

Chapter 4 – Collateral Faculty Benefits and Responsibilities

(Approved by Dental Faculty Council November 27, 2012)

4.1 New Faculty Orientation

Each Department Chair will inform new faculty members with regard to their academic responsibilities and procedures.

All new faculty members employed four days a week or more will be provided with a dossier. The dossier functions as a faculty development workbook. It contains directions and sections for maintaining evidence of excellence in teaching, scholarship, and service. The dossier also has a section where faculty members record immediate and long-range career goals and a personal philosophy of teaching.

New full-time faculty members receive an appointment description regarding their tenure status as well as other high level expectations from the Associate Dean for Oral Health Education in collaboration with the department chair. This memorandum explains the dates of evaluation for tenure.

All new full-time faculty members meet with the Associate Dean for Oral Health Education shortly after joining the faculty for a full review of their responsibilities, promotion and tenure expectations, and orientation to the culture of the School of Dentistry.

4.2 Maintenance of the Dossier and Electronic Curriculum Vitae

Although an environment that promotes professional development for each faculty member is part of the culture at the School of Dentistry, primary responsibility for career development and documenting that development rests with individual faculty members. It is part of the job description of Department Chairs to assist faculty in these activities.

Dossiers are expected to be reviewed annually, or more often for full-time faculty, in meetings with Department Chairs. The Associate Dean for Oral Health Education serves in the review role for Department Chairs. The Faculty Appointment, Promotion, and Tenure Committee calls for and reviews dossiers of faculty members from time to time. The emphasis is on the dossiers of new faculty members or those who will be eligible for promotion or tenure in several years. Written feedback is provided to faculty members by the committee concerning their professional development. Department Chairs are expected to be actively involved in this process.

The Electronic Curriculum Vitae (ECV) is a computerized database that contains the information conventionally recorded in faculty curriculum vitae. In addition, it contains information such as faculty clinical identification codes and current BLS certification; committee appointments; current research interests; and emergency contact information. The ECV also functions to record and monitor rank, tenure, and length of service for promotion considerations. It is the faculty member's responsibility to maintain his or her ECV in a current form.

4.3 Scholarship Time (Professional Development)

No specific teaching load has been established for School of Dentistry faculty. However, it is expected that student contact hours of faculty in the dental school will be high compared to faculty teaching on an arts and sciences campus. Specific teaching loads for individual faculty members in the School of Dentistry are established by department chairs in close consultation with the Associate Dean for Oral Health Education. It is further expected that student contact time will differ from one faculty member to another and from quarter to quarter as dictated by the needs of the department and the skills and career goals of faculty members. For these reasons, scholarship time is assigned to departments -- not to individual faculty members. Department Chairs are responsible for assuring that each faculty member has sufficient time and assistance for the expected obligations. The Department Chair is responsible for prudent management of scholarship time which may be used to maximize the department's needs for course preparation and development, research and other forms of scholarship, program development, and service. Desirable results from allocating scholarship time include: professional growth, innovative teaching techniques, revised lecture or laboratory series, publication, participation in continuing education, and development of research programs.

It is the policy of the school that faculty members will be present in the dental school building during scholarship time. Exceptions are granted when specialized equipment or other needs are involved, and the Department Chair must approve such requests subject to review by the Dean.

4.4 Private Practice for Remuneration and Concurrent Employment

Full-time employment is defined at the School of Dentistry as four days per week, with the fifth day free to engage in private practice, research, or concurrent employment for remuneration. The school reserves the right to restrict outside employment if, in the opinion of

the administration, it reduces the effectiveness of or interferes with the faculty member's activities during salaried time. Concurrent academic employment in other collegiate institutions may be undertaken only with the specific approval of the Dean. Such approval is subject to the review of the President of the University.

4.5 Faculty Employment Benefits

At the School of Dentistry, individuals employed two and a half days per week, forty weeks per year or more, are eligible for medical, dental, retirement, and life insurance benefits. Plan descriptions and information regarding costs and further limits on eligibility for the plans are available [online](#), or with the Office of Human Resources.

