

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36

**GUIDELINES FOR APPOINTMENTS, PROMOTIONS, AND TENURE
JAMES B. EDWARDS COLLEGE OF DENTAL MEDICINE
MEDICAL UNIVERSITY OF SOUTH CAROLINA**

Approved 15 June 2022

Introduction

The Appointments, Promotions and Tenure Committee of the James B. Edwards College of Dental Medicine is responsible for advising the Dean of the College on matters of appointments to the faculty, promotion in academic rank and awarding of tenure. It is the policy of the Medical University of South Carolina that academic rank and tenure are separate issues. Matters of academic rank are the sole responsibility of the various Colleges contingent upon approval by the Academic Vice President and Board of Trustees. Final decisions on matters of tenure rest with the University Tenure Committee and the University administration and Board of Trustees. This document provides guidelines governing appointments, promotions, and tenure for faculty of the James B. Edwards College of Dental Medicine. Other applicable information is contained in the University Faculty Handbook and the Guidelines of the University Tenure Committee. Should there be a conflict between this document and the University Faculty Handbook, the Faculty Handbook will prevail as the authoritative governing document for the JBE-College of Dental Medicine, Appointments Promotion and Tenure Committee.

1. Description of Committee

The Committee for Appointments and Promotions and Tenure (hereafter referred to as the Committee) shall consist of 7 members of the faculty appointed by the Dean to review all nominations for appointments, promotions, and tenure. The appointees to the Committee shall be at the discretion of the Dean, but shall include department representatives at the rank of Associate Professor and Professor. Associate Deans, Assistant Deans and Chairs that supervise faculty will not serve on this committee. Faculty holding other administrative positions may serve on the Committee in so far as they do not supervise faculty.

37 Should the College have insufficient faculty to serve on the Committee the
38 Dean may recruit faculty members appointed to other Colleges to serve. Ideally,
39 the appointed faculty to JBE-CDP-APT Committee should have an understanding
40 of the demands and requirements placed on the College's faculty. Further should
41 the College have insufficient tenured faculty from within the College to consider
42 an application for tenure the College may appoint tenured faculty from other
43 MUSC Colleges to participate in the College-level assessments of applications.

44
45 **Chair** One member of the Committee shall be appointed by the Dean to serve
46 as Chair for the duration of his/her term. The Chair shall not vote on nominations
47 except in the case of a tie. A simple majority of the members present shall be
48 sufficient to carry a motion on a nomination. The voting shall be by secret ballot.
49 A quorum shall consist of five members.

50
51 **Duties of the Chair** The Chair shall be responsible for calling and chairing
52 meetings of the Committee and communicating to the Dean the Committee's
53 decisions in the form of a letter. The summation of the Committee's discussions
54 on each nomination shall include the specific criteria that led to a positive or
55 negative recommendation. The Dean may accept or reject the recommendation
56 of the Committee. All discussions occurring in Promotion and Tenure Committee
57 meetings are to be kept confidential.

58
59 **Term of Service** - Appointment to the Committee shall be for three years with no
60 member serving more than two consecutive terms. The three-year terms of
61 Committee members shall be staggered. Tenured members of the Committee
62 will serve as the College Tenure Committee, for purposes of reviewing candidates
63 for tenure, and conducting post-tenure reviews. At the discretion of the Dean,
64 additional tenured faculty may be added as members of the College Tenure
65 Committee.

66 67 **Duties of the Committee**

68
69 **Appointments.** The Committee shall not be responsible for faculty recruitment.
70 However, the qualifications of candidates for appointment shall be reviewed by
71 the Committee. Where possible, the Chair of the Committee should meet with
72 candidates during the recruitment process. At the option of the Committee, the
73 Dean or Chair of the Committee may solicit the Committee's intent on an
74 appointment by an informal poll of its members. Any member of the Committee
75 may petition the Chair for a formal meeting to discuss a particular appointment.

76 No appointment shall be made prior to or without action by the Committee. This
77 will be particularly important with regard to granting tenure upon initial
78 appointment. See tenure guidelines for more discussion.

79
80 The Committee members shall review jointly all recommendations for
81 promotions.

82
83 The Committee's definition of rank, recommended procedures for nomination,
84 and criteria for review of nominations follow.

