decide to refuse our treatment, we will do our best to offer alternative treatment. If you decide not to pursue any treatment, we must explain the possible risks to your health.
• We will respond promptly to your requests for service, help and relief from pain.
Chapter IV: Clinic Policies

• We will offer you the opportunity to participate in research studies or procedures. You do not have to accept.
• The Coordinator of Patient Services can address your concerns during or following treatment.

Health Insurance Portability and Accountability Act (HIPAA)

The Health Insurance Portability and Accountability Act (HIPAA) is federal law enacted to protect a patient’s privacy and security. Knowledge and information about HIPAA is part of your obligation as a faculty member and annual training and guidance meetings concerning HIPAA is provided and is required for all employees. You will be notified of the place and time for these annual training sessions by the HIPPA compliance officer of the University of Missouri-Kansas City School of Dentistry. For any questions related to training or policies, please contact the School of Dentistry HIPAA Privacy Officer, Dr. Harvey Eplee at 816-235-2152.

Clinic Manual

The UMKC SOD clinic manual is updated each year and posted on the school’s Intranet (http://dentistry.umkc.edu/intra/default.htm). It is the governing document for all clinical policies. Please refer to the Clinic Manual for these policies:

• Bloodborne Pathogen Policy
• Infection Control Guidelines
• Personal Protective Equipment
• Immunization Policies
• Basic Life Support Certification
• Controlled Substances Licenses
• Suspension of Clinical Privileges
CHAPTER V: FACULTY EVALUATION POLICIES

Annual Goal Setting
Each year, full-time faculty members are expected to complete an academic year planning sheet and compile a list of goals (in teaching, research and service as applicable to the faculty’s job responsibilities) for the upcoming year. Department chairs should schedule a meeting with each of their faculty members to discuss the degree to which the previous year’s goals have been met and the appropriateness of the plans proposed for the next year (often this review of goals is completed at the same time as the year-end evaluation). After being signed by the department chair, a copy of these forms should be sent to the Dean’s Office. Annual evaluation of faculty by chair will focus on accomplishment of annual goals as reflected in the faculty annual report, student ratings, peer review (if applicable) and department chair evaluation.

Faculty Annual Reports
Faculty are the primary resource of the School of Dentistry, and are expected to maintain a record of their activities throughout the year using the Faculty Activity Report. Faculty are also encouraged to complete the UM System on-line data entry system - the Faculty Accomplishment System (UM FAS) available at https://iatsact.missouri.edu/fas/fas>. The www address and instructions for using this system are also available from the Academic Dean’s Office, and may also be found on the “Minutes” drive of the School’s intranet under the filename “FAStem-plApr05“. An individual faculty member is the only person who can enter or modify his/her own UM FAS data, but both the School of Dentistry and the UM system make use of the data. In January of each year, activity data for the previous calendar year are retrieved for routine reporting. Additionally, at indeterminate times throughout the year the School of Dentistry is called upon to document all that SOD faculty do. Therefore, faculty are encouraged to keep their data current in UM FAS. Faculty should remeber that documentation supporting the entries in these annual reports should be maintained by the individual faculty member. This documentation should be part of annual evaluation and will be necessary for promotion through the ranks.

Annual Evaluation of Faculty
Faculty members in the School of Dentistry are evaluated annually by their department chair. In preparation for the annual evaluation, faculty will provide the chair with a copy of the annual report (Faculty Activity Report/Faculty Accomplishment System), and goals for the upcoming year. Chairs will base their evaluation on the faculty’s accomplishments in teaching, research/scholarship, and service in keeping with the faculty member’s assigned duties. Sources of data for the evaluation will include the self-report of activities, peer review (if applicable), chair evaluation, and student ratings. Chairs are encouraged to be pro-active in seeking multiple sources of evaluation of teaching (review of syllabi, course materials, exams, observation of teaching, team coordinator feedback, as well as student ratings).

Student Ratings of Teaching
Maintaining and enhancing the quality of instruction, both pre-clinical and clinical, is of paramount importance in the School of Dentistry. Beginning faculty members are encouraged to
solicit advice on effective teaching from more experienced faculty. This type of peer evaluation/coaching may substantially alleviate many of the common problems experienced as one begins a career involving teaching. Student evaluations may also provide important feedback on perceived instructional quality, and comprise one component of the School of Dentistry’s faculty evaluation program.

Each semester, all students are asked to evaluate all of their courses. For each instructor, students are asked to rate:

**Classroom Instruction**
1. Organization of course
2. Effectiveness in teaching the subject matter
3. Clarity and fairness of evaluation and grading techniques
4. Ability to communicate effectively
5. Ability to motivate students to learn
6. Prompt and constructive feedback on student’s progress
7. Overall rating

**Laboratory Instruction**
1. Organization of the course and instruction
2. Effectiveness in laboratory teaching
3. Clarity and fairness in grading
4. Ability to communicate effectively
5. Effective use of laboratory time
6. Ability to motivate students to learn
7. Prompt and constructive feedback on student’s progress
8. Overall rating

**Clinic Instruction**
1. Effectiveness in clinical teaching
2. Availability during clinical time
3. Ability to communicate effectively
4. Ability to motivate students to learn
5. Fairness in grading
6. Tailoring of clinical instruction to varying students skill level
7. Prompt and constructive feedback
8. Overall rating

These student evaluations are tallied, statistically analyzed, and compiled by the staff of Biomedical Communications. The resulting reports are distributed to the individual faculty, course directors, department chairs (for their department) and Academic Affairs Dean after the conclusion of the semester. Student evaluations are discussed between the chair and faculty of a department at least annually as one component of the evaluation of teaching.
Chapter V: Faculty Evaluation Policies

Evaluation of Department Chairs
Department chairs are evaluated every other year by the faculty in their department. The anonymous evaluation surveys are sent out by the Office of Academic Affairs. These evaluations are used for year-end evaluation of the chair by the dean, chair self-improvement, and departmental improvement. Faculty are encouraged to participate in the chair evaluation process.

Evaluation of the Dean
The Faculty Senate has designed a system to evaluate the Dean of each unit on a rotating basis. Faculty will be notified of the procedures to be followed when it is time for the Dean of the School of Dentistry to be evaluated. Again, faculty participation is voluntary and anonymity is maintained. Results are sent to the Chancellor who shares the results with the Dean.

Salary Adjustments
Determining salary adjustments is one of the most difficult and potentially divisive tasks facing any institution. At the School of Dentistry, every effort is made to ensure that the process is fair and equitable. The monies available for salary increases are determined annually by the Board of Curators of the University system, and disbursed through the Chancellor to the Dean of the School of Dentistry. Each chair is allotted a sum of money equal to the salary increase percentage of the department’s salary. Based upon meetings with the faculty member regarding goals, the faculty annual self-report, student evaluations and the chair’s evaluation, the chair allocates the available funds to departmental faculty. If a chair feels that a particular faculty member is deserving of additional salary monies, the chair may petition the Dean for additional consideration. All faculty members receive a letter, usually in May, informing them of the salary which will be recommended for the next year. Any faculty member who feels slighted in the process may file an appeal with the Budget Committee, which hears the appeal and makes a recommendation to the Dean. New salaries become effective in September of each year.

Procedures & Guidelines for Selection, Promotion and Tenure (Approved 11/88; revised 9/14/92; 5/01/95; 9/20/05)
Procedures and guidelines for promotion and/or tenure at the School of Dentistry are carried out within the context and guidance laid out in University of Missouri Collected Rules and Regulations 310 and 320.035 which can be accessed at http://www.umsystem.edu/ums/departments/gc/rules/ and UMKC Policies and Procedures which include: Chancellor’s Memorandum #35 (approved May, 1977; revised May 19, 1997; July 7, 2000; December 21, 2007). Remaining UMKC promotion and tenure information can be found at http://www.umkc.edu/provost/fac_affairs/prom_tenure.asp

UMKC School of Dentistry Procedures
1. Election: The Selection, Promotion, and Tenure committee (SP&TC) shall be elected by the faculty.
2. Composition/Term of Office: The SP&TC shall consist of nine members: eight tenured full professors and one at-large clinical professor. Five members from the Clinical Sciences, two from the Behavioral Sciences/Oral Biology Departments (combined), one from the
Chapter V: Faculty Evaluation Policies

Division of Dental Hygiene, and one at-large clinical professor from the School of Dentistry faculty. If a designated area does not have enough tenured full professors to serve, then tenured associate professors can be elected. If there is no at-large clinical professor available, then a clinical associate professor may be substituted. The term of office shall be limited to two consecutive three-year terms, which will include partial terms. A faculty member may not be re-elected to the committee until he/she has been off the committee for a period of three years. The assignments will be sequenced so that no more than two Clinical Sciences faculty members will complete their terms in any one year. Members elected to fill positions vacated by members whose terms are incomplete shall be elected to serve only the remaining portion of the term, but shall be eligible for re-election.

3. Basic Responsibilities

a. **Duties of Selection.** The SP&TC shall make recommendations concerning the selection of applicants for regular and non-regular faculty positions. Upon request, the SP&TC shall make recommendations concerning the selection of administrative officers and chairs of departments or divisions.

b. **Duties of Promotion and Tenure.** The SP&TC shall make recommendations for promotion and/or tenure to the Dean of the School of Dentistry. SP&TC procedures concerning promotion and tenure will be conducted in accordance with policies of the School of Dentistry, UMKC, and the University of Missouri Academic Tenure Regulations.

c. **Review of Probationary Faculty.** The SP&TC will review the progress of all probationary faculty on a yearly basis. The Committee will be provided the annual faculty self-report and department supervisor evaluation. The committee will review these reports and invite the faculty member and supervisor to an interview if there are questions. The Committee evaluations and recommendations on faculty progress will be submitted to the Dean with copies to the faculty member and supervisor. Appeals will be heard by the Committee within one week and a final recommendation made to the Dean.

d. **Review of tenured regular faculty members** (post-tenure review). In compliance with the Collected Rules & Regulations of the University of Missouri, the SP&TC shall review the performance of any regular faculty member whose performance is deemed unsatisfactory by their department chair. This review is for the sole purpose of determining concurrence or non-concurrence with the department chair’s evaluation.

4. Officers

a. **Chair.**

(1) The Chair of the committee shall be elected annually from the membership at the first working meeting on or after July first. A quorum of at least six committee members shall be necessary to elect the committee chair.

(2) It is the responsibility of the Chair to:

(a) Call all meetings of the committee.
(b) Interface with the administration of the School of Dentistry concerning selection, promotion, and tenure.
(c) Initiate all necessary correspondence of the committee.
(d) Complete and submit all necessary forms for the committee.
(e) Report on committee activities at faculty meetings.
(f) Interface with other committees of the school and university when necessary.
(g) Send letters to the Dental School Dean and to the candidates, advising them of the committee’s recommendations.
(h) Ensure that all records of the committee, including its minutes, are appropriately maintained and accurate.
(3) The Chair will appoint another member of the committee to act in his/her place during a required absence.

5. Committee Procedures: Selection of New Faculty Members
   a. The committee reviews the academic credentials of all candidates recommended for a faculty position (full- or part-time) by an appropriate search committee and/or department chair at the School of Dentistry.
   b. The committee interviews those candidates recommended for full-time faculty positions including part-time faculty who are recommended for full-time positions.
      (1) It shall be required that the appropriate department chair provide to the committee a list of expected duties, expectations, and time allocations among anticipated duties, prior to the committee’s interview of candidates for a vacancy.
   c. The committee advises all faculty candidates of the criteria for promotion and/or tenure for regular, non-regular, and part-time positions.
   d. The committee forwards recommendations to the Dean along with the suggested starting academic rank when acceptability of the applicant has been determined.
   e. Depending on a candidate’s past professional experience, the committee may with the candidate’s approval recommend credit toward continuous appointment at the time of employment, if the appointment is regular.

6. Committee Procedures: Probationary Review (Third Year)
   In addition to the annual review of probationary faculty and in accordance with the rules and regulations governing review of tenure-track faculty members during their probationary period, a review by the SP &T committee will be conducted following completion of a faculty member’s third year of appointment. The 3-year review is intended to assess progress towards the goals as specified in the School of Dentistry’s Guidelines for Promotion and Tenure, to provide constructive feedback to the faculty member, and to inform to the Dean of progress towards goals. This Year 03 evaluation will be completed and take the place of the annual Promotion and Tenure Committee evaluation for the probationary faculty for that particular year.

   The 3-year review will be conducted by the entire Promotion and Tenure Committee. The Department Chair will work with the faculty member to assemble appropriate documentation for consideration by the Committee. Materials to be supplied by the faculty member are to include an updated Curriculum Vitae, and appropriate documentation of efforts in teaching, research and service (Part I of candidate tenure packet). The Department Chair will provide the committee with information regarding the faculty member’s annual assessments.
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The faculty member will be assessed in terms of progress towards the School of Dentistry’s guidelines for promotion and tenure. The committee will review these reports and invite the faculty member and Department Chair to an interview if there are questions. The Committee evaluations and recommendations on faculty progress will be submitted to the Dean, with copies to the faculty member and Department Chair. Appeals will be heard by the Committee within one week and a final recommendation made to the Dean prior to the end of the School of Dentistry summer academic session.

Completion of a third year review will be reported to the Dean and Provost, but the proceeding and finding of the evaluation will be kept in the faculty member’s file in the Dean’s offices. The results will serve as background for the 5-year School of Dentistry’s Promotion and Tenure evaluation meeting, but will not be included in the dossier assembled for the 5-year review.