4.6 Faculty Vacation Policies

Entitlement and Accrual

Faculty employed for three or more days per week and employed on an annual 52 week schedule are entitled to vacation with pay equal to four times the number of days per week employed, i.e. 20 working days for five days of employment, 16 working days for four-day faculty and 12 working days for three-day faculty. Vacation leave may be requested during the first year of employment after completion of each academic quarter at the rate of one week per quarter. Vacation time is awarded each September as outlined in the faculty member's appointment letter. Faculty may carry over vacation each year; however at no time will a faculty member be allowed to accrue more than the maximum allowable days for the respective appointment with the School of Dentistry. Maximums are set according to number of days employed, 25 days for five-day employees, 20 days for four-day employees, and 15 days for three-day employees. Under no circumstances will a faculty member be paid for more than their maximum allowable number of accrued vacation days at the termination of employment.

Part-Time faculty who are employed for fewer than three days per week, 52 weeks per year are paid for actual days of instruction only and are not entitled to vacation benefits.

Accepted Vacation Periods

Full-time faculty are expected to request vacation leaves during student vacation periods as noted on the school's academic calendar. Under special circumstances, vacation leave may be requested for periods other than student vacations, but in such cases, requests must be justified by the individual and the Department Chair, and the chair must certify that adequate replacements will be available to avoid creation of unusual problems or stressful situations in clinical and academic programs.

Department Chairs will coordinate vacation periods within their purview to assure adequate planning and implementation of instructional objectives. All grades for the current academic period must be submitted before the responsible faculty member leaves on vacation.

Vacation Request Procedures

The individual will submit a vacation request on the appropriate form to the Department Chair, preferably at the beginning of the academic year, but at least six weeks prior to the first day of the proposed vacation period. Prior approval must be granted to assure that salary will be paid for periods of absence. Failure to follow this procedure compromises appropriate vacation accruals and business travel insurance coverage.

Monthly Time Records

All vacation eligible faculty must submit a monthly time record by the first day of each month.

4.7 Leave Without Pay

Please refer to [this](#) document for information on taking leave without pay.

4.8 Attendance at Professional Meetings

The University and the School of Dentistry encourage faculty participation in activities that stimulate professional growth. Participation in continuing education; presentations of scientific papers; table clinics; invited lectures at state, regional, or national professional meetings; as well as service as an officer, member of council or committee, or as a consultant in one's area of expertise, are encouraged. Such participation reflects favorably on the reputation of the individual faculty member and the University.

University Funding

Department Chairs are responsible for planning appropriate departmental travel budgets in annual consultation with the Dean and for limiting travel expenditures within their respective areas to budgeted amounts. Full-time faculty members at the school are eligible for reimbursement for expenses to attend professional meetings. Primary consideration for approval of requests for funding is given to those who are officers or delegates or who contribute officially to scheduled programs of the professional organization and who are not reimbursed for the activity by outside agencies. The faculty member is expected to underwrite some expenses such as registration fees for meetings and tuition for continuing education courses. The School of Dentistry does not fund travel outside of the United States. Barring extenuating circumstances the limit for reimbursement for meals on school business will be set in accordance with the dental school [business policies](#).

Travel Requests

Department Chairs are expected to coordinate absences from school in a manner that will assure that adequate replacement faculty will be available to avoid problems or stressful situations in clinical or academic programs. Absence during salaried school time requires that

the faculty member arrange substitute coverage of assigned responsibilities and obtain approval from the Department Chair who transmits the request to the Dean's Office for final approval.

Travel requests should be submitted through the department chair by the beginning of an academic quarter or at least six weeks in advance of a requested absence. Prior approval for absence during salaried time is required whether the faculty member's participation is to be funded by the University, an outside agency, or by the individual. When the faculty member's participation will be announced in a printed program, approval for the absence must be obtained prior to accepting the invitation to participate. Requests for travel authorization are available in the Dean's Office or from the Department Chair. Requests for reimbursement of expenses for authorized travel are submitted on check request forms with necessary support documents and must include a copy of the previously authorized travel request.

4.9 Continuing Education Presentation and Attendance

Presentation at Professional Development Programs

Faculty members with four-day appointments are permitted up to eight days of professional presentation time each year. This includes consulting, speaking, presenting continuing education programs, or other forms of professional-related work for which compensation is received. Vacation time or approved leave without pay must be used if the allotted professional presentation time during a year is exceeded. No year-to-year accumulation is possible.

Attendance at Pacific Continuing Education Programs

All dental school faculty members may avail themselves of opportunities for attending continuing education courses at the school, subject to the following arrangements. If the program they wish to attend is being held during their salaried time, they must first obtain approval from their department chair for absence during salaried time. Faculty members receive tuition discounts for many of Pacific's continuing education programs in accordance with Continuing Dental Education policies.