85 86 2. Rank

87
88 2.1 The academic **ranks** of the College of Dental Medicine shall be titled
89 in progression as Instructor, Assistant Professor, Associate Professor
90 and Professor.

91
92 2.2 The five possible **modifiers** for each rank are Visiting, Adjunct, Clinical,
93 Research, and Affiliate. While appointment and/or promotion in the
94 modified ranks shall not be subject to the same guidelines as those
95 for full-time faculty, they shall be based on commensurate evidence
96 of scholarship, research, and/or teaching (as appropriate), and in
97 alignment with effort allocation in annual faculty contracts.

98
99 2.2.1 **Visiting Ranks:** The designation **Visiting** shall precede the title
100 of the respective ranks to designate an associated faculty
101 member whose appointment to the faculty is for a limited
102 time, but whose responsibilities are important in the regular
103 programs of MUSC. All **Visiting** ranks are nontenured.

104
105 2.2.2 **Adjunct Ranks:** The designation **Adjunct** shall precede the
106 title of the respective ranks to designate faculty whose
107 responsibilities are important though usually not extensive
108 but may be full-time in the regular programs of MUSC, whose
109 appointment is annual or continuous, and whose activities for
110 which the appointment is made ordinarily do not involve
111 direct patient contact. All **Adjunct** ranks are nontenured.

112
113 2.2.3 **Clinical Ranks:** The designation **Clinical** shall precede the
114 title of the respective ranks to designate faculty whose

115 responsibilities are important though usually not extensive
116 but may be full-time in the regular programs of MUSC, whose
117 appointment is annual or continuous, and whose activities for
118 which the appointment is made ordinarily involve direct
119 patient contact. **Clinical** ranks may be tenured or
120 nontenured.

121
122 **2.2.4 Research Ranks:** The designation **Research** shall precede the
123 title of the respective rank to designate a faculty member
124 whose responsibilities are important to the University, often
125 are full-time, but may be part-time, and who have few or no
126 faculty obligations other than doing research, often as a
127 member of a research team. All **Research** ranks are
128 nontenured.

129
130 **2.2.5 Affiliate Ranks:** The designation **Affiliate** shall precede the
131 title of the respective ranks to designate faculty who provide
132 a valuable service to the MUSC mission, but who volunteer
133 their services without compensation. The title **Affiliate** shall
134 not be used in conjunction with other faculty rank modifiers
135 (e.g., Adjunct, Visiting, Research, or Clinical). All **Affiliate**
136 ranks are nontenured.

137
138 **2.2.6 Other Ranks:** Faculty who have primary appointment in
139 another college of the Medical University may be appointed
140 as **Joint** faculty of the college.

141 142 **3. Criteria for Appointment or Promotion in Rank**

143
144 All faculty, regardless of rank or designation are expected to excel in
145 teaching, contribute to the scholarly activity of the College through research,
146 publications and presentations and provide service to the College, Medical
147 University, and the dental profession. It is also expected that all faculty will work
148 to enhance a collegial atmosphere within the College and are encouraged to
149 adhere in a positive manner to College and University institutional Strategic Plan
150 initiatives.
151

152 The College recognizes that the levels of accomplishment in the general
153 areas of teaching, scholarly activity and service will be different among the faculty.
154 Accomplishment is expected in all areas, with emphasis in one or more areas.
155

156 **3.1** The primary considerations of the Committee in recommending rank
157 for faculty shall be teaching excellence and competency in the
158 respective fields as demonstrated by professional growth and peer
159 recognition. Time in rank, comparable experiences and service to the
160 university will be given due consideration. Where appropriate,
161 achievement in a nonacademic environment (e.g., private practice,
162 military service, industry) will be considered. Attainment of
163 postgraduate training and certificates will also be taken into account.
164

165 **3.2 Teaching** All members of the academic community shall aspire to
166 excellence in teaching. It is expected that teaching skills shall increase
167 as the individual faculty advances in rank and years served. Support of
168 interprofessional and interdisciplinary (IP/ID) collaborative educational
169 activities is encouraged. It is the responsibility of the department chair
170 to submit evidence of the candidate's teaching excellence. Examples
171 include:
172

173 **3.2.1** Peer evaluations, if based on class visitations, on attendance at
174 public lectures or lectures before professional societies given by
175 the candidate, or on the candidates results in courses
176 prerequisite to those of the informant.
177

178 **3.2.2** Course evaluations by students.
179

180 **3.2.3** Number and caliber of students guided in advanced education
181 and/or research by the candidate and of those attracted to the
182 campus by his/her reputation as a leader.
183

184 **3.2.4** Development of new and effective techniques of instruction
185 .