7. Committee Procedures: Promotion and Tenure
   a. When considering promotion and/or tenure, committee members must be notified of the meeting time and the agenda of a committee meeting at least five days prior to the scheduled meeting.
   b. Six of the members of the committee eligible to vote on an applicant shall constitute a quorum.
   c. Recommendations of the committee must be approved by a majority vote of the quorum. Voting will be by secret ballot.
   d. Only those committee members holding rank equivalent to or greater than that recommended of the candidate may vote on a candidate seeking promotion.
   e. Only those committee members with tenure can vote on applications for tenure.
   f. Each candidate for promotion and/or tenure will receive written notice of the committee’s recommendation. This notice shall be timely so as to allow for appeals, if appropriate.
   g. The committee shall forward the vote tallies and its recommendations to the Dean and the candidate in accord with the time table provided by the Provost’s office (approximately October 15).
   h. Questions on selection, promotion and/or tenure guidelines, policies, or procedures shall be addressed to the Academic Affairs Dean.

8. Promotion and/or Tenure: Time Considerations
   a. After July 1, the Academic Affairs Dean will meet with the Selection, Promotion, and Tenure Committee to:
      (1) Present the list of faculty members eligible for promotion and mandatory consideration for tenure.
      (2) Decide on procedures to be followed concerning:
          (a) External evaluations.
          (b) Internal evaluations.
          (c) Faculty with joint appointments.
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b. The Chair of each teaching department shall prepare a formal evaluation and recommendation (Part Two of the form “Recommendation for Tenure and/or Promotion Beyond Assistant Professor”) on each faculty member in the department who is applying for promotion and/or tenure and shall forward them through the appropriate administrative channels to the Chair of the Selection, Promotion, and Tenure Committee.

Evaluations and recommendations for promotion and/or tenure of Department Chairs shall be prepared by the Dean. Evaluations and recommendations must reach the Selection, Promotion, and Tenure Committee no later than September 1 of each year.

c. Specific Time Requirements by Academic Rank for Promotion.

(1) A faculty member shall spend a minimum of six years as Assistant Professor before consideration for promotion to Associate Professor. Thus, an individual in this rank will be eligible for promotional consideration during the sixth year of appointment at this rank. The promotion packet will be submitted by the end of the fifth academic year.

(2) A faculty member shall spend a minimum of four years as Associate Professor before consideration for promotion to Professor. Thus, an individual in this rank will be eligible for promotional consideration during the fourth year of appointment at this rank. The promotion packet will be submitted by the end of the third academic year.

(3) Earlier promotions may be recommended where there is evidence of outstanding performance.

(4) During the faculty member’s initial term, and during each succeeding term throughout the probationary period, the Dean may, after receiving recommendations from the appropriate faculty body, decide not to reappoint, provided there has been due notice given, or to reappoint on a terminal one year contract.

d. Specific Time Requirements by Academic Rank for Tenure.

(1) Assistant Professors must be given tenure at the beginning of their seventh year of credited service* or be terminated with due notice after completion of the seventh year. That is, at least thirty days prior to the beginning of the seventh year of credited service, notice must be given an individual regarding a negative decision on tenure. Thus, any recommendation for tenure of a person presently at this rank must be considered by the Selection, Promotion, and Tenure Committee at the beginning of the sixth year of credited service. The tenure packet will be submitted by the end of the fifth academic year.

(2) Associate Professors must be given tenure at the beginning of their fifth year of credited service* or be terminated with due notice after completion of the fifth year. That is, at least thirty days prior to the beginning of the fifth year of credited service, notice must be given an individual regarding a negative decision on tenure. Thus, any recommendation for tenure of a person presently at this rank must be considered by the Selection, Promotion, and Tenure Committee at the beginning of the fourth year of credited service. The tenure packet will be submitted by the end of the third academic year.
(3) **Professors** must be given tenure at the beginning of their fourth year of credited service* or be terminated with due notice after completion of the fourth year. That is, at least thirty days prior to the beginning of the fourth year of credited service notice must be given an individual regarding a negative decision on tenure. Thus, any recommendation for tenure of a person presently at this academic rank must be considered by the Selection, Promotion and Tenure Committee at the beginning of the third year of credited service. The tenure packet will be submitted by the end of the second academic year.

*Years of credited service include actual number of years of service at the University plus any that may have been granted either at the time of initial appointment or at the time of change to regular appointment status.

(4) Tenure prior to those times identified may be recommended where there is evidence of outstanding performance, but such outstanding performance must be very well documented. Tenure will not be considered for an Assistant Professor unless he/she is eligible for promotion to Associate Professor.

8. **Process of Promotion and/or Tenure**

a. **Responsibilities of the Faculty Member**

(1) Submission of an application for promotion and/or tenure is primarily the responsibility of the faculty member upon the recommendation of the immediate supervisor. A properly completed application for promotion and/or tenure includes:

(a) A completed copy of the University form, "Recommendation for Tenure and/or Promotion Beyond Assistant Professor, Part I".

(b) Supporting documentation, such as various evaluation forms for student evaluation, articles/book reviews, committee participation, copies of publications, examples of learning materials developed, etc.

(c) Letters of support from divisional/departmental peers. These must be solicited by the faculty member for inclusion in the packet.

(d) Letters of external peer review. These will be solicited by the Dean.

(2) It is the responsibility of the faculty member to organize the material in the recommendation packet, to see that it is neatly typed and presented in an organized fashion and to meet the deadlines outlined in this document. (Guidelines are available from the Academic Affairs Dean).

b. **Responsibilities of the Supervisor**

(1) Application for promotion and/or tenure should be initiated by the applicant’s immediate supervisor and forwarded through administrative channels to the Selection, Promotion, and Tenure Committee.

(2) Identification of appropriate persons who may be contacted for external peer review is the responsibility of the supervisor, in consultation with the faculty member. Names and addresses of persons identified should be forwarded to the administration as soon as possible in the process but no later than June 1.

(3) It is the responsibility of the supervisor to complete Part II of the “Recommendation for Tenure and/or Promotion Beyond Assistant Professor” form.
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(4) It is the responsibility of the supervisor to review the assembled documents and ensure that sufficient documentation has been provided.

(5) It is the responsibility of the supervisor to forward the recommendation through the Academic Affairs Dean to the Chair of the Selection, Promotion, and Tenure Committee.

c. Responsibilities of the Selection, Promotion, and Tenure Committee

(1) It is the responsibility of the SP&TC to review the final portfolio to determine whether documented evidence of stated teaching, research, and service activities is included and whether it adequately reflects the faculty member’s contributions in these areas. This includes adding replies from external reviewers and other evaluative statements or comments to the appropriate portfolios.

(2) Using the “Guidelines for Promotion and Tenure at the School of Dentistry”, the SP&TC will make a carefully prepared appraisal/evaluative written statement and append it to the portfolio. According to Chancellor’s Memorandum #35, some of the questions to be answered by the Selection, Promotion, and Tenure Committee are:
  (a) Is the candidate qualified to be promoted or tenured?
  (b) Is it in the best interest of the University of Missouri to promote or tenure the candidate recommended?
  (c) Is the recommended action the best possible action that can be taken for the University?

(3) The SP&TC will notify the faculty member and the supervisor, in writing, of the recommendation of the committee.

(4) All vote tallies, recommendations and documentation including appeals and resulting changes of recommendation, if any, are to be completed and added to the final portfolios. The portfolios are then forwarded to the Dean on or before October 15.

(5) In the event of a negative decision by the committee, the individual and the supervisor shall be immediately notified in writing of the adverse vote. The individual and the supervisor will be given a reasonable time (not to exceed 10 working days) both to submit a written rebuttal and to have an opportunity to appear before the committee in support of the faculty member’s candidacy. The committee’s subsequent decision will be forwarded to the Dean as its recommendation. Written rebuttal received from the individual and/or the supervisor will be forwarded to the Dean with the recommendation. The Dean will forward his/her decision with the portfolio to the Chancellor.

d. Responsibilities of the School of Dentistry Administrators.

(1) The Department Chair or designee provides guidance in writing to the faculty member during each year of the probationary period.

(2) External evaluations are conducted by the Dean. The Dean or designee shall:
  (a) Initiate the external review by obtaining a list of potential external evaluators from the candidate. These must meet criteria for objectivity; must be from peer institutions; and, must be approved by the Office of the Provost. The SOD Dean will select a minimum of five experts from the list provided or others deemed appropriate.
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External evaluators should be competent in the candidate’s field but not associated with the candidate in any way.

(b) Provide external reviewers a review package that includes UMKC tenure/promotion criteria as well as a complete set of data on the candidate’s teaching, research and service.

(c) Seek and obtain appraisals and evaluations of the candidate’s competencies relative to the external reviewer’s institution, as well as UMKC.

(d) Insure that all materials submitted by external evaluators are available for review by the SP&TC, and for all subsequent reviews.

(3) Provide a period for the candidate to appeal a negative decision by the Dean.

(4) Submit all portfolios and all including that of the Selection, Promotion, and Tenure Committee to the Provost.

(5) The questions that should be answered by the Dean regarding a faculty member’s candidacy are:

(a) Is the candidate qualified to be promoted or tenured?

(b) If more than one person is being considered for a single position, is the candidate the best qualified among those being considered to fill this tenured position?

(6) In unusual circumstances and when it is appropriate, the Dean’s office will assist faculty in obtaining an extension of the application deadline. Normally, the faculty member must make such an appeal to the dean who then forwards that information along with his/her recommendation to the Provost.

e. Responsibilities of the Chancellor of the University of Missouri-Kansas City.

Current system rules and regulations may be found at:
http://www.umkc.edu/provost/fac_affairs/prom_tenure.asp

Sample Time Table for Promotion and/or Tenure
(This varies by year, please consult the Provost web site for details).

Approximate Dates:

April 7  Deans notified by the Provost’s Office of faculty members who require mandatory review during the ensuing academic year. Deans are to promptly notify faculty members under mandatory review and provide appropriate materials. Deans should also notify faculty members that anyone who would like to be considered for promotion to full professor should declare their intention to apply so that external evaluators can be selected and submitted by May 15 for approval.

April 17 Deans notify Vice Provost for Faculty Affairs of 1) Additional Mandatory Review candidates; 2) Candidates for promotion to full professor.

April 15  P & T Information Meeting for candidates.
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May 15  Deans turn in list of potential external evaluators to the Vice Provost for Faculty Affairs for approval on the External Evaluator Disclosure and Approval Form. Candidates should review and sign the Disclosure and Approval Form and include it in the portfolio. The External Evaluator Disclosure Forms may be turned in prior to May 15. The Vice Provost will promptly review Forms after receipt of them. Please note:

- Evaluators must not be friends, mentors, classmates, co-authors, co-investigators, members of candidate’s doctoral committee, former colleagues or former professors.
- Evaluators should not be from an institution from where the individual undergoing review: a) received a degree, b) served on the faculty, or c) has a close personal association. If a reviewer is necessary from such an institution, it must be approved by the Vice Provost for Faculty Affairs.

May 31  Candidates to provide the required number of copies of their portfolio (including the Part I form) to the Dean’s office for submission to external evaluators, unless the Dean’s office has set another deadline (as in the College of Arts & Sciences). The Vice Provost will notify the Deans’ offices of which external evaluators have been approved.

Aug. 30  The Deans’ office will add the external evaluators’ letters to the candidates’ portfolios and forward them for consideration by the P & T Committee and the Department Chair.

Sept. 1  The Campus P & T Advisory Committee is convened to review unit and departmental guidelines and to set a meeting schedule for review and discussion of portfolios.

Sept. 1  Part One and Part Two of the document “Recommendation for Tenure and/or Promotion Beyond Assistant Professor”, through the Academic Affairs Dean, are sent to the Department or School Selection, Promotion, and Tenure Committee for review.

Oct. 2  Department or School Selection, Promotion, and Tenure Committee provides the candidate with a copy of its recommendation (positive or negative).

Oct. 16 Candidates choosing to do so may provide a written appeal or rebuttal to the recommendation of the Departmental or School P & T Committee. Selection, Promotion, and Tenure Committee forwards recommendation to the Dean.

Nov. 1  Department Chair or Dean provides the candidate with a copy of his or her recommendation (positive or negative).

Nov. 15 Candidates choosing to do so may provide a written appeal or rebuttal to the recommendation of the Department Chair or Dean.

Dec. 1  Final recommendations from the Deans are included in the portfolio, and copies provided to the candidate (positive or negative) unless previously provided.

Dec. 15 Candidates choosing to do so may provide a written appeal or rebuttal to the final recommendation of the Dean unless they have already had such an opportunity.

Mar. 1  Campus P&T Committee conveys final votes to Provost.

Mar. 30  Provost makes recommendations to the Chancellor.

May 4  Final decisions made by the Chancellor.
Please direct any questions to either the Dean’s Office or the Provost’s Office.

**Guidelines for Awarding the Academic Rank of Assistant Professor**

Evaluation of a candidate involves qualitative and quantitative judgments. The guidelines below are to be considered minimal for awarding the academic rank of Assistant Professor and are necessarily broad to allow for the varying backgrounds of potential faculty members.

**Candidates with Teaching Emphasis**

1. The candidate is expected to have a terminal degree in his/her field.
2. The candidate is expected to have a minimum of two years of appropriate graduate education or experience appropriate to the goals of the department/division.
3. The candidate is expected to demonstrate potential for research and scholarly activity.
4. The candidate is expected to demonstrate potential for quality teaching.
5. The candidate will have demonstrated service to the profession and community by documenting participation in at least THREE of the following:
   - A. Active participation in local, state, and/or national professional organizations.
   - B. Participation in professional continuing education courses.
   - C. Participation in the practice of dentistry or dental hygiene.
   - D. Contribution to or initiation of community education or service programs.
   - E. Service as a consultant.
   - F. Efforts aimed at self-improvement, such as:
     1) Development/research leaves.
     2) Progress toward a Fellowship in the Academy of General Dentistry.
     3) Progress toward board certification.
     4) Enrollment in courses aimed at improving teaching or research skills.
     5) Course work toward an advanced degree.

