

## Policy for Faculty Reviews at CDM

### Background

Mentoring and regular feedback are critical for faculty members' job satisfaction and professional advancement, and for the optimal function and success of each academic unit and the College as a whole.

### The Policy and Structure of Faculty Reviews

All Columbia University College of Dental Medicine salaried faculty members should complete a faculty activity report using the available tool (see <https://www.dental.columbia.edu/faculty/faculty-development/useful-documents-and-articles-interest>) to track professional activities and accomplishments in the past calendar year and set goals for the coming year. Faculty members should email the completed report to their division director or section chair (whomever they report to) and schedule an in-person, one-on-one meeting. After the meeting, the report can be modified (if needed), and is archived by the Division/Section. The suggested time frame to complete the activity report and review meeting is January through March.

The following activities should be discussed during the review meeting:

- Teaching and advising/mentorship
- Research funding and publications
- Clinical care and/or public health activities
- Service and leadership at CDM or the University
- Leadership outside the University (in regional, national, and international organizations within the faculty member's field)
- Presentations at professional meetings
- Honors and awards
- Short-term, measurable goals for the coming year
- Long-term goals (3-5 years)
- Professional development activities and resources

Faculty at the *Instructor, Assistant Professor and Associate Professor* rank should complete the report and have a review meeting *annually*. Faculty at the *Professor* rank should do so *every 3 years*.

In addition, division directors/section chairs are expected to conduct faculty reviews with a

**special focus on academic advancement**, i.e., assess promotion readiness, and discuss requirements and strategies for promotion as follows:

- Instructors: after 1-3 years at rank
- Assistant professors: after 3-5 years at rank
- Associate professors: after 5-7 years at rank

## Further Assistance

Please contact Evie Lalla, DDS, MS, Senior Associate Dean for Faculty Development, at [el94@cumc.columbia.edu](mailto:el94@cumc.columbia.edu), for further guidance on faculty reviews and/or professional advancement at CDM.

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