186 **3.2.5** Nominations for and selection for teaching awards
187

188 **3.3 Scholarship** This may be judged best by scholarly contributions in the
189 form of publications or presented lectures on research, clinical

190 procedures, recognized evidence-based dentistry supported
191 improvements to the standards of care, or other scholarly activities.
192

193 **3.3.1 Publications** These may be in the form of books,
194 monographs, or manuscripts in professional refereed
195 journals, as well as other publications. These publications
196 should be described, evaluated and enumerated.
197

198 **3.3.2 Professional Presentations.** This shall consist of case reports,
199 paper presentations, table clinics, workshops, and
200 demonstrations, which are presented at regional, national, or
201 international meetings.
202

203 **3.3.3 Presentations of continuing education programs.**
204

205 **3.3.4 Publication of Case Studies** of new procedures and
206 techniques.
207

208 **3.4 Time in Rank** Promotions are based on merit. They are not automatic.
209 The years of service listed are intended as guidelines only. They should
210 not be interpreted in such a manner as to inhibit the promotion of
211 persons performing in an extraordinary manner. Nor should they be
212 interpreted to suggest that a person can or should be automatically
213 promoted solely on the basis of time in rank. Ordinarily, a faculty
214 member will be expected to demonstrate ability for a minimum of:
215

216 **3.4.1.** One to two years for promotion from Instructor to Assistant
217 Professor.
218

219 **3.4.2.** Three to five years for promotion from Assistant Professor to
220 Associate Professor.
221

222 **3.4.3.** In as much as the rank of Professor is reserved for individuals
223 of outstanding accomplishment, typically most faculty take 10
224 to 12 years to advance from Assistant Professor to Professor
225 ranks due to the high performing expectations. This is a
226 guideline and not a requirement.
227

228 **3.5 Service to the Institution and Profession/Discipline** Administrative or
229 clinical services may be considered by the Committee as criteria for
230 attainment of rank. In exceptional cases, many years of exceptional
231 service in these areas may be given primary consideration by the
232 Committee. Service to the College and University may be construed
233 as:

234
235 **3.5.1.** Service on the boards of and as consultant to regional, national
236 and international organizations.

237
238 **3.5.2.** Election to offices in regional, national and international
239 groups.

240
241 **3.5.3.** National awards or honors.

242
243 **3.5.4.** Service and leadership on committees within the College and
244 University.

245
246 **3.5.5** Demonstrable excellence in clinical skills as evidenced by
247 patient referrals, superior patient care, or evidenced-based
248 practice.

249 250 **DESIGNATION OF FACULTY TRACKS**

251
252 The College of Dental Medicine recognizes four separate faculty tracks:
253 Academic Clinician, Academic Investigator, Academic Investigator/Clinician
254 (Hybrid), and Non-clinical Educator. An Academic Clinician is a faculty member
255 who is primarily committed to clinical and didactic teaching with lesser
256 commitment to scholarly activities and research. The Academic Investigator track
257 pertains to a faculty member who contributes to the teaching and service areas,
258 but is primarily committed to the research enterprise. The Academic
259 Investigator/Clinician (Hybrid) track pertains to a faculty member who divides time
260 between the first two tracks and has responsibilities in both areas.

261
262 A **Non-clinical Educator** is a faculty member who is primarily committed to
263 didactic teaching and academic administration but does not provide clinical
264 patient care supervision.

266 Upon joining the CDM, a faculty member's track will be determined by the
267 Department Chair, in consultation with the faculty member and with the approval
268 of the Dean. If a faculty member wishes to change from one track to another it
269 must be with the Department Chair's permission and approval of the Dean.