**Candidates with Research Emphasis**

1. The candidate is expected to have completed appropriate post-graduate education.
2. The candidate should be involved in an active, on-going research program.
3. The candidate is expected to have at least TWO publications in refereed journals or have made at least two presentations at national professional meetings.
4. The candidate is expected to demonstrate the potential for a high level of teaching competence.
5. The candidate will have demonstrated service to the school, university, profession, and community by documenting participation in at least THREE of the following:
   - A. Active participation in local, state, and/or national professional organizations.
   - B. Participation in professional continuing education courses.
   - C. Participation in the practice of dentistry or dental hygiene.
   - D. Contribution to or initiation of community education or service programs.
   - E. Service as a consultant.
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F. Efforts aimed at self-improvement, such as:
   1) Development/research leaves.
   2) Progress toward a Fellowship in the Academy of General Dentistry.
   3) Progress toward board certification.
   4) Enrollment in courses aimed at improving teaching or research skills.

G. Completion of a post-doctoral education experience.

Guidelines for Awarding the Academic Rank of Associate Professor
Satisfying the following minimal guidelines is essential for awarding the academic rank of Associate Professor. Meeting these criteria does not guarantee promotion. Evaluation of a candidate involves qualitative and quantitative judgments.

Candidates with Teaching Emphasis
1. The candidate will have demonstrated a high level of teaching competence. Evidence of teaching competence should include:
   A. Design or major revision of educational materials for use at the School of Dentistry such as teaching manuals, videotapes, slide series, computer-assisted instruction, teaching case presentations, and other special instructional aids. Written assessments from external evaluators and the department chair are required.
   B. Responsibility for a major division of the curriculum or major segments of a course. Course or unit objectives, outlines, and sample examinations should be provided as evidence, along with assessments from external evaluators and the department chair.
   C. If appropriate documented evidence of skills in clinical instruction and supervision of patient services as assessed by peers, students, and department chair.

2. The candidate will be actively engaged in an on-going research/scholarly effort. Evaluation will include a description of the proposed, current, and completed research projects and the candidate’s role in each.

3. The candidate’s four best publications, as selected by the candidate, will be used to assess the quality of the candidate’s research activity. All of these must be in refereed journals and the candidate should be first author on at least two of these papers. The candidate may include textbooks or chapters in textbooks as a substitute for one of the publications.

4. The candidate will have demonstrated service to the school, university, community, and profession by documenting participation in at least THREE of the following:
   A. Active participation in school and university committees.
   B. Active participation in private practice or in the Dental Faculty Practice.
   C. Provision of professional continuing education courses.
   D. Contribution to or initiation of community educational or service programs, such as health fairs, screenings, etc.
   E. Active participation in relevant professional associations at the local, state, or national level.
   F. Service to journal editorial boards and peer review groups.
   G. Service as a consultant.
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5. The candidate shall fulfill at least TWO of the following:
   A. Specialty board certification and/or post-doctoral graduate education with a certificate or degree.
   B. Submission of a research grant to a government agency or other funding organization that utilizes peer review.
   C. Preparation of industrial protocols and/or receipt of industrial contracts for clinical research or evaluation.
   D. Efforts aimed at self-improvement which may include:
      1) Fellowship in the Academy of General Dentistry.
      2) Development/research leaves.
      3) Course work aimed at improving teaching or research skills.

6. The candidate shall demonstrate progress toward establishing a national reputation in his/her field which may include: participation in workshops, symposia, presentations, and continuing education; membership in the American/International College of Dentists, American Dental Education Association, International Association for Dental Research.

Candidates with Research Emphasis

1. The candidate’s six best publications, as selected by the candidate, will be used to assess the quality of the candidate’s research activity. All of these must be in refereed journals and the candidate should be first author on at least four of these papers. The candidate may include textbooks or chapters in textbooks as a substitute for one of the publications.

2. The candidate shall have made a contribution to scholarship, research, or creative activity by providing evidence of ONE of the following:
   A. Textbook or chapters in textbooks.
   B. Presentation(s) at national professional meetings.

3. The candidate will be actively engaged in an on-going research effort. Evaluation will include a description of the proposed, current, and completed research projects along with the candidate’s role in each.

4. The candidate will have submitted and received support for at least one grant application to a federal agency, university-wide competition (excluding Rinehart), commercial and/or industrial company (which award must exceed $20,000), or other funding agency that utilizes external peer review.

5. The candidate will have demonstrated a high level of teaching competence as documented by peer, student, and department chair assessments.

6. The candidate will have demonstrated service to the school, university, community, and profession by documenting participation in at least TWO of the following:
   A. Active participation in school and university committees.
   B. Active participation in private practice or in the Dental Faculty Practice.
   C. Provision of professional continuing education courses.
   D. Active participation in relevant professional associations at the local, state, or national level.
E. Service to journal editorial boards and peer review groups.
F. Service as a consultant.
G. Contribution to or initiation of community educational or service programs.
H. Service on the graduate faculty.
I. Effective leadership as a mentor.

7. The candidate will demonstrate progress toward establishing a national reputation in his/her field through participation in workshops, symposia, presentations, continuing education, and various professional honors.

**Guidelines for Awarding the Academic Rank of Professor**

Satisfying the following minimal criteria is essential for promotion to the academic rank of Professor. Meeting these criteria does not guarantee the award of full Professorial rank. Evaluation of a candidate involves qualitative and quantitative judgments.

**Candidates with Teaching Emphasis**

1. The candidate will have demonstrated a high level of teaching competence. Evidence of teaching competence should include:
   
   A. Major innovation in a teaching program and the development of educational materials for use at the School of Dentistry such as teaching manuals, videotapes, slide series, computer-assisted instruction, teaching case presentations, and other special instructional aids. Documentation that teaching materials are used in other schools of dentistry is highly desirable. Written assessments from external evaluators and the department chair are required.
   
   B. Responsibility for a major division of the curriculum through course directorship or similar administrative responsibilities. Course or unit objectives, outlines, and sample examinations should be provided as evidence, along with assessments from external evaluators and the department chair.
   
   C. If appropriate documented evidence of skills in clinical instruction and supervision of patient services as assessed by peers, students, and department chair.

2. The candidate must demonstrate continuous participation in an on-going research effort. Evaluation will include a description of proposed, current, and completed research projects and the candidate’s role in each.

3. The candidate is expected to have at least EIGHT publications. All of these should be in refereed journals and the candidate must be first author on at least four of these papers. The candidate may include papers selected for presentation at national scientific meetings, textbooks or chapters in textbooks which may substitute for two of the publications, though it is rare that these can stand alone as examples of scholarship.

4. The candidate will have demonstrated service to the school, university, community, and profession by documenting participation in at least THREE of the following:
   
   A. Active participation in school and university committees, including service as chair.
   
   B. Active participation in private practice or in the Dental Faculty Practice.
   
   C. Provision of professional continuing education courses.
D. Contribution to or initiation of community educational or service programs, such as health fairs, screenings, etc.
E. Elected positions in relevant professional associations at the local, state, or national level.
F. Service to journal editorial boards and peer review groups.
G. Service as a consultant.

5. The candidate shall fulfill at least TWO of the following:
   A. The candidate is expected to be Board certified if certification is available in the discipline. Fellowship in the Academy of General Dentistry may be substituted where board certification is not possible.
   B. Submission to and award of a research grant by a government agency or other funding organization that utilizes peer review. Grants awarded by the Rinehart Foundation do not fulfill this requirement.
   C. Preparation of industrial protocols and receipt of industrial contracts for clinical research or evaluation.
   D. Efforts aimed at self-improvement which may include:
      1) Development/research leaves.
      2) Course work aimed at improving teaching or research skills.
   E. Involvement in teaching and research at the graduate level, such as direction of thesis research, postgraduate research or graduate course work.

6. The candidate must demonstrate a national reputation in his/her field.

Candidates with Research Emphasis

1. The candidate is expected to have at least SIXTEEN publications in peer review journals. The candidate should be first author on at least eight of the papers. Publication of a textbook or chapters in textbooks may substitute for two first author publications.
2. The candidate will provide evidence of a continuous research effort. Evaluation will include a description of the proposed, current, and completed research projects along with the candidate’s role in each.
3. The candidate will have submitted and received funding of at least two grant applications to a federal agency or other funding agency that utilizes peer review.
4. The candidate will have demonstrated a high level of teaching competence as documented by peer, student, and department chair assessments.
5. The candidate will have demonstrated service to the school, university, community, and profession by documenting participation in at least THREE of the following:
   A. Active participation in school and university committees, including service as chair.
   B. Active participation in the Dental Faculty Practice or its equivalent.
   C. Provision of professional continuing education courses.
   D. Elected positions in relevant professional associations at the local, state, or national level.
   E. Service to journal editorial boards and peer review groups.
   F. Service as a consultant.
   G. Contribution to or initiation of community education or service programs.
H. Effective leadership as a mentor for junior faculty.

6. The candidate will be a member of the graduate and/or doctoral faculty and involved in teaching and research at the graduate level, such as direction of thesis research, postgraduate research, graduate course work with demonstrated quality in performance of students.

7. The candidate must demonstrate a national reputation in his/her field.

**Guidelines for the Award of Tenure to Faculty with Initial Appointments at Senior Faculty Rank**

The best interests of a program may occasionally be served by appointing new faculty at the rank of Associate or Full Professor based upon their work at another institution and the preceding guidelines. An individual must meet or exceed the criteria for tenure to warrant a senior faculty appointment, but rarely will an initial appointment carry tenure. Therefore, extreme care must be exercised at the time of appointment.

The initial appointment of such faculty shall specify the year in which the award of tenure will be considered, in accordance with the timetables listed earlier in this document.

The initial appointment must also specify performance expectations for such faculty. These performance expectations shall be based upon the specific needs of the School as delineated in the position description, and shall be understood and agreed upon by the individual. Although the specific expectations of performance will be dictated by the particulars of the position, the candidate must demonstrate the ability to excel in the environment of the UMKC School of Dentistry before tenure is awarded. In all cases, the award of tenure will be predicated upon the expectation of sustained professional development and contribution to the programs of the School.
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Guidelines and Procedures for Temporary Ranked Appointments and Promotion of Non Tenure Track Faculty *(adopted 9/20/05; revised 11/09)*

I. **Guidelines for Promotion of Non Tenure Track Faculty with Clinical Teaching Emphasis**

Ranked Clinical Appointments. Clinical appointments are given to faculty members, either full-time or part-time, whose duties are substantially different from those of regular faculty members. These appointments have specified inception and termination dates, usually one academic year but in no case more than three years. An individual may be reappointed any number of times, but no number of appointments shall create any presumption of right to tenure. At a minimum, “clinical” faculty will have a terminal degree from a recognized United States or foreign academic program appropriate to their area(s) of designated responsibilities.

II. **Temporary Ranked Appointments.**

A. The candidate will possess credentials of the same nature and extent as those required of regular faculty at the same rank.

B. The appointment will carry a title indicating a temporary appointment at the relevant rank, *e.g.* Visiting Professor.

C. Unless the position is funded extramurally, the maximum term will be seven consecutive years.

III. **Guidelines for Initial Appointments above Clinical Assistant Professor**

At initial appointment faculty may be recommended at any level above Clinical Assistant Professor if they already meet the minimal guidelines for those lower ranks. Thus, an individual with experience, credentials and accomplishments may be ranked at a Clinical Associate Professor or a Clinical Professor if their background is consistent with promotion guidelines to either of those ranks.

IV. **Initial Appointment at Clinical Instructor Rank**

Normally, new clinical faculty will be ranked at Clinical Assistant Professor. However, under certain circumstances the rank of Clinical Instructor may be recommended. For example an individual who has just graduated with a dental degree but who has no experience in either private practice or in dental education and who has not engaged in programs designed to improve teaching skills may be recommended to begin at the “clinical instructor” rank.

V. **Guidelines for Non Tenure Track Promotion**

Specific Time Requirements by Academic Rank for Promotion.

1. If originally hired at Clinic Instructor, promotion to Clinical Assistant Professor can be initiated after 2 years at that level.

2. A faculty member shall spend a minimum of six years as Clinical Assistant Professor before consideration for promotion to Clinical Associate Professor. Thus, an individual in this rank will be eligible for promotional consideration during the sixth year of appoint-
ment at this rank. The promotion packet will be submitted by the end of the fifth academic year.

(3) A faculty member shall spend a minimum of four years as Clinical Associate Professor before consideration for promotion to Clinical Professor. Thus, an individual in this rank will be eligible for promotional consideration during the fourth year of appointment at this rank. The promotion packet will be submitted by the end of the third academic year.

(4) Earlier promotions may be recommended where there is evidence of outstanding performance.

**Promotion from Clinical Instructor to Clinical Assistant Professor**

Satisfying the following minimal guidelines is essential for promotion to the academic rank of Clinical Assistant Professor. Meeting these guidelines does not guarantee promotion. Non-regular faculty members can maintain their status as a Clinical Assistant Professor indefinitely. Evaluation of a candidate involves qualitative and quantitative judgments.