Continuing Education Credit for Re-licensure

The Dental Faculty Council sponsors lectures throughout the year, on Faculty Development Days, and at faculty retreats. These lectures, and other programs provided by the school specifically for Pacific faculty and staff, may carry continuing education credits that can be applied toward requirements for California license renewal.

Concepts

1. When assigned to clinic, patient care is the primary endeavor with education secondary. Faculty members have been assigned to clinic with ideal student/faculty ratios in mind; and absences from clinic have the potential to compromise both

- patient care and student education (and unfairly burden other faculty members and clinic administrators).
2. When assigned to lecture, preclinical laboratories, and seminar groups, student education is the primary endeavor. Faculty members have been assigned to preclinical laboratories and seminars with ideal student/faculty ratios in mind; and absences from preclinical laboratories and seminars have the potential to compromise student education (and unfairly burden other faculty members).
 3. Faculty must take responsibility for and set a good example by being present in clinic and other areas of responsibility on time and prepared. This is regardless if students and patients are late and demonstrate lack of responsibility.
 4. It is assumed that faculty members, on occasion, will not be able to carry out their responsibilities due to illness, family concerns, etc. and that the department chair will attempt to diminish the effects of their absences. The chair will keep documentation of absences such as the above.
 5. Only paid faculty 4 days and above and their department chairs may reasonably expect to attend CE courses, provide CE courses, attend professional meetings, and present research while representing the School of Dentistry while still being compensated by the University as outlined in the opening paragraphs of this section.
 6. Faculty and their chairs who travel as primary representatives for organizations other than for the School of Dentistry or the University (including e.g. testifying as expert witnesses) will be expected to take vacation days in accordance with the guidelines or without pay.
 7. Faculty members who know that they will miss their assigned responsibilities should make every attempt to notify students in the clinic and preclinical courses so that they can plan accordingly.
 8. Due to the importance of patient care, preference will be given to maintaining faculty/student ratios in the clinic vs. in the preclinical laboratories.

Vacation Guidelines

1. Faculty should take vacation when classes and clinic are out of session.
2. Faculty taking vacation while classes and clinic are in session must receive written permission from their department chairs at least 6 weeks prior to their departure. When a faculty member will be absent from the clinic, the department chair must name the individual who will take his/her place.
3. Department chairs taking vacation while classes and clinic are in session must receive written permission from the Associate Dean for Oral Health Education at least 6

weeks prior to their departure. The chair must designate the faculty member who will take over their administrative responsibilities and clinic responsibilities.

4. Faculty and department chairs should try to avoid having other faculty members with certain assigned responsibilities of their own cover for their vacation absence. For example having one faculty member cover twice as many students and patients in the clinic or preclinical laboratory is not satisfactory.

Continuing Education

1. 4 day and above faculty will be allowed to attend or give CE while representing the School of Dentistry (while still being paid) in accordance with the following schedule which includes travel days: 4 or 5 days a week - 8 days to attend or provide CE.
2. Department chairs will be allowed an additional 2 (two) days over the schedule above.
3. Less than 2 day/week faculty will not be paid while attending or providing CE courses.

Professional Meetings and Travel while representing the School of Dentistry

1. Department chairs will approve requests by department faculty members to attend professional meetings (e.g. ADEA). In consultation with the faculty member who is travelling, the chair will determine how the faculty member's responsibilities will be covered. Ideally, if assigned to the clinic or preclinical laboratory, another faculty member will be a substitute.
2. Keeping in mind the ideal faculty/student ratio, faculty members may not be able to attend meetings if the anticipated ratio falls below 7:1 in the clinic and 12:1 in the pre-clinical laboratory.
3. When large numbers of department faculty will not be present at the same time (e.g. to attend a professional meeting), students and clinic administrators must be advised at least 4 weeks ahead of time of plans for replacements.

4.10 Faculty Dental Service Group

The Faculty Dental Service Group is designed to permit full-time and approved part-time faculty members of the School of Dentistry to participate as associates in the private practice of dentistry for remuneration to supplement their salaries at times other than their paid teaching days. The Faculty Dental Service Group is not intended to serve as an income source for the University of the Pacific. For further information please contact the director of the Faculty Dental Services Group.

4.11 Professional Dues Reimbursement

The School of Dentistry will reimburse all faculty members who are employed in budgeted positions for three or more days per week for specified amounts of dues paid to selected professional organizations. This benefit has been instituted to aid faculty in their professional development and to demonstrate the school's commitment to faculty members' active roles in professional associations. Reimbursement for specified dues is made upon the faculty member's filing of an expense reimbursement report signed by the Department Chair.