270 271 **COLLEGE OF DENTAL MEDICINE APPOINTMENT/PROMOTION GUIDELINES**

272
273 Guidelines for assessment of accomplishment at the various faculty ranks
274 are given in the following table. The number of stars indicates the level of
275 importance from relevant (*) to significant (***) for consideration in the evaluation
276 of rank. This matrix is not meant to be a prescriptive checklist of achievements,
277 or an exhaustive list to be met in order for the Committee to evaluate the
278 candidate's portfolio for success or progress. Rather the information associated
279 with this matrix, together with the candidate's personal statement, the chair's
280 letter outlining the candidate's task descriptions, outside letters of evaluation, and
281 any other supporting documentation highlighting that the candidate may wish to
282 include will be used to inform the Committee's recommendation to the Dean.

283
284 Further, faculty will be evaluated and recognized for accomplishments in
285 the traditional areas of teaching, research/scholarship, service, and professional
286 practice. At the same time, the College recognizes that as part of the University's
287 accreditation by the Southern Association of Colleges and Schools, MUSC and
288 the College must advance strategic initiatives to meet Institutional Effectiveness
289 core requirements. Accordingly, faculty participation in the areas of
290 interprofessionalism, innovation, entrepreneurship, and globalization should also
291 be actively supported. Such participation should be assessed favorably by APT
292 committees but not be construed as an additional requirement for tenure and
293 promotion.

294 295 **Collaboration and Teamwork**

296
297 Increasingly, health-related research, practice and education involves
298 teams that vary in terms of size, hierarchy, location of participants, goals,
299 disciplines, and structure. The NIH adopted a multiple-PD/PI model to encourage
300 collaboration when that is the most appropriate way to address a scientific
301 problem. Further, many federally-funded Clinical and Translational Science
302 Award programs (CTSA), including MUSC's South Carolina Clinical and
303 Translational Research (SCTR) Institute, have introduced programs geared-toward
304 investigation and propagation of team science initiatives. In addition to this

305 national trend toward developing mechanisms and programs to encourage
306 interprofessional and interdisciplinary teamwork in science, MUSC's and the
307 College's strategic plan and our Quality Enhancement Plan, as part of our
308 university-level accreditation reaffirmation efforts through the Southern
309 Association of Colleges and Schools Commission on Colleges; SACSCOC,
310 include several objectives and initiatives to enhance collaboration, teamwork, and
311 interprofessional communication institution-wide in the areas of research,
312 education and clinical service.

313

314 Faculty under consideration for promotion, and tenure at MUSC may
315 highlight in their applications, not only their individual academic
316 accomplishments, but also their meaningful contributions to team science
317 accomplishments, and/or participation in interprofessional or interdisciplinary
318 research teams, clinical service teams, education and teaching efforts. Activities
319 supporting an applicant's demonstration of collaborative teamwork in research,
320 education and clinical service may be viewed as meaningful, relevant and, in some
321 cases, instrumental aspects of academic accomplishment warranting promotion
322 and/or tenure at MUSC.

COLLEGE OF DENTAL MEDICINE APPOINTMENT/PROMOTION GUIDELINES

323

324

325 Guidelines for assessment of accomplishment at the various faculty ranks are given in the following table.

326 The number of stars suggests the level of usefulness that the Committee will value the contribution from relevant (*) to
 327 significant (***) for consideration in evaluation of rank.

<u>Instructor</u>	Academic Investigator	Academic Investigator/ Clinician (Hybrid)	Academic Clinician	Non-clinical Educator
Evidence of promise of a career in academic dentistry or academia	***	***	***	***

328

<u>Assistant Professor</u>	Academic Investigator	Academic Investigator/ Clinician (Hybrid)	Academic Clinician	Non-clinical Educator
Demonstrates commitment to career in academic dentistry or academia	***	***	***	***
Is developing reputation as excellent clinician		*	*	
Participates in intramural clinical practice		*	*	
Is performing high quality research in mentored setting	***	**	*	*
Has joined appropriate scientific/professional organizations	***	***	***	***
Is developing skills, support systems to submit grant proposals	***	**	*	*
Is beginning to contribute to the scientific literature (both quantity and quality considered)	**	*		**
Has presented talks/posters at local/regional/national meetings	**	**	*	*
Is developing excellent teaching skills	*	**	***	***