**Basic Requirements:**

1. Candidate must have a terminal degree from a recognized academic program appropriate to area of designated responsibilities.
2. Appropriate formal and/or informal learning and practical experience aimed at improving skills related to the science of teaching and to dentistry and/or dental hygiene.
3. Completion of a total of at least 25 hours of continuing or advanced education for each year preceding the application to Clinical Assistant Professor. These must be related to dental patient care, the science of teaching, or other continuing education appropriate to the candidate’s responsibilities.

**Teaching Guidelines**

The candidate will have demonstrated an above average level of teaching competence. Evidence of teaching competence should reflect a commitment to student learning, and participation in programs that serve to improve teaching expertise.

Evidence of teaching competence should be related to clinic, classroom and/or pre-clinic laboratory, student mentoring, and supervision of patient services as assessed by peers, students and department chairperson. Documentation must include, but is not limited to the following:

1. Report from Assistant Dean for Clinics noting any quality assurance inadequacies.
2. Report from department chairperson noting participation in and contributions to department goals and activities such as participation in calibration exercises and other faculty development programs offered by the institution and the candidate’s department.
3. Reports from quality assurance, student evaluations, department chair, clinic dean and peers that candidate represents to students only those treatment principles which are consistent with departmental and institutional standards.
4. Candidate must satisfy at least one of the following:
   a. Received or working toward fellowship in the Academy of General Dentistry or comparable organization.
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b. American Dental Association-approved specialty board eligibility or certification and/or post-doctoral graduate education with a certificate or degree.

c. Received or working toward some other recognized formal certification that supports the faculty member’s teaching, research and/or service responsibilities.

d. Specifies and has implemented a plan of development activities that enhances the individual’s effectiveness in carrying out assigned responsibilities. This may include established courses, seminars, workshops offered through a variety of sources.

Service Guidelines
The candidate will have demonstrated service to the school, university, community and profession by documenting participation in at least two of the following:

1. Active and effective participation in school committees. Documentation should be provided by committee chairperson describing candidate’s level of participation in committee deliberations and on committee work beyond scheduled meetings.

2. Active participation in clinical practice.

3. Contribution to community educational or service programs, such as health fairs, screenings, etc. Candidate should itemize dates and content of programs.

4. Active membership and participation in relevant professional associations at the local, state or national level. Candidate must document activities of association for which there was a significant responsibility.

5. Service as a consultant where candidate can apply his/her professional expertise in other settings. This may include such activities as providing advice to communities about the promotion of oral health.

Promotion from Clinical Assistant Professor to Clinical Associate Professor
Satisfying the following minimal guidelines is essential for promotion to the academic rank of Clinical Associate Professor. Meeting these guidelines does not guarantee promotion. A non-regular faculty member can maintain their status as a Clinical Associate Professor indefinitely. Evaluation of a candidate involves qualitative and quantitative judgments.

Basic Requirements:
1. Candidate must have a terminal degree from a recognized academic program appropriate to area of designated responsibilities.

2. Candidate must also fulfill one of the following;
   a. Fellowship in the Academy of General Dentistry or other appropriate organization applicable to one’s responsibilities in teaching, research and/or service.
   b. American Dental Association-approved specialty board eligibility or certification.
   c. Completion of accredited graduate education program with awarding of a certificate or degree.
   d. Received recognized formal certification that supports the faculty’s member’s teaching, research, and/or service responsibilities.
   e. Completion of a plan of developmental activities that enhances the individual's effectiveness in carrying out assigned responsibilities. This may include established courses, seminars, or workshops offered through a variety of sources.
4. Appropriate formal and/or informal learning and practical experience aimed at improving skills related to the science of teaching and to dentistry and/or dental hygiene.
5. Completion of a total of at least 25 hours of continuing or advanced education for each year preceding the application to Clinical Associate Professor. These must be related to dental patient care, the science of teaching, or other continuing education appropriate to the candidate's responsibilities.

**Teaching Guidelines**
1. The candidate will have demonstrated a high level of teaching competence. Evidence of teaching competence must include all of the following:
   a. Effectiveness in the supervision of patient services (e.g. report from the clinic dean).
   b. Effective clinical instruction (e.g. student, peer, team coordinator, department chair assessments).
   c. Effective student mentoring (e.g. advising students on grand rounds case development, table clinics, research, supervision of treatment planning, etc.).
   d. Report from Assistant Dean for Clinics documenting number (if any) and severity of quality assurance events.
   e. Report from department chairperson noting participation in and contributions to department goals and activities such as calibration exercises and other faculty development programs offered by the institution or candidate's department.
   f. Reports from quality assurance, student evaluations, department chair, clinic dean and peers that candidate represents to students only those treatment principles which are consistent with departmental and institutional standards.
   g. Report from department chairperson documenting leadership or active participation in clinical, team, classroom, and/or preclinical laboratory instructional innovation.
   h. Specifies and has implemented a plan of development activities that enhances the individual's effectiveness in carrying out assigned responsibilities. This may include established courses, seminars, workshops offered through a variety of sources.
2. The candidate may provide additional evidence of contribution to the curriculum to document teaching competence and contribution including any or all of the following:
   a. Design or major revision of educational materials for use at the School of Dentistry such as teaching manuals, audiovisual materials, computer-assisted instruction, teaching case presentations, and other special instructional aids.
   b. Responsibility for a major segment(s) of a course. Course or unit objectives, outlines, and sample examinations should be provided as evidence, along with assessments from external evaluators and the department chairperson.
   c. An annotated bibliography of journal articles related to one's discipline and which is of practical importance during the clinical supervision of students.
3. Teaching Portfolio: All candidates will provide a brief personal statement describing one's philosophy of teaching (e.g. instructional interactions and strategies) and how that is translated into practice in the classroom, laboratory and clinic depending on one's responsibilities. Guidelines and resources pertaining to the teaching portfolio are available separately and the candidate is urged to contact the chairperson of the SP&TC for guidance.

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Service Guidelines
The candidate will have demonstrated service to the school, university, community and profession by active and effective participation in school committees. Documentation should be provided by committee chairperson describing candidate’s level of participation in committee deliberations and on committee work beyond scheduled meetings. Candidates should also document participation in at least two of the following:

1. Active participation in private practice or in the Dental Faculty Practice.
2. Contribution to community educational or service programs, such as health fairs, screenings, etc. Candidate should itemize dates and content of programs.
3. Active membership and participation in relevant professional associations at the regional, state or national level. Candidate must document activities of association for which there was a significant responsibility.
4. Service as a consultant where candidate can apply his/her professional expertise similar to the expertise practiced in the School of Dentistry. This may include such activities as providing advice to communities about the promotion of oral health, or consultation in legal cases.
5. Presentations to School of Dentistry faculty or to faculty in another unit (e.g. Lunch and Learn programs).

Scholarly Activity
The candidate is required to fulfill one of the following:
1. Presentation to faculty of review of dental literature in one’s discipline or in some other area related to dental education.
2. One or more publications as first or secondary author in refereed or non-refereed medical, dental, or educational journals. Publication must be related to one’s School of Dentistry responsibilities. Examples of acceptable types of publications are provided below and are not exhaustive:
   a. Case report.
   b. Review of a topic related to one’s responsibilities.
   c. Review of a new clinical technique or modification of an existing technique.
   d. An educational technique in the dental setting.
   e. Poster presentation at an acceptable national or regional conference. “Acceptable” regional conferences include but are not necessarily limited to: Greater New York Dental Meeting, Yankee Dental Conference; Dallas Midwinter; Chicago Midwinter; Hinman Meeting (Atlanta). Acceptable national conferences include but are not limited to: IADR, AADR, ADA, ADEA, and ADHA.
3. Participation in the design, development and execution of a research project or protocol.

Promotion from Clinical Associate Professor to Clinical Professor
Satisfying the following minimal guidelines is essential for promotion to the academic rank of Clinical Professor. Meeting these guidelines does not guarantee promotion. Evaluation of a candidate involves qualitative and quantitative judgments. Promotion to Clinical Professor re-
quires sustained efforts to enhance teaching, service and scholarship in the School of Dentistry beyond those for promotion to Clinical Associate Professor.

**Basic Requirements**

1. Candidate must have an advanced or terminal degree from a recognized academic program appropriate to area of designated responsibilities.
2. Candidate should fulfill one of the following:
   a. Fellowship in the Academy of General Dentistry or other appropriate organization applicable to one’s responsibilities in teaching, research and/or service.
   b. American Dental Association approved specialty board eligibility or certification.
   c. Completion of accredited graduate education program with awarding of a certificate or degree.
   d. Received recognized formal certification that supports the faculty’s member’s teaching, research, and/or service responsibilities.
   e. Completion of a plan of developmental activities that enhances the individual’s effectiveness in carrying out assigned responsibilities. This may include established courses, seminars, or workshops offered through a variety of sources.
3. Appropriate formal and/or informal learning and practical experience aimed at improving skills related to the science of teaching and to dentistry and/or dental hygiene.
4. Completion of a total of at least 25 hours of continuing or advanced education for each year preceding the application to Clinical Professor. These must be related to dental patient care, the science of teaching, or other continuing education appropriate to the candidate’s responsibilities.

**Teaching Guidelines**

1. The candidate will have demonstrated a high level of teaching competence. Evidence of teaching competence should include the following. (Faculty involved in clinical teaching must submit information for items a.-g.) Additional evidence not identified below is welcome:
   a. Effectiveness in the supervision of patient services (e.g. report from clinic dean).
   b. Effective clinical instruction (e.g. student, peer, team coordinator, department chair assessments).
   c. Effective student mentoring (e.g. advising students on grand rounds case development, table clinics, research, supervision of treatment planning, etc.).
   d. Report from Assistant Dean for Clinics documenting number (if any) and severity of quality assurance events.
   e. Report from department chairperson noting participation in and contributions to department goals and activities such as calibration exercises and other faculty development programs offered by the institution or candidate’s department.
   f. Specifies and has implemented a plan of development activities that enhances the individual’s effectiveness in carrying out assigned responsibilities. This may include established courses, seminars, workshops offered through a variety of sources.
   g. Reports from quality assurance, student evaluations, department chair, clinic dean and peers that candidate represents to students only those treatment principles which are consistent with departmental and institutional standards.
   h. Design or major revision of educational materials for use at the School of Dentistry such as teaching manuals, audiovisual materials, computer-assisted instruction, teaching case presentations, and other special instructional aides.
   i. Responsibility for a major segment(s) of a course. Course or unit objectives, outlines, and sample examinations should be provided as evidence, along with an assessment from external evaluators and the department chairperson.
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j. An annotated bibliography of journal articles related to one’s discipline and which is of practical importance during the clinical supervision of students.

2. Teaching Portfolio: All candidates will provide a personal statement describing one’s philosophy of teaching and how that is translated into practice in the classroom, laboratory and clinic depending on one’s responsibilities. Guidelines and resources pertaining to the teaching portfolio are available separately.

Service Guidelines
The candidate will have demonstrated service to the school, university, community and profession by active and effective participation in school committees. Documentation should be provided by committee chairperson describing candidate’s level of participation in committee deliberations and on committee work beyond scheduled meetings.

The candidate should also document participation in at least two of the following:

1. Evidence of active participation in private practice or in a dental practice.
2. Contribution to community educational or service programs, such as health fairs, screenings, etc. Candidate should itemize dates and content of programs.
3. Active membership and participation in relevant professional associations at the regional, state or national level. Candidate must document activities of association for which there was a significant responsibility.
4. Service as a consultant where candidate can apply his/her professional expertise. This may include such activities as providing advice to communities about the promotion of oral health.

Scholarly Activities
The candidate is required to fulfill two of the following:

1. One or more publications as first or secondary author in refereed or non-refereed medical, dental, or educational journals. Publication must be related to one’s School of Dentistry responsibilities. Examples of acceptable publications are provided below and are not intended to be exhaustive:
   a. Case report.
   b. Critical review of a topic related to one’s responsibilities.
   c. Critical review of a new clinical technique or modification of an existing technique.
   d. An educational technique in the dental setting.
   e. Poster presentation at an acceptable national or regional conference. “Acceptable” regional conferences include but are not necessarily limited to: Greater New York Dental Meeting, Yankee Dental Conference; Dallas Midwinter; Chicago Midwinter; Hinman Meeting (Atlanta). Acceptable national conferences include but are not necessarily limited to: IADR, AADR, ADA, ADEA, and ADHA.
2. Submission or participation in a research grant to a government agency or other funding organizations that utilize peer or non-refereed review.
3. Preparation of or participation in an industrial protocol and/or receipt of an industrial contract for clinical research or evaluation.
4. Participation in the design, development and execution of a research project or protocol.
5. Presentations to School of Dentistry faculty, students, local dental or dental hygiene organizations that synthesize the current literature in an appropriate area of dental patient care.
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VI. Procedures for Promotion of Non Tenure Track Faculty

Initiation of Recommendations
A recommendation to consider a non tenure track faculty member for promotion in academic rank shall be initiated by the Department Chair or the faculty member. The Part 1 and Part 2 forms are used for evaluation of the candidate’s portfolio. The Chair will complete a Part 2 form and forward his/her evaluation to the Dean. Forms are available from the Dean’s office.

Promotion and Tenure Committee Review
The Promotion and Tenure committee reviews the portfolio of the candidate. Only those committee members who are at a rank at or above the position sought by the candidate may vote on that candidate’s promotion. The Promotion and Tenure Committee should solicit whatever additional information its members deem appropriate from within and outside the University, to evaluate the candidate under consideration in the areas of teaching, clinical competence and service, and scholarship as reflected by the candidate’s established responsibilities.