4.12 Academic Ceremonies and Regalia

All faculty members at the School of Dentistry are expected to attend and participate in commencement exercises, including the academic procession. Those participating are expected to wear academic regalia signifying the highest degree earned and the degree-granting institution. If a faculty member is not already in possession of the regalia it will be provided by the school. If specialty regalia is owned by the faculty member – American College of Dentists, American College of Surgeons, etc. – it may be worn.

4.13 Faculty Development Leave Program

The Faculty Development Leave (FDL) program has the goal of providing opportunities to all faculty employed three or more days per week and who have demonstrated commitment to and potential for dental education. Enrichment leaves are granted to faculty members to improve their teaching, scholarship, and service potential in order that they may make future contributions to the School of Dentistry. Enrichment leave may be for the purpose of research, writing, faculty exchange, or the development of new programs. The quality of the experience envisioned will be considered in evaluating the proposal. The potential for the experience to develop faculty members and thereby benefit the school will also be considered.

Eligible faculty members may apply for an enrichment leave after four years of service. Faculty would be eligible to begin another leave five years after completion of a successful leave. Administrators with faculty appointments are eligible according to the faculty guidelines and can be considered for enrichment leaves.

The length of the leave period may be one quarter or six months at full salary or twelve months at half salary. Faculty Development Leave will incur an employment commitment to the school of twice the duration of the enrichment leave (e.g., a six-month leave will incur a one-year service commitment). The faculty member must have one year retainability following completion of his or her Faculty Development Leave and guarantee in writing service for that period. All travel expenses incurred by faculty during enrichment leave will be paid by the individual faculty member. (In the case of leave for six months duration or longer where expenses create exceptional financial hardship, the applicant may apply, on an individual and competitive basis, to the Faculty Development Fund for financial support if department funds are not available.)

The program will be announced to all eligible faculty members in July of each year by the chair of the Faculty Appointment, Promotion, and Tenure Committee. Application guidelines may be obtained from the Office of Academic Affairs. Complete proposals will be accepted until September 1 of each year for requests for leave which begin during the following calendar year (September - August one year later). A unique leave requirement may cause an exception to these dates. This exception will be considered by the full committee.

Applicants will be responsible for obtaining qualified persons to fulfill their teaching obligations during the leave. Department Chairs may help with obtaining such personnel and must agree to the proposal as indicated by signing the application. Each person agreeing to assume duties of the applicant must sign the application as well. A contract of commitment to the proposal will be signed with the approval of the Associate Dean for Oral Health Education. The specifics of the contract may request that the person on leave return a portion of the salary if conditions of the contract are not fulfilled.

A change in the proposal or in the location of the Faculty Development Leave requires a submission of these changes to the committee for consideration. This notification must be submitted as soon as the applicant is aware of any changes.

Reports

Faculty members who are on one-year leave must submit a six-month progress report. This report is due in the Office of Academic Affairs six months from the beginning of the leave. The committee requests that within the first quarter following completion of the leave a written report, including reconciliation with the leave proposal, shall be submitted by the returning faculty member. The Department Chair will provide a cover letter to this report showing reconciliation of the intent of the leave with what was accomplished. This report is not merely a summary of the candidate's activities, but a detailed report of the project and should contain quantitative data, analysis, comparisons, conclusions, and new directions for the School of Dentistry. The rough draft of the report will be completed while on enrichment leave, with finalization of the report required upon returning to school. After full consideration, the committee shall respond to the report and submit it to the Dean. The committee also requests that a formal lecture to the faculty at large be presented by the person who has completed his or her leave. This is normally done at the first Faculty Development Day following return from the leave.

The format for Faculty Development Leave and Competitive Release Time program applications are as follows:

1. Title of proposed project and name and department of applicant
2. Proposed time period of the project, location, and any special circumstances relative to the project

3. Proposal
 - a. General goals
 - b. Background, including origins and development of the project and of the faculty member's involvement in it
 - c. Project design
 - d. Identification of cooperative resources and funding, both confirmed and anticipated, where appropriate
 - d. Statement of anticipated benefits to the applicant, the applicant's department, and the School of Dentistry
4. Department Chair's statement of the value of the project and the manner in which the faculty member's teaching commitments will be covered during the period of the project.
5. Signatures and dates of the applicant faculty member and the Department Chair

Protocol for Evaluation of Proposals

The Faculty Appointment, Promotion, and Tenure Committee will consider all recommendations coming before it and will determine:

1. Does the application meet the standards for an enrichment leave?
2. Will the project benefit the individual, the department, and the school?
3. Is one application better than others?