Supports / Participates in the initiatives of the College and University Strategic Plans	*	*	*	*	*
Supports / Participates in Interprofessional / Interdisciplinary activities	*	*	*	*	*
<u>Associate Professor</u>					
Has fulfilled with distinction duties of Assistant Professor	***	***	***	***	***
Has established independent laboratory or clinical research effort	**	**	**	*	
Has obtained research support from extramural source	**	**	**	*	*
Participates in collaborative research programs	***	**	**	*	*
Has presented talks/posters at local/regional/national meetings	***	***	***	***	***
Is involved in local and professional organizations	***	***	***	***	***
Is involved with college/university committees	**	**	**	***	***
Is mentoring students and trainees	***	***	***	***	***
Has contributed to course development	**	**	**	***	***
Has attained excellence as educator (awards, evaluations)	*	*	*	***	***
Has attained reputation as excellent clinician		*	*	***	
Maintains intramural clinical practice		*	*	*	
Has contributed moderately to the scientific literature (both quantity and quality considered)	***	**	**	*	**
Supports / Participates in the initiatives of the College and University Strategic Plans	*	*	*	*	*
Supports / Participates in Interprofessional / Interdisciplinary activities	*	*	*	*	*
Where applicable, show evidence of enhanced academic credentials (e.g. Specialty Board Certification, AGD Certification, additional advanced degrees, additional formal training)		**	**	**	*

Professor	Academic Investigator	Academic Investigator/ Clinician (Hybrid)	Academic Clinician	Non-clinical Educator
Has fulfilled with distinction duties of Associate Professor	***	***	***	***
Continues independent laboratory or clinical research effort	***	**	*	
Continues research support from extramural source	***	**	*	*
Leads collaborative research programs	***	**	*	*
Continues to mentor students and trainees	***	***	***	***
Has achieved national recognition in specific field	***	**	**	**
Has served on national committees, study sections, editorial boards; reviews manuscripts	***	***	***	***
Is a leader on college/university committees	**	**	***	***
Maintains excellence as educator (awards, evaluations)	*	**	***	***
Maintains reputation as excellent clinician		**	***	
Continues intramural clinical practice		**	*	
Has contributed significantly to the scientific literature (both quantity and quality considered)	***	***	**	***
Supports / Participates in the initiatives of the College and University Strategic Plans	*	*	*	*
Supports / Participates in Interprofessional / Interdisciplinary activities	**	**	**	**
Show evidence of enhanced academic credentials (e.g. Specialty Board Certification, AGD Certification, additional advanced degrees, additional formal training)		***	***	***

332 **4. Tenure**

333

334 **4.1. Tenure** is the assurance of continuous appointment to a particular faculty
335 rank, with continuation of salary commensurate with the rank. Tenure
336 ensures academic freedom, with the expectation that the faculty member
337 will continue to perform according to accepted standards subject to
338 termination for cause (Faculty Handbook 7.1.1), upon retirement, on
339 account of financial exigency or the change or abolition of institutional
340 programs. The assurance of compensation applies to that base academic
341 salary which is agreed upon by the faculty member and the Department
342 Chair, as defined in the annual contract.

343

344 Faculty members who have consistently met the criteria for associate
345 professor or professor and have a record of sustained excellence at that
346 rank may apply for consideration for awarding of tenure. A record of
347 sustained excellence means that over time the faculty member's teaching,
348 scholarship, and service activities have made continuous and identifiably
349 significant contributions to the College, University, and profession.

350

351 **Scholarship** sufficient for consideration of tenure requires a balance of
352 achievement which is based upon teaching, research, professional service,
353 and leadership within the University above and beyond the routine
354 responsibilities required of all faculty. If the candidate's academic
355 accomplishments are primarily limited to one or two areas of academic
356 endeavor, he/she must have demonstrated competencies to some extent
357 in all areas with an absolute necessity for demonstrated and current
358 effectiveness in teaching. In considering tenure, the individual's long-term
359 value to the University is the central issue. Tenure is recommended when,
360 in the opinion of the college, the level of mutual responsibility between the
361 faculty member and the college has developed such that the college can
362 better meet its academic and societal mission with the commitment implicit
363 in the tenure relationship.

364

365 In accordance with the MUSC Faculty Handbook, a tenured faculty member
366 will be subjected to post tenure review, every sixth year after obtaining
367 tenure.