Review by the Dean
Upon receipt of the recommendations from the Department Chair and the Promotion and Tenure Committee, the Dean shall review all recommendations. The Dean should solicit whatever additional information is deemed appropriate for making an independent evaluation and recommendation.

Campus Review
If no review of applications for promotion of non-regular faculty is required, the dean shall make the final decision. If the campus implements an additional level of peer review, the portfolios for promotion shall be forwarded in accordance with campus policies.

Appeal Process
To ensure fair and timely review of all actions, the Promotion and Tenure Committee and the Chairs shall communicate their recommendations to candidates under consideration and give the candidates a reasonable time to submit written rebuttal to the recommendation so that both recommendation and rebuttal may be forwarded to the Dean’s level of review. In the event of a negative decision by the committee, the individual and the supervisor shall be immediately notified in writing of the adverse outcome. The individual and the supervisor will be given a reasonable time (not to exceed 10 working days) both to submit a written rebuttal and to have an opportunity to appear before the committee in support of the faculty member’s candidacy. The committee’s subsequent decision will be forwarded to the Dean as its recommendation. Written rebuttal received from the member and/or the supervisor will be forwarded with the recommendation. The Dean’s subsequent decision is final for School of Dentistry Review.

Guidelines and Procedures for Post-Tenure Review
(Approved by the Faculty of the School of Dentistry 01/24/2006; revised 7/31/07)
The Curators have mandated post-tenure review. They envision several benefits from this periodic formal review of tenured faculty.

- In establishing criteria, the faculty members of the unit clarify what is acceptable performance for a faculty member.
- Provides opportunity for review by department chair or supervisor and an unbiased group of colleagues (i.e. SP&TC).
Chapter V: Faculty Evaluation Policies

- Fosters improved performance by all faculty members.
- Fosters a developmental process in the rare case of a serious performance issue on the part of a faculty member.

For more information on University of Missouri system-wide policies:

These pages contain the collected rules and regulations for post tenure review
http://www.umsystem.edu/ums/departments/aa/tenure/faqo2.shtml

Procedures
1. Once the School of Dentistry’s criteria and procedures have been established, post tenure review will be initiated. Reviews will be phased in, based on the year tenure was awarded. Twenty percent of the faculty will be reviewed annually. As post-tenure review is phased in, tenured faculty members will be reviewed every five years following the award of tenure.

2. Faculty to be reviewed during an academic year will submit their last five annual reports FAR (Faculty Activity Report) or FAS (Faculty Accomplishment System) reports, copies of their annual chairperson’s evaluations, and a current copy of their vita to the Office of Academic Affairs as requested by the Dean’s Office.

3. On behalf of the faculty member, the Office of Academic Affairs will compile a summary of student evaluations for the past five years.

4. Using these documents, the chair will conduct the post tenure review and a copy of the recommendation of acceptable progress or improvement-needed will be forwarded to the faculty member. In the event of a satisfactory evaluation (meeting the expectations of their current rank and their current assignment), the post tenure review will be complete. In the event of an unsatisfactory evaluation, the five-year report will be submitted to the SP&TC.

5. The SP&TC will perform a full review of the five-year report and provide an independent assessment. The five-year review will be complete if two-thirds of the SP&TC members present judge the performance of the faculty member to be satisfactory (Note: SP&TC rules require that a quorum be obtained for a formal vote.)

6. If the SP&TC renders an evaluation of improvement needed based on the five year report, the report will be forwarded to the dean.

7. The dean will review the report and provide an assessment of the performance of the faculty member. The five-year evaluation process will be complete if the dean judges the performance of the faculty member to be satisfactory.

8. At every level of review, the faculty member will be provided with a copy of any written report that is part of the proceedings, and will have the right of appeal of any evaluations and decisions. All appeals must be provided within 10 business days of notification of decision and evaluation.
Chapter V: Faculty Evaluation Policies

9. If a faculty member receives a rating of 1 or 2 in any category, they may appeal first to the Department Chair/Supervisor who generated their report. The faculty member may provide additional documentation for the review of the chair/supervisor and this must be provided within 10 business days of notification of the original decision. If the faculty member is unsatisfied with the outcome of that appeal, they may then appeal to the School of Dentistry SP&T Committee. This appeal must be initiated within 10 days of notification of the appeal decision. Upon receipt of an appeal from a faculty member, the SP&T Committee shall consider the appeal within 10 business days. If the faculty member is unsatisfied with the outcome of that appeal, they may then appeal to the Dean. If they are unsatisfied with the outcome of that appeal, they may then appeal to the UMKC Provost. In the case of a department chair, whose supervisor is the Dean, the appeal following a negative decision by the School of Dentistry SP&T Committee may be submitted directly to the Provost.

10. All reviews will be conducted by applying the guidelines specified below.

11. When it has been determined that performance has been unsatisfactory and improvement is needed, a plan for professional development will be written. This plan will be developed by the faculty member, the SP&TC, and the faculty member’s chair. If requested by the faculty member, a mutually agreed upon mediator from outside the department will also participate in development of the plan. If the faculty member is not satisfied with the developmental plan that is developed, s/he may appeal to the dean for alteration of components of the plan. The faculty may not appeal the process of developing a professional development plan. The agreed upon plan will be signed by the faculty member, the department chair, and the dean.

12. A faculty member with a plan for professional development will submit an annual progress report to his/her chair or director for three successive years after the plan has been initiated. The chair will review the report and provide a written annual evaluation on the progress of the faculty member toward the objectives stated in the development plan. At the end of that three year period, the annual supervisor assessments will be forwarded to the SP&TC for its review. If the chair or the SP&TC find satisfactory progress for any two of the three years, then the process will cease and the faculty member will begin a new five-year cycle.

13. If satisfactory progress in two of the three years of the development plan has not been attained, the chair and the SP&TC will provide the annual reports and evaluations to the Dean and the mediator, if there is one. If those individuals find satisfactory progress in two of the three years of the development plan, the process ceases and the faculty member will begin a new five-year cycle.

14. If the chair, the SP&T, and the Dean (and if appropriate, the mediator) do not find satisfactory progress in two of the three years, then the five-year evaluations plus the three years of progress reports and evaluations by the chair on the development plan will be forwarded to the campus committee on Tenure and Promotion and to the Provost or Vice Chancellor for Academic Affairs. Each will review the reports and will recommend separately to the Chancellor that: 1) an additional two-year development plan be written and implemented in consultation with the faculty member and the originating departmental committee, or 2) the faculty member be considered for dismissal of cause proceedings (see section 3.)
Chapter V: Faculty Evaluation Policies

15. Any faculty member may request participation in a formal development plan after two or more consecutive unsatisfactory annual evaluations. In addition, chairs will strongly encourage faculty who have had three consecutive unsatisfactory annual evaluations to participate in a development plan.

16. Dismissal for Cause
   a. If it is deemed by the Chancellor that the performance of the faculty member during the periods covered above constitutes sufficient grounds for termination for cause, dismissal for cause may be initiated and if initiated will proceed in accordance with the procedures for dismissal for cause described in section 310.060.
   b. His procedure for review and development of faculty performance does not substitute for the dismissal for cause procedures stated in section 310.060.
   c. Notwithstanding the provisions of section 310.015 B.2.f above, this procedure does not impose additional requirements upon the University prior to initiating dismissal for cause procedures as stated in section 310.060.

17. Full-Time Tenured Administrators — In the event that a full-time administrator leaves her/his administrative position to become a full-time active tenured faculty member of a department, the normal annual departmental review process would be used to establish any discrepancy between the current abilities of the administrator and expectations concerning performance based on minimum departmental standards. If there is a discrepancy between current ability and departmental standards, a development plan funded by the administration should be considered for the administrator prior to her/his returning to the department.

Timeline
Post tenure review should be initiated in the Fall Semester to allow sufficient time for all levels of review that may be necessary during the academic year.

Guidelines for Post Tenure Review
Teaching Track
1. Teaching Responsibilities
   The individual will maintain a level of teaching excellence and responsibilities minimally consistent with the pursuit of promotion to the most recent rank attained. Significant changes in expectations must be accompanied by a revised job description.

2. Research Responsibilities
   The individual will maintain a consistent level of research productivity and quality reflecting a continuing commitment to the research mission of the School of Dentistry. It is expected that research productivity, but not quality, may have been modified by the individual’s job responsibilities.

3. Service Responsibilities
   The individual will maintain a level of service to his/her unit, campus, and profession minimally consistent with the pursuit of promotion to the most recent rank attained. Significant changes in expectations must be accompanied by a revised job description.
**Chapter V: Faculty Evaluation Policies**

**Research Track**

1. **Teaching Responsibilities**
   The individual will maintain a level of teaching excellence and responsibilities minimally consistent with the pursuit of promotion to the most recent rank attained. Significant changes in expectations must be accompanied by a revised job description.

2. **Research Responsibilities**
   The individual will maintain a level of research productivity and quality minimally consistent with the pursuit of promotion to the most recent rank attained.

3. **Service Responsibilities**
   The individual will maintain a level of service to his/her unit, campus, and profession minimally consistent with the pursuit of promotion to the most recent rank attained. Significant changes in expectations must be accompanied by a revised job description.

**Guidelines for Appointment to the Graduate Faculty**

*(Amended by Advanced Education Committee; approved by the School of Graduate Studies, January 2006)*

**Graduate Faculty Membership Criteria**

1. Full-time faculty. Graduate faculty members from the School of Dentistry must be full-time members of the faculty with the rank of Assistant Professor/Clinical Assistant Professor or higher.

2. Terminal Degrees. Graduate faculty members must possess terminal degrees appropriate to their specialties or equivalent qualifications or hold a graduate faculty appointment from another campus.

3. Qualified to instruct on the Graduate Level. Graduate faculty members must have experience in teaching graduate level courses. They need to have served on at least two graduate research supervisory committees or have been a course director of at least two graduate level courses during the past five years. If the faculty member is a new applicant to the graduate faculty, he/she must demonstrate evidence that he/she is qualified to serve on supervisory committees for graduate student research.

4. Scholarship or Creative Activity. Graduate faculty members must be engaged in scholarly or creative activity of a professional manner.

5. Evidence of a Publication Record. Graduate faculty members must show evidence of a publication record within the past five years. This criterion may be met by:
   
   a. A minimum of three publications published in refereed journals of national and/or international reputation;
      
      Or the criterion may be met by:
   
   b. A minimum of two publications in a refereed journal of national and/or international reputation and one of the following:
      
      (1) Invited selected presentations at regional, national and/or international professional meeting.
      
      (2) Authored book.
Chapter V: Faculty Evaluation Policies

1. Full-time Faculty Members. Associate graduate faculty members must be full-time members of the faculty with the rank of Assistant Professor/Clinical Assistant Professor or higher.
2. Terminal Degrees. Associate graduate faculty members must possess terminal degrees appropriate to their specialties or equivalent qualifications.
3. Qualified to instruct on Graduate Level. Associate graduate faculty members must be qualified to teach graduate level course work and to serve on supervisory committees for graduate student research.
4. Scholarship or Creative Activity. Associate graduate faculty members must demonstrate evidence of a plan for future research activity.

Adjunct Graduate Faculty Membership Criteria
1. Part-time faculty members (including appointments without compensation) of the faculty of the University with the rank of assistant professor/clinical assistant professor or higher.
2. Terminal Degrees. Adjunct graduate faculty members must possess terminal degrees appropriate to their specialties or equivalent qualifications.
3. Qualified to instruct on Graduate Level. Adjunct graduate faculty members must be qualified to teach graduate level course work and to serve on supervisory committees for graduate student research.
4. Scholarship or Creative Activity. Adjunct graduate faculty members must demonstrate evidence of a plan for future research activity.

Ex-officio Graduate Faculty Membership Criteria
1. The President, Chancellor, Provost, Vice Chancellors, Vice Provosts, Academic Deans, Dean of Libraries, Chairpersons/Heads of the academic departments and divisions, and comparable academic officers are ex-officio members of the Graduate Faculty.
2. The purposes of having ex-officio graduate faculty members are: (i) to enable the academic administrators, who are not actively involved in academic research (i.e., are not graduate or associate graduate faculty members) and the Dean of Libraries to participate in making policies and decisions which influence graduate education and research; and (ii) to enable them to monitor the quality of graduate education and research in their respective units/divisions.
3. Qualified to teach at the graduate level and serve as a non-voting member of graduate supervisory committees.

Graduate Teaching Faculty Membership Criteria
1. Faculty members not eligible for Graduate Faculty appointment may be appointed to the Graduate Teaching Faculty.
2. Graduate teaching faculty must be qualified to instruct on the graduate level and possess an expertise essential to the graduate program as determined by the academic unit.

3. Scholarship or Creative Activity. Adjunct graduate faculty members must demonstrate evidence of a plan for future research activity.

**Doctoral Faculty Membership Criteria**

1. Member of the UMKC Graduate Faculty. Doctoral Faculty members must be members of the UMKC Graduate Faculty (Simultaneous applications are permitted).

2. Degree Requirements. Doctoral Faculty members must possess the earned degree of Doctor of Philosophy or an equivalent qualification.

3. Evidence of Significant Achievements in Research or Scholarly or Creative Activities. Doctoral Faculty members must have documented significant achievements in research or scholarly or creative achievements that demonstrate mature, sustained, independent work and has brought professional recognition at the national and/or international level.

4. Evidence of a Publication Record. Doctoral Faculty members shall have established an ongoing publication record during the past five years. This criterion may be met by:

   A. Four primary authorships in refereed journals of national and/or international reputation or, the criterion may be met by:

   B. Two primary authorships in refereed journals of national and/or international reputation and two of the following:

      1. Invited presentations at regional, national, and/or international professional meetings.
      5. Externally funded research.
      6. Editorial review board membership for a national scholarly journal.
      7. Peer reviewed internet publication.
      8. Presentation of research at a regional, national or international professional meeting.

