

Process for Application, Renewal, and Dismissal of Master of Science in Dentistry Graduate Faculty

Introduction

Faculty may apply for an appointment to the Master of Science (MS) in Dentistry graduate faculty, which grants them the ability to serve in various graduate education roles: Primary Advisor, Co-advisor, Chair, Reviewer, and Committee Member. The [Eligibility to Serve on Graduate Examination Committees table](#) succinctly shows who may serve in each graduate education role, and the [Graduate Advisory and Examination Committee Membership: Eligibility Requirements](#) policy goes into further detail on eligibility. Appointments to the MS in Dentistry graduate faculty are granted for a term of three years.

Faculty who retire from the University of Minnesota relinquish their graduate faculty status upon retirement; however, they may choose to complete any outstanding examining committee and advising assignments on file with the university at the point of retirement. A graduate program may appoint emeritus faculty where such status serves the interests of the program and its students.

Applications

Individuals interested in serving as graduate faculty should follow the following process:

1. Submit a [brief letter or email](#) requesting appointment to the MS in Dentistry graduate education faculty, specifying the desired graduate faculty roles (Primary Adviser, Co-adviser, Exam Committee Chair, Reviewer, Serve on Committee).
2. Provide a current [Curriculum Vitae](#).
3. Submit a [letter of nomination](#) from a current member of the MS in Dentistry graduate education faculty, highlighting how the applicant meets the following criteria:
 - a. Attainment of academic or professional degree(s) from accredited institution(s) at a level appropriate to guide and support the work of MS in Dentistry students.
 - b. Experience in research and scholarship sufficient to guide and support MS in Dentistry students (e.g., serving as principal investigator or co-investigator on research/scholarly projects, peer-reviewed publications, funded research grants).
 - c. Training or experience in teaching and/or mentoring students in research or scholarly projects.
 - d. Completion of appropriate training required by the University of Minnesota's Institutional Review Board (IRB) for all investigators and research personnel.

e. Any other relevant evidence that supports the applicant's capacity to teach, advise, or otherwise support graduate students in the MS in Dentistry program.

4. The application will be reviewed by the Director of Graduate Studies and, if approved, will go to the entire Master of Science in Dentistry faculty for a vote.

Renewal

Graduate Faculty appointments are renewed every three years. The purpose of the triennial renewal is to ensure that members are still active and contributing to the high quality of the program. When it is time for renewal, the MS in Dentistry Graduate Program Coordinator will email the faculty member to confirm their interest in continuing their appointment. If the faculty has remained in good standing with the program over the previous three years, the Director of Graduate Studies will review the faculty member's qualifications and make a determination regarding renewal for an additional three-year term.

All graduate faculty, regardless of graduate education role, should be actively engaged in the research, education, and outreach missions of the program. Participation in at least some of the program activities, such as advising/co-advising students or serving on committees, is expected in order to remain in good standing in the program.

Dismissal

A faculty member may be dismissed from the MS in Dentistry Graduate Faculty for cause on grounds including but not limited to intellectual dishonesty; acts of discrimination, including harassment, prohibited by law or University policy; acts of moral turpitude substantially related to the fitness of faculty members to engage in teaching, research, service/outreach and/or administration in the program; theft or misuse of University property; use of professional authority to exploit others; violation of University policy substantially related to performance of MS in Dentistry graduate faculty responsibilities; and violation of law(s) substantially related to the fitness of faculty members to engage in teaching, research, service/outreach and/or administration. The final determination as to whether a faculty should be dismissed shall be made by an ad hoc committee consisting of the Directors of Graduate Studies of the Graduate Programs housed in the School of Dentistry.

Contact

For questions about these process guidelines, please contact the following personnel:

Shelby LaFreniere, shelbyl@umn.edu, Graduate Program Coordinator

Dr. Thorsten Gruenheid, tgruenhe@umn.edu, Director of Graduate Studies