368

369 **5. Nominating Procedures of Appointment, Promotions and Tenure**

370
371 Recommendations for appointments, promotions, and tenure shall normally
372 originate with the Department Chairs as stated in the Faculty Handbook of the
373 Medical University of South Carolina. Where administratively appropriate, the
374 review process may originate with the Dean. Consideration of tenure
375 recommendations shall be independent of any prior or concurrent
376 appointment and promotion recommendations.
377

378 **5.1.** Nominees for appointment shall supply a complete curriculum vitae to the
379 Committee. The Department Chair shall furnish statements documenting
380 the principal areas of responsibility of nominees. The Department Chair
381 shall forward requests for faculty appointment to the Dean who, if he
382 concurs, will forward them to the Committee for consideration. If approved
383 by the Committee and the Dean, appointment requests are referred to the
384 Vice-President for Academic Affairs of the University. Appointments at the
385 rank of Associate Professor and Professor require approval of the University
386 Board of Trustees.
387

388 In the case of an appointment of a Department Chair, the Dean shall
389 appoint a search committee. The search committee shall include, where
390 practical and not in conflict with the goals of the College, one or more
391 faculty of the department concerned, two or more Chairs of other
392 departments and any number of other qualified referees. Recruitment and
393 interviews shall be the responsibility of the search committee with its final
394 recommendations being submitted to the Dean. The Dean will forward the
395 final recommendation to the Committee.
396

397 **5.2. Promotions and Tenure** A portfolio supporting the recommendation for
398 promotion or tenure shall be assembled by the Chair and forwarded to the
399 Dean for referral to the Committee. A list of external references will be
400 provided by the candidate, and requests for an evaluation of the
401 credentials of the candidate will be made by either the Dean or the
402 Committee Chair. The Committee shall review the nomination and
403 supportive information. The Dean shall review the recommendations of
404 the Committee and submit recommendations for promotion to the
405 appropriate officers of the Medical University. Recommendations for
406 award of tenure will be forwarded from the Dean to the Office of the
407 Provost and University Tenure Committee.

408
409
410
411
412
413
414
415
416
417
418
419
420
421
422
423
424
425
426
427
428
429
430
431
432
433
434
435
436
437
438
439
440
441
442
443
444
445
446

The supportive information provided to the Dental Medicine Committee shall include:

5.2.1. A Letter of Nomination prepared by the department Chair or Dean.

This letter shall include a statement of the academic and administrative responsibilities of the candidate. It should clarify the candidate's principal areas of responsibility or function and the time required for such activity. Also, it should include an estimate of the time available for the candidate to pursue independent research or similar scholarly activities.

5.2.2. A Complete Curriculum Vitae prepared by the candidate. The curriculum vitae shall consist of:

(a) personal history, (b) education, (c) professional experience, (d) professional honors received, (e) board status (if applicable), (f) membership in professional societies, (g) publications (publication should be identified, e.g. articles, books, monographs, abstracts, etc.), (h) other scholarly activities.

5.2.3. A Personal Statement prepared by the candidate of his/her significant achievements since the time of last appointment or promotion. The statement may consist of such activities as:

- a. Involvement in educational activities on campus and those offered as continuing educational opportunities for the profession
- b. Participation in postgraduate seminars and "short courses"
- c. Contributions - As service and with presentations and publications - to local, state, national and international societies, and professional groups.
- d. Service to the University (committee assignments, etc.)
- e. Teaching innovations
- f. Research activities and interests.
- g. Honors and notable recognitions earned

5.2.4. External letters and other supporting information (e.g., sample publications, patents, etc.). Nomination for tenure requires a minimum of three letters of recommendation solicited from referees unaffiliated with MUSC.

447 **6. General Considerations**

448

449 **6.1.** This document is intended to provide guidelines rather than absolute
450 requirements. As such, the Committee will need to exercise judgment with
451 regard to issues not specifically addressed in this document.

452

453 **6.2** Faculty members applying for promotion/tenure shall be assessed in
454 accordance with the criteria in effect during the period under evaluation
455 and not by a recently adopted version of this document.

456

457 **6.3 APT Document Revision** should take place on a regular basis.

458

459 **6.3.1** A TOTAL review and revision (if necessary) of this document
460 should take place on a seven-year cycle as part of Accreditation.

461

462 **6.3.2.** Review and revision (if necessary) of a single item in this document
463 may be requested at any time by the written petition of 15% of the
464 full-time faculty.

465

466 **6.3.3** Changes to this document will be made by simple majority vote of
467 the full-time faculty with approval of the Dean and higher
468 administration (Provost, President, Board of Trustees).