   C. Under extenuating circumstances such as a new faculty member who has been recently employed by industry or who has been pursuing an additional professional degree or in training during the past five year period, the requirement of two or four primary authorships may be waived. However, the faculty member should qualify under criteria 1, 2, and 3 (member of graduate faculty, terminal degree, and evidence of significant achievement in research) and demonstrate current interest in and activity in research or scholarly or creative achievements. If admitted on this basis, they will be evaluated after three years for continued appointment to the doctoral faculty status on the basis of the then current doctoral faculty criteria.

**Adjunct Doctoral Faculty Membership Criteria**

1. Scholars who are affiliated with UMKC other than regular faculty appointments or qualified scholars not employed at UMKC are eligible for adjunct doctoral faculty status.
2. Adjunct Doctoral Faculty members must possess the earned degree of Doctor of Philosophy or an equivalent qualification.

3. Adjunct doctoral faculty are qualified to serve on committees for doctoral students, serve as co-chair, but not as sole chair, of a Ph.D. or D.M.A. supervisory committee, and/or serve as chair of thesis committees for master’s students.

4. Evidence of Scientific achievement: An adjunct doctoral faculty member must meet existing requirements for membership on the UMKC doctoral faculty and follow the recognized application procedures, with the following exception: the applicant’s recent participation in directing dissertations and in graduate teaching need not be a consideration.

**Ex-officio Doctoral Faculty Membership Criteria**

1. The President, Chancellor, Provost, Vice Chancellors, Vice Provosts, Academic Deans, the Dean of Libraries, Chairpersons/Heads of the academic departments and divisions, and comparable academic officers are ex-officio members of the Doctoral Faculty.

2. The purposes of having ex-officio doctoral faculty members are: (i) to enable academic administrators, who are not actively involved in academic research (i.e., are not regular Doctoral Faculty members) and the Dean of Libraries to participate in making policies and decisions which influence graduate education and research; and (ii) to enable them to monitor the quality of graduate education and research in their respective units/departments/divisions.
CHAPTER VI: FACULTY SUPPORT SERVICES

Biomedical Communications
The office of Biomedical Communications (BMC), located on the second floor of the Dental School building, provides a variety of support services which ease the burden of faculty of the school. Faculty needing the services outlined below or related services are encouraged to contact BMC as far in advance of their needs as possible.

1. Audiovisual materials for the classroom. Supply and maintenance of slide and overhead projection equipment, microphones, etc. is handled by this unit. They are also quite willing to provide blank overhead transparencies, liquid markers, etc. and make slides from photographs or other copy for faculty.

2. Audiovisual materials for professional presentations. The BMC staff is experienced in preparing slides, posters, etc. for presentations at professional meetings. They even have a limited supply of portfolio cases for transporting posters to the meeting site.

3. The BMC is the locus of responsibility for all personal computing resources in the school. They purchase, configure and maintain hardware and software, and maintain the network communications of the school. BMC staff are available to assist faculty having problems with hardware or software by means of a help desk and roving technical support personnel. They also schedule frequent training sessions to assist in learning new software. The Help Desk staff (extensions 2108 and 2103) answer many questions immediately, and diligently refer any problems they cannot handle to appropriate personnel.

4. Examination scoring and reporting. Faculty may have their objective-type examinations scored by the BMC. The office provides Scantron sheets and assistance with the preparation of exam keys. An array of custom scoring and reporting services is available.

Bookstore
The Health Sciences Bookstore is located on the ground floor of the Hospital Hill Parking Structure. The primary function of the bookstore is to provide all classroom supplies required of students as specified by the faculty. It also stocks a limited selection of University memorabilia and toiletries.

Copy Center
The copy center, located on the fourth floor of the Dental School building in the Mailroom, provides a variety range of copy services. Copy work is done by work order. Faculty are encouraged to leave a Printing Services Work Order and their originals in the Copy Center several days prior to the time the copies are required. Copy quantities less than 50 may be made by individual faculty at copiers located in Purchasing on the 4th floor or the Message Center on the 1st floor.
Chapter VII: Faculty Benefits

E-Mail
E-mail has been identified as the official channel of communication within the university. All faculty, staff and students are provided with an account on the university wide-Microsoft Exchange electronic mail system, space for a personal web page, nominal network based data storage area. The university provides and supports Microsoft Outlook as the software for the e-mail system. It includes calendar and scheduling.

To activate your account and obtain your username (e-mail address) you will need to complete a Request for an Electronic Mail/Active Directory Account form, available from the school’s BMC Computing Services staff in room 260-A. The same (E-mail) account can be used for remote access through the web by going to www.umkc.edu/exchange and then entering your user name and password. The schools BMC Computer Staff can answer questions related to these resources as well as provide any necessary access software, as well as assist with equipment configuration and set up. Please refer to the University of Missouri Acceptable Use Policy for guidelines on appropriate use of University e-mail (Chapter I).

Library
The UMKC School of Dentistry Library opened in this building February 1970. The UMKC School of Dentistry Library is unique in that it is one of fifteen separate dental libraries supporting dental schools in the United States.

The UMKC Libraries supports access to a number of databases and electronic journals. The collection is updated periodically, and can be accessed through www.umkc.edu/library. The Dental Library is primarily a service facility. Services are provided to students, faculty and staff of the School of Dentistry and to UMKC in general. Specific services include CIRCULATION of books, journals and audiovisual materials; REFERENCE; RESERVE; BIBLIOGRAPHIC INSTRUCTION; and INTERLIBRARY LOANS. The book collection includes over 16,775 volumes and there are 10,994 bound journal volumes. Subscriptions include 365 journal titles both in text and on line. Audiovisuals include 721 Chapter VHS tapes, 122 DVDs and a wide variety of patient education materials.

In addition to the regular collection the Dental Library also maintains an extensive historical collection of books and journals. This collection includes materials dating back to the 1850’s or earlier. The Index to Dental Literature includes references back to 1839. This historical collection is an exceptional resource for those doing retrospective research.

The Computer Lab for the School of Dentistry is part of the Dental Library. The Computer Lab includes 37 workstations, 4 high speed printers and 1 workstation with a scanner and color printer. Wireless capability is available for those students with laptops.

The UMKC School of Dentistry Library has provided outreach services to alumni and the dental community since 1976. These include the DENTAL REFERENCE SERVICE, the CAREER OPPORTUNITY CENTER and the INSTRUCTIONAL RESOURCES LIBRARY. There are approximately 1,800 contacts per year and 3,000 items are sent out.
Lost and Found
The Director of D.A.U. Services on the first floor serves, informally, as the primary repository of lost and found items. The telephone extension is 2143. Additionally, the Security Office in the basement may be contacted regarding missing items.

Mail Room
The Dental School Mail Room is located on the 4th floor of the Dental School building. Mail is distributed to and collected from faculty mailboxes, most of which reside on the second floor, once each day. In-house correspondence should be placed in blue “Dental School Only” envelopes, and correspondence to others within UMKC should be placed in “Campus Mail Only” envelopes. Large manila campus mail envelopes are available. Faculty may also purchase stamps and mail personal correspondence (stamped) through the Dental School Mail Room. Federal Express pick-up and delivery service is also available through the mail room. United Parcel Service pick-up and delivery service is available through the Storeroom Clerk in the basement of the Dental School building. Shipping charges on personal packages must be paid in cash at the time the package is left for shipping.

Ordering Supplies
The correct procedure for ordering supplies varies depending upon the nature of the supplies which are needed. All faculty may place orders for supplies. The Purchasing Office on the fourth floor is a valuable resource, and faculty are encouraged to consult this office when in doubt about sources, funding codes, required signatures, etc. Purchase Orders may be obtained from this office, and the staff are happy to help faculty complete P.O.s properly.

Office Supplies
The Stockroom in the basement maintains an inventory of common office supplies, and faculty will usually find what they need here. Faculty may request that Stockroom supplies be delivered to them by filling out a Stockroom Requisition form, or may go to the Stockroom and pick them up as needed. It is wise to call before going down to the Stockroom, to ensure that the clerk is not out making deliveries. Necessary office supplies not in the stockroom can usually be obtained from local sources on short notice.

Clinic Supplies
Stocks of some clinic supplies are maintained in the Stockroom, but faculty should consult the Supervisor of Dispensaries to determine the appropriate procedure to follow to obtain needed clinic supplies.

Other Supplies
Supplies other than those noted above are handled according to their nature. Faculty should consult the Purchasing Office for assistance.
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Telephone
All faculty have telephone service including voice mail on the UMKC Cisco system, and clinic faculty have telephone access in the clinic as well. All requests for telephone equipment or service changes are handled through the Purchasing Office. School of Dentistry telephone directories are provided each year. For other directory information (KC Metro, Yellow pages, etc.), please use online directories. In an effort to curb unauthorized use, access to long distance service is not immediately available on all telephones. Authorization for direct-dial long distance service is made on an individual basis. All faculty do have access to long distance service, and should see the Purchasing Office for directions on accessing long distance lines.

Word Processing
Document assistance is provided to all faculty within the School of Dentistry. Faculty are encouraged to ensure that the copy they leave with the staff is legible, and that they have completed a Requisition Form. Particularly at times of peak work load, such as examination weeks, faculty should allow adequate time for the work to be completed. If a faculty member so chooses, the staff who assist with word processing will securely store completed examinations until the time of the examination. Faculty may then pick up their examinations immediately prior to administering them. The weekly Dental School newsletter, the Crown Crier, is also written and distributed by designated staff. Forms are available for faculty to submit items for inclusion in the next edition of the newsletter. Contact BMC for more details.

UMKC SOD Maintenance
If you encounter building related issues in need of maintenance, please report them at UMKCSODMaintenance@umkc.edu. When reporting, please specify the location of the issue, the task to be accomplished, and who the maintenance department should contact if they have questions.
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**Faculty Development**

The critical importance of faculty development to the vitality of the School of Dentistry and to the profession is recognized and supported by a variety of programs. Every effort is made to enhance the opportunities for faculty development, but it is the individual who bears the responsibility for participating in available programs. Appropriate goals for development and the means to achieve those goals may be ascertained by the individual faculty member in consultation with her/his chair. The Dean and Academic Affairs Dean are also available and eager to assist in finding ways to meet faculty development goals, and the value of mentoring by senior colleagues should not be underestimated. Some of the more common faculty development activities are outlined below.

One valuable component of the UMKC’s faculty development plan is the faculty leave. The types of leave available to Dental School faculty are outlined in the next section.

**UMKC and University System**

The University Research Board is a potential funding source for faculty wishing to probe new areas of research, develop new classroom techniques or learning resources, etc. Proposals for projects are reviewed annually, and competition is usually keen. From time to time, the University targets specific areas of faculty development for enhanced funding and distributes a request for proposals to all faculty in the system. These may provide a good opportunity for faculty wishing to develop expertise in the targeted areas.

The Teaching Enhancement Projects Fund underscores the importance of teaching by rewarding faculty who improve teaching and pedagogical scholarship. The fund is designed to promote a balance between teaching and research, encourage innovation, and enhance the learning environment. Faculty are encouraged to seek funding to develop new courses, course materials, update skills, initiate pedagogical research and prepare textbooks and other teaching materials. The fund covers cost of released time, workshop fees, and research supplies.

Faculty Community Service Fellowships allow faculty to participate in various community agencies and organizations to conduct projects of mutual benefit to the University and the cooperating organization. Leaves at full salary are granted for one semester, although they can be extended under specific circumstances. Proposals must be accompanied by a statement of support from the Dean. Faculty fellowships, one-semester internships, are awarded to faculty interested in gaining administrative experience. Appointments are usually made for a semester, but can be extended for a full academic year. Any full-time faculty member may apply or be nominated for a fellowship to serve in either the offices of Vice-Chancellor for Academic Affairs or the Vice-Chancellor for Student Affairs.

Each year the UKC Fellowship, a $10,000 award, is presented to UMKC’s most distinguished faculty members on the basis of scholarship and creative activity.

All full-time faculty are eligible for the N.T. Veach Award, a $1,000 award recognizing faculty who have distinguished themselves in the realm of research and creative activity.
The annual Public Service Award, also carrying a $1,000 stipend, was established to emphasize the importance the University places on public service. UMKC has faculty exchange agreements with universities in many places, including Australia, Egypt, Korea, People’s Republic of China, The Philippines, Malaysia, New Zealand, and Spain. Dental School faculty with at least 0.75 FTE are eligible for the Educational Assistance Program. This program defers 75% of the normal incidental fees for enrollment in not more than 6 credit hours per semester of UMKC courses. An “Educational Assistance” form must be completed and submitted.

Continuing Education Courses: Full-time Dental School faculty may enroll in UMKC Continuing Education courses at no cost, on a seat-available basis. If attending at no cost, the faculty member must pay for meals provided by the Dental School. Part-time and WOC faculty may enroll in Continuing Education courses at half the listed fee. Faculty members from other dental schools may attend UMKC lecture programs at half the listed fee. In order to be eligible for Continuing Education fee waivers, faculty must complete and submit a “Continuing Education Authorization” form.

School of Dentistry

Dental School Faculty Development Committee. Although the funds available to this committee are limited, every effort is made to fund worthy proposals for faculty development. The Academic Affairs Dean is an important resource for faculty wishing to take advantage of this potential funding source.

Dental School Research Support Committee. This committee distributes funds to support one type of faculty development - research. This source may provide crucial seed funding in the initial stages of development of a research program. Interested Dental School faculty should contact the Office of Academic Affairs, extension 2010, for information and application forms.

Dental School Travel Awards. A critical component of faculty development is travel, and dental faculty routinely make use of this support. In recognition of the value of faculty travel, the Dental School has allocated funds from the general operating budget and a portion of the return from the Faculty Practice to travel support. The School of Dentistry periodically offers internal opportunities for specialized development. Training on computer software has been a favored topic, and effective lecturing, small group teaching, teaching thinking and judgment, and test development have been instructional workshop topics of interest to faculty. The office of the Academic Affairs Dean assumes the responsibility for such instructional workshops in conjunction with the Faculty Development Committee.

Although not usually considered a component of faculty development, periodic faculty retreats serve that function as well. From time to time, the School suspends normal activities except the emergency clinic and all faculty are encouraged to meet at an off-campus site to spend a day considering cross-disciplinary topics of importance to the School or profession.

The Research Incentive Policy of the School of Dentistry, derived from UMKC policy, is designed to create greater incentives for faculty to seek extramural funding to support their research. This policy provides for salary savings and indirect costs to be channeled back to the sponsored faculty member and his/her academic unit. The principle components are:
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Salary savings: If all or part of the sponsored faculty’s released time can be achieved without hiring additional manpower, the net salary savings will be distributed equally to 1) the faculty member’s research program; 2) the School of Dentistry Research Support fund; 3) the Dean’s discretionary fund to support scholarship within the School of Dentistry.

Indirect costs: The UMKC returns 50% of the indirect costs of sponsored research of Dental School faculty to the School. The School will allocate these recovered funds as follows: 1) 60% will be returned to the faculty member’s research program; 2) 40% will be allocated to the School of Dentistry Research Support Fund.

Rinehart Foundation Faculty Development Fund
As of March 2009, the Rinehart Foundation allocated $6,000 to assist members of the SOD faculty to pursue faculty development activities (attend courses, other schools or events that would be of institutional and personal benefit). The fund will be called the Rinehart Faculty Development Fund. The funds will be renewable at the annual spring board meeting each year.

Eligibility: This funding mechanism will be for full time, non-tenured clinical faculty. It is important that faculty members are provided resources for professional development or to explore issues related to improving the educational process.

Process to Obtain Funding: Faculty will follow the existing guidelines established by the SOD Faculty Development Committee (SOD FDC). In other words, the applicants should apply first to the SOD FDC. (Contact Amy Watson for the application for funding from the SOD FDC). The SOD FDC will work in concert with the Rinehart Faculty Development Committee to assist consideration of the application through the Rinehart Faculty Development Fund. The Rinehart Faculty Development Committee will consist of a 3-person committee selected annually by the treasurer from current faculty on the Rinehart Board. If a member of the Rinehart Faculty Development committee cannot attend a meeting, an alternate selection of another faculty member serving on the Rinehart Board can be made by the treasurer.

1. Apply to the Faculty Development Committee.
2. If unsuccessful, apply to the Rinehart Faculty Development Fund using the same application.
3. Reasonable and necessary expenses will be covered using the current university guidelines for travel.
4. Rinehart funding uses a fiscal year of July 1 to June 30. Funding must be requested for future (not past) travel and must be used within the fiscal year.
4. A maximum amount of up to $2,000 will be covered in special cases.
5. Applications for these funds can be made every three years.

Responsibilities of recipients: Faculty will need to bring back their new skills/knowledge to the dental school community. This can be done through lunch and learns, a departmental program or clinical in-service. A brief written synopsis will also be required and reported back to the Rinehart Board at the spring meeting.

For more information: Contact the Rinehart Foundation Treasurer or Dean’s Office X2010.
Faculty Leaves (UM Collected Rules and Regulations 340.070; revised 1-31-08)

A. Professional Leave - Within the specifications described below, each campus will develop an application and review process to approve leaves and stipulate the duration (not to exceed one year) and support associated for each leave aligned with institutional priorities and commensurate with available resources. All faculty members who accept a paid leave must state their intention to return to the University for the same amount of time they plan to be gone. Return of the faculty member for such period of time does not guarantee that the period of such leave shall be taken into account as service credit for purposes of the University’s Retirement, Disability, and Death Benefit Plan. Exemptions to returning to the University at the conclusion of the leave can only be granted by the president upon recommendation of the chancellor. Additionally, all faculty members must file a report on the accomplishments during the leave period as specified by their chancellor or chancellor’s designee.

1. Research Leave. Tenured, tenure-track, and full-time, ranked non-tenure track research faculty members with established scholarly, artistic or research records are eligible to apply for a research leave. A research leave may be taken for a period of time up to a full year. If a faculty member receives an external fellowship or grant support for a research leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.

2. Development Leave. Tenured, tenure-track and full-time, ranked non-tenure track faculty members are eligible to apply for a development leave to pursue personal, professional, instructional, or administrative development. Development leave may be taken for a period of time up to a full year. If a faculty member receives external fellowship or grant support for a development leave, the University may supplement such support to provide full regular salary; if such external support is not received, the University may provide full regular salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.

3. Sabbatical Leave. Tenured faculty members are eligible to apply for a sabbatical leave after six or more years of service, and can reapply for subsequent sabbatical leaves six years after the prior sabbatical leave. Sabbatical leaves may be taken for a period of time up to a full year. A faculty member on a sabbatical leave will receive up to one-half their regular annual salary. Additional travel funds and leave related expenses may be provided as deemed appropriate.

B. Personal Leave - Within the specifications described below, each campus will develop an application and review process to approve personal leaves and stipulate the duration (not to exceed one year) and support associated for each leave.

1. Leave of Absence. Faculty members may apply for a personal leave without pay. A leave of absence may be granted in cases of exceptional personal or institutional reasons, such as medical leave beyond the requirements of the Family and Medical Leave Act (FMLA). A leave of absence without pay may be granted for a period not to exceed one year and may not extend past the ending date of the faculty member’s appointment. Any extension of the one year limit must be approved by the chancellor.
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2. Family and Medical Leave

   a. **Summary**: FMLA is a federal law that requires an employer to provide some employees with the right to take a leave of absence for family or medical reasons while maintaining job protection.

   b. **Eligibility**: Any faculty member who has been employed by the University for a total of at least 12 months at the time of the leave of absence, and who has worked at least 1250 hours in the 12-month period preceding the leave is eligible for a family or medical leave.

   c. **Conditions**: (1) The University will provide up to 12 work weeks of leave within any 12-month period for the birth of a faculty member’s child(ren); the adoption of a child by a faculty member, or official placement of a child with a faculty member for foster care (leaves for birth or adoption must be taken within 12 months of the event); the care of a son, daughter, spouse or parent (not parent-in-law) having a serious health condition; the incapacity of a faculty member as a result of a serious health condition; leave for the care of an adult son or daughter (at least 18 years old) is not covered unless required as a result of “mental or physical disability” as those terms are defined under the Americans with Disabilities Act. (2) The University requires a 30-day notice if the leave is foreseeable. For unforeseen circumstances, the University requires as much notice as is practicable. (3) The University may require the health care provider to certify the necessity of the medical leave. Medical leave will be limited to the duration of the serious health condition, as defined by FMLA. A faculty member may take intermittent leave or leave on a reduced work schedule if medically necessary for his/her own serious health condition or the serious health condition of an immediate family member. An intermittent leave or leave on a reduced work schedule for these medical reasons are not available for birth, adoption, or foster care. A health care provider’s certification will be required for return to work from the faculty member’s own serious health condition. (4) Faculty members who take family or medical leave, either paid or unpaid, shall not, because of such leave, be assigned heavier work load or be otherwise discriminated against.

   d. **Paid Family or Medical Leave** — A tenured, or tenure-track, or full-time, ranked non-tenure track faculty member who is eligible for family or medical leave will be paid during any portion of such leave (up to the maximum stated in section 340.070B.2.c(1)) that occurs during the faculty member’s normally scheduled work duties. Paid family or medical leaves cannot exceed more than two paid leaves within a six-year period. Additional leaves during any six-year period will be unpaid.

   e. **Unpaid Family or Medical Leave** — All faculty members eligible for family or medical leave not listed as entitled to paid leave shall be entitled to such leave without pay.


D. **Extension of Probationary Periods** — For tenure-track faculty members who take a family or medical leave in excess of six weeks, the probationary period will be extended for a period of one year with a maximum of two one-year extensions during the probationary period. The extension of the probationary period does not preclude a tenure-track faculty member from making a request for a promotion and tenure decision at an earlier date. Tenure-track faculty
members who take a family or medical leave may choose to decline the extension and retain their original probationary time period. Any other extension of the probationary period is left to the discretion of the chancellor.

E. Definition of Full-time, Ranked, Non-Tenure (NTT) Faculty — For purposes of this policy, there shall be four main types of full-time, ranked NTT faculty. Each should have primary responsibility in a single area: teaching, or research, or clinical practice, or extension activities. The titles should identify the area. Within each area, there shall be three ranks:
1. Research faculty (Research Professor, Associate Research Professor, Assistant Research Professor)
2. Teaching faculty (Teaching Professor, Associate Teaching Professor, Assistant Teaching Professor)
3. Clinical faculty (Clinical Professor, Associate Clinical Professor, Assistant Clinical Professor)
4. Extension faculty (Extension Professor, Associate Extension Professor, Assistant Extension Professor)

Faculty Practice
Intramural or extramural faculty practice options may be available for practitioners holding a current license (Missouri license required to practice intramurally). These options are available to non tenure-track as well as tenure track and tenured faculty. The opportunity to work in the SOD Faculty Practice is dependent upon a number of factors and requires the approval of the Faculty Practice Executive Committee and the Dean. Faculty or faculty applicants who are interested in faculty practice should work with their department chair, the Dean of the school as well as the Faculty Practice Director. For each faculty participant in the Faculty Practice, a written agreement will be executed annually and filed in the Office of the Dean.

Travel Policy (SOD revised 2/25/97; 8/1/98; 1/1/01, 2/12/04, 7/8/04, 1/6/09)
In an attempt to reduce travel expenses at the School of Dentistry, the following policies are in effect:

A new travel authorization will be used. This authorization will encourage you to get a preliminary approval. Upon receiving this preliminary approval you will be asked to secure your airline reservation, if needed, prior to receiving formal approval. If airline tickets are not required for your travel, formal approval will be granted as usual upon the initial request.

You are encouraged to use the various tools available on the internet to acquire your tickets. It has been brought to the School of Dentistry’s attention that often much cheaper arrangements can be made via this avenue. Suggested web sites for securing airline tickets include: www.orbits.com, www.travelocity.com and www.expedia.com. In addition, you are encouraged to secure your airline travel arrangements as far in advance as possible with a minimum of three weeks strongly encouraged.

UMKC has available credit cards for your use for travel expenses. The annual fee is waived for your use. You are welcome to apply for this credit card in the purchasing office. You are responsible for the monthly payments and will need to apply for your travel reimbursement using the same process that you have done in the past and you will then complete the travel reimbursement from the University against the charges on this credit card.
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An additional feature is that an airline ticket that is secured well in advance of your travel date can be reimbursed prior to your actual travel date. You can accomplish this by filling out the appropriate paperwork secured in the purchasing office. **Please make sure your travel expenses are turned in no later than sixty (60) days after your travel date. Travel vouchers submitted after the sixty (60) day period will be paid through the payroll system and will be considered taxable income.**

When requesting funding you must also submit an application to the UMKC Office of Research Administration Travel Grants program as referred to in the UMKC School of Dentistry Travel Policy. Applications for Travel Grants are available at http://www.umkc.edu/research/preaward/travelgrants.html

1. Faculty will be encouraged to attend important scientific professional meetings to advance their knowledge and represent the school by their attendance and contribution.

2. Travel time away from job functions will be granted provided all teaching, research, and practice obligations have been arranged by the requesting individual. Under no circumstances—may a class or assignment be left unattended. Substitutions must be arranged with approval of the department chair.

3. Signatures of Department Chairs, Team Coordinators, and Clinical Programs Dean on the form titled “Request for Travel Authorization-Clinical Sciences” represent that, in their opinion, the request for travel meets the stated criteria for travel as identified below and that all appropriate arrangements have been made.

4. If travel funds are being requested from the School of Dentistry’s Instruction E & E Account for presentation of research results, the request must be submitted with an application to the UMKC Office of Research Administration Travel Grants program. Guidelines for this program and copies of the form are available from the Patient Services and Facilities Management Dean’s office. Please note, these requests must be on campus 30 days prior to travel, all forms should be submitted to the Assistant Deans Office 5 weeks prior to leaving. (Please see attached Travel Grants form.)

5. Travel support is not an entitlement and will not be granted simply because funds are available.

6. Financial support will be provided up to a maximum set annually* supporting requests that follow University guidelines. Priorities for support will generally be as follows:
   A. An invited major presenter of a paper, clinic, seminar, or other form of communication by a recognized professional organization which does not offer support itself.
   B. The presentation of a research program/paper that has been selected by peer review to a recognized professional organization. One author per paper will be supported.
   C. An officer actively participating in the deliberations of a recognized professional organization which does not support the participant financially.

   * Funding allowances for travel may vary from year to year. The SOD administration will send out an annual Travel Memo, explaining travel funding and priorities in the fall of the academic year.

7. Generally, if the purpose for travel does not meet one of the above priorities, funds should be requested from another source of funding rather than the School of Dentistry travel funds.
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8. It is the policy of the University to limit travel reimbursement to one national meeting per year. Exceptions may be made on a case-by-case basis as stated in 6.F above.

9. If a paper could be presented at a professional meeting in either the United States or a foreign country and a foreign country is selected, travel will be reimbursed at the same rate as what would be expected for attending the meeting in the United States.

10. Travel Expenses:
A. If the faculty member is not a member of a professional organization and has a paper accepted for presentation at the meeting, the individual will be responsible for funding the difference between the “member” registration fee and the “non-member” registration fee. Similarly, if there is a charge for late registration and the faculty member registers late, he/she will be responsible for covering the difference in the fee.

B. The maximum allowance for meals is $42.00 per day:
   - $10.00 breakfast
   - $10.50 lunch
   - $21.50 dinner

C. Please try to make your airline reservations through the School of Dentistry Purchasing Officer, who usually has information about the various airlines and the best value.

D. If attending a meeting where more than one faculty member from UMKC is attending, it is expected that hotel accommodations be shared. The University will reimburse faculty members half the rate of a double room. The remaining cost will be covered by the individual faculty member.

E. In the event a faculty member wishes to drive a car to attend a meeting and the cost of the car is more expensive than airline fare, the school will reimburse only to the level of the cost of contracted airfare. (Mileage is paid at the federal mileage reimbursement rate).

F. Receipts should be presented for parking/ground transportation that exceed $10.00, and expenses other than meals.

G. Please submit your travel reimbursement request and an Associated Travel Expenses form within 30 days of your return to the school.

Note: the university requires that travel expenses be submitted with 60 days after the end of the trip. Failure to do so will require documentation of the reason for the delay, and reimbursement will be subject to the availability of funds, and will be included as taxable income. For full details on University policy:
http://system.missouri.edu/uminfo/bpm
CHAPTER VIII: SECURITY ISSUES

Campus Police
Campus Police (Volker or Hospital Hill) Extension 1515

The UMKC Police Department strives to make UMKC a safe and desirable place to work. Officers are glad to assist anyone in any manner. They offer a variety of services to make the campuses safe such as vehicle lockout, motorist assistance, and escorts to automobile. The department encourages the reporting of all accidents, thefts, vandalism, etc. as soon as possible. Direct-line telephones are available for emergency use in campus elevators and at outdoor locations designated by blue lights. Twenty-four hour surveillance is maintained over many areas of the Dental School building and adjacent parking areas through a monitoring station located in the basement of the building.

To facilitate response on the Hospital Hill campus, a detachment of the campus police is maintained on Hospital Hill. Officers assigned to this campus are very cordial and willing to assist faculty and students in any way needed, including escort to cars after dark.

Workplace Violence and the University Community
Workplace or occupational violence has become an increasingly serious problem throughout all segments of our society. Because of their sheer size and the number of persons within the university community, colleges and universities are not immune to the problem of workplace violence. Nothing is more important to UMKC than the safety and security of its employees, students and visitors. Threats, threatening behavior, or acts of violence against employees, students, visitors, guests or other individuals by anyone on university property will not be tolerated. Violations of this policy and criminal law will lead to disciplinary action which may include dismissal, arrest and prosecution. All university personnel are responsible for notifying their supervisor or manager of any threats they have witnessed, received, or have been told that another person has witnessed or received. Even without an actual threat, personnel should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on a university-controlled site, or is connected to university employment. For additional information on this important topic, go to http://web2.umkc.edu/adminfinance/police/info/WorkplaceViolence.asp

Emergency Mass Notification
The University of Missouri System has implemented an automated, rapid notification system to supplement the communication tools currently used to notify students, faculty and staff about campus emergencies and closings, as well as class cancellations due to inclement weather. At UMKC this is called UMKC Alert! UMKC Alert! Notification System delivers messages through the following vehicles:

- Text message – official and personal
- Cell phone / voicemail – official and personal
- E-mail – official and personal
- Wire-line voice – official and personal
- Pager – official and personal
UMKC Alert will be solely used to notify students, faculty and staff of . . .

• Situations threatening the safety and security of our campuses
• Campus closings due to emergency situations threatening the safety and security of our campuses, including inclement weather
• Class cancellations due to inclement weather

UMKC Alert! will not be used for . . .

• Road closings
• Construction notices
• Similar, less-critical announcements
• General UMKC announcements
• “Business Interruption” mass e-mail, UMKC Announcements and the UMKC Web site will be used for non-emergency messages.

Updating Your Information — Existing UMKC phone numbers and umkc.edu e-mail accounts have already been entered in the system. To take advantage of additional communication options — such as cell phones and text messaging — you must update your information by going to www.umkc.edu/umkalert/ and following the links.

The contact information submitted for use with the campus-wide emergency notification system is stored in the Pathway and HR PeopleSoft systems which are protected by multiple layers of physical and technical security. Access to that data is limited to authorized University staff. Your contact information is then transmitted via secure socket layer (SSL) technology to the vendor, 3N Communications. 3N Communications has multiple layers. Subscribers to text messaging may incur a charge depending on the contractual terms of their service provider. In order to receive text message notification, each subscriber preferring text messaging must agree to incur any and all cellular phone charges and fees associated with these notifications. By completing the fields, each subscriber agrees to this.

UMKC Emergency Response Guide

For further information on managing any emergency situation, please review the Emergency guide which can be found at http://www.umkc.edu/umkalert/UMKC-Emergency-guide.pdf

Keys

The distribution of keys in the Dental School building is handled through the office of the Assistant Dean for Clinical Programs. Faculty should contact this office (extension 2136) regarding their key needs.

Parking

On-street parking in the neighborhood surrounding the Dental School is available on a first-come, first-served basis. Most Dental School faculty park in UMKC Lot #28A, located east of the Dental School building and east of Charlotte Street. Due to construction, continuous changes in parking may occur. Updates may be found at www.umkc.edu/parking.
Chapter VIII: Security Issues

For the convenience of Dental School faculty, parking permit applications may be obtained in the Business Office located on the fourth floor. Permits are subject to annual renewal, typically in May of each year. The fee is currently $396/year, with most faculty opting for a payroll deduction of $33/month.

**Emergencies in the School of Dentistry**

1. **Code Blue - Telephone 4444**

   Careful patient evaluation, constant patient observation and early recognition of a medical emergency will minimize serious medical complications. However, should a cardiopulmonary arrest occur, the following protocol will be followed:

   a. Attending personnel will:
      1) Recognize the signs of a medical emergency
      2) Begin proper management of the emergency and initiate cardiopulmonary resuscitation if indicated
      3) Ask someone to call extension 4444 in the Oral Surgery Clinic
      4) The person calling 4444 will proceed immediately to the stairway adjacent to the elevator and lead the emergency response team to the site of the incident.

   b. Upon arrival, the emergency response team members will assume the care of the patient.

   c. Under the supervision of a member of the Department of Oral and Maxillofacial Surgery, the emergency response team members will ensure that the patient is transferred to the emergency room of TMC for definitive treatment if indicated.

   d. The attending faculty involved will submit a comprehensive written report of the incident to the Coordinator of Patient Service’s office in room 196.

2. **After-hours emergencies for clinic patients**

   All students are instructed to:

   a. Provide their patients their home telephone number and instruct their patients to call them if any problems arise.

   b. Call their team coordinator or an appropriate faculty member if they cannot solve the problem. If the faculty member cannot solve the problem, either the patient or student is to call 276-2011 and leave a telephone number where the patient may be reached.

   c. Emergency personnel will then call and give directions to the patient. If the emergency requires medical attention, the patient will be directed to the nearest hospital. The incident will be documented and scanned into the patient record. Appropriate reports and record entries must be completed.

3. **Injuries while on the job**

   Any injury sustained while performing the duties of a faculty member at the UMKC School of Dentistry should be reported to the Office of the Coordinator of Patient Services on the first floor. That office will provide instructions on the appropriate paperwork to be completed to document the injury.
4. **Severe Weather Policy**

The University makes two types of responses to severe weather: 1) Class cancellation and 2) University closure. To determine which, if either, response is being implemented, persons should call the official university phone: 816-235-1000. Please note there is a difference between UMKC class cancellation and UMKC closure. The Chancellor, under advisement from the Vice-Chancellor of Administration and Finance, determines if UMKC classes are to be cancelled and whether or not the campus is to be closed. Note that no School of Dentistry faculty or staff are considered “essential personnel” by the University.

The University makes every attempt (see below) to effect a wide distribution of any class cancellation or closure actions, but the faculty and staff are encouraged to check the official number listed above to be certain of any severe weather actions. The specific severe weather decision will be made by 6:00 a.m. of the day in question. In addition to the information placed on the above phone number, communication regarding this decision is also made in the following ways:

1. An official announcement to a media cooperative covering Kansas City area radio and TV stations is released.
2. An announcement is placed on the Kansas City Stars Tell Me info line: 1-800-555-TELL. (UMKC Code: 1316).
3. A message regarding status of classes is placed on the main web page: http://www.umkc.edu and is sent to all e-mail addresses.
4. Telephone and e-mail messages regarding status of classes is sent to all faculty and staff.
5. Updates on Helpline x2222.
6. Updates on Campus Info Center message x5555.
7. The Provost’s office contacts academic Deans and directors of School closing due to inclement weather.

**Security Procedures**

Due to the ever increasing need to protect students, staff, and faculty and to prevent loss of property from these people and from the University, the following policies were implemented. These procedures were developed in concert with University security.

**1st & 2nd Floor Access**

The entrance doors on the first and second floors will be open from 6:00 a.m. until 6:00 p.m. Monday through Friday.

**Evening & Weekend Access — Card System**

For entrance to the School of Dentistry before 6:00 a.m. and after 6:00 p.m. and on weekends, a card access system has been installed. In order to use the system, you will need a UMKC Identification Card that has been validated by the UMKC Police Department. Call X2136 to make arrangements to activate your card. The card access system is located at the east entrance of the second floor and at the main entrance on 25th street. The system is computer controlled and will record who enters, the date, and time of entry. The system is only activated during times when the building is normally locked; you don’t need to use it when the building is open.
Entry can be gained up to 11:00 p.m. through the week and up to 10:00 p.m. on weekends. No one is to remain in the building after these hours unless written approval has been granted by the Business Office.

**Library Hours**
Students must be out of the building within 30 minutes after the library closes unless working in the laboratories. Library hours are as follows:
- 7:30 a.m.–9:00 p.m. Monday–Thursday
- 7:30 a.m.–6:00 p.m. Friday
- 12:00 a.m.–5:00 p.m. Saturday and Sunday

**Lab Hours**
The laboratories will be open for student use until 11:00 p.m. weekdays, 10:00 a.m. to 6:00 p.m. on Saturdays and Sundays.

**Visitors**
All other visitors, (i.e. persons who are not students, their immediate families, staff, or faculty, or CE participants) desiring entry to the building after 6:00 p.m. weekdays and on weekends must have authorization from the Business Office.

**Subject to Search**
When exiting the building, all briefcases, packages, or parcels may be subject to inspection by the Police Officer or Security Guard.

**Gold**
Students should be extremely cautious when handling and storing gold. Students are responsible for the value of gold in their possession.

**Signature Required**
Certain items require students’ signature to be issued from the dispensary. Students are responsible for the value of these items until returned. Students are also responsible for any instruments they check out with their bar coded name tag.

**Name Badges**
All students, faculty and staff are to wear the School of Dentistry name badges at all times in the building for identification.

**Emergency Evacuation Plan**
**Introduction**
Should it be necessary to evacuate UMKC School of Dentistry, a safe and orderly evacuation will be assured by following a three-step process:
Chapter VIII: Security Issues

STEP 1 – Warning or Alarm (Notification)
Should a fire occur, the building fire alarm will be sounded to notify all building occupants to initiate evacuation. If an emergency evacuation is necessary for other reasons, the Administration and UMKC Police will use their discretion to determine the best method of notification to initiate a safe and orderly evacuation. This may include use of the UMKC Alert! System. Be sure and register your preferred means of contact by going to http://www.umkc.edu/umkalart/.

To report any emergency situation, notify UMKC Police at 235-1515.

STEP 2 – Evacuate
Once an emergency evacuation notice is given, all personnel should evacuate the building in the following manner:

1. Maintain silence. Everyone will be able to hear emergency orders. A calm atmosphere saves lives.
2. Shut down any gas-fired, electrical, or mechanical equipment if possible.
3. Walk to the designated exit. Exits are identified by EXIT signs.
4. Throughout your exit route, beginning with your room or office door, shut every door after you pass through it, especially the stairwell doors.
5. If you are unable to evacuate because of smoke or fire, go to a room with windows to the outside of the building. Shut and seal the door behind you with materials to prevent smoke entering the room. Break out a window and hang a sheet, towel, or some object out the window and await rescue.
6. Never use an elevator during an emergency evacuation. Power might be lost for a number of reasons which would trap people in the elevator cars. Persons under I.V. sedation should be removed in wheelchairs available in these areas where such medications are used.
7. The stairwells adjacent to the passenger elevators will be designated for use by emergency personnel. All persons evacuating the school should remain to the right when using these stairs.

STEP 3 – Assemble Outside
All groups exiting to the north should assemble in the area south of Children’s Mercy Hospital. Those exiting to the south should assemble in the park across 25th Street. All personnel should assemble in their designated area and remain quiet and orderly.
Chapter VIII: Security Issues

Evacuation Routes

Basement Floor
Chapter VIII: Security Issues

Evacuation Routes

First Floor
Chapter VIII: Security Issues

Evacuation Routes

Second Floor
Evacuation Routes

Third Floor
Evacuation Route

Fourth Floor
Chapter VIII: Security Issues

Evacuation Route

Fifth Floor