Each committee member will evaluate and rate each proposal independently and assign a rating:

- | | |
|------------|---|
| <u>8-9</u> | Outstanding – should be funded if at all possible |
| <u>5-7</u> | Appropriate – typical of applications and deserving funding if sufficient funds are available |
| <u>3-4</u> | Not acceptable – return to applicant with suggestions for resubmission |
| <u>1-2</u> | Return to applicant with suggestions that an application along these lines not be pursued. |

If a committee member is an applicant, that proposal will be evaluated only by the other committee members. Recommendations for approval of applicants who could be funded in one fiscal year will be made to the Dean by October 31. The Dean will announce the names of successful applicants by December 1.

4.14 Competitive Release Time Program

Purpose

Competitive Release Time (CRT) awards are made available to faculty members on a selective, merit basis for the purpose of developing their abilities in teaching, scholarship, the development of educational materials, or other professional activities that reflect positively on the School of Dentistry. Competitive Release Time awards are provided for a half day or a

whole day per week for periods of from three to twelve months. They are intended for use by faculty members who cannot be away from the Bay Area for a Faculty Development Leave (FDL) and generally for projects of smaller magnitude than are completed in a FDL. CRT awards are made to the applicant faculty member's department to provide release time coverage for teaching commitments when necessary. No funds are provided to the faculty member on a CRT program for travel, equipment, or other expenses associated with the activities of the program.

Eligibility

CRT awards are available to faculty members employed three or more days per week on budgeted lines who have completed two or more years of service. Two successive CRT or FDL awards are permitted, but a wait time of one year following the second such award is required before a new CRT award will be granted.

Applications for CRT awards are received each quarter. They are evaluated during the quarter following their receipt and, if awarded, may begin during the quarter following the award decision.

Because the CRT award is made to the department as well as the faculty member, applications must be strongly supported by the Department Chair. In particular, the Department Chair must show in the application that coverage for the faculty member's teaching responsibilities can be arranged; that the value to both the faculty, the department, and the school of such a program are clear; and that the Department Chair will be able to monitor both the execution of the program and report on its results.

Application

Applications for Competitive Release Time awards are received by the Associate Dean of Oral Health Education. The application must conform to the same as structure as the Faculty Development Leave application.

Review and Award

CRT applications will be screened by the Associate Dean of Oral Health Education for format and completeness and to ensure that the applicant meets the eligibility criteria. Applications that involve significant use of information technology will be reviewed by the Director of Information Technology. Applications that involve a research project will be reviewed by the Research Committee for soundness of scientific approach.

CRT applications will be evaluated by the Faculty Appointment, Promotion, and Tenure Committee based on merit of the application (soundness of the proposal and potential value), understanding and commitment of the Department Chair, and the applicant's performance on previous CRT and FDL projects. Each committee member will evaluate and rate each proposal independently and assign a rating:

<u>8-9</u>	Outstanding – should be funded if at all possible
<u>5-7</u>	Appropriate – typical of applications and deserving funding if sufficient funds are available
<u>3-4</u>	Not acceptable – return to applicant with suggestions for resubmission
<u>1-2</u>	Return to applicant with suggestions that an application along these lines not be pursued.

The ratings will be totaled by the chair. If a committee member is an applicant, that proposal will be evaluated only by the other committee members.

The Dean will make the final selection of CRT proposals to be funded, based in part on availability of funds. A memorandum of understanding for the applicant faculty member and the Department Chair will be prepared by the Associate Dean for Oral Health Education be signed prior to the beginning of the project.

Reporting

Within a month of the completion of the CRT, the Department Chair will submit a written report of the project to the Faculty Appointment, Promotion, and Tenure Committee. The report should cover specifics of the implementation of the project, outcomes of the project, and a review of the value of the project to the faculty member, the department, and the School of Dentistry. There should also be a description of the accommodations made during the faculty member's absence to ensure coverage of teaching commitments. The Faculty Appointment, Promotion, and Tenure Committee can accept the report or return it for further development. Upon acceptance of the report, the faculty member is expected to report to the dental school community concerning the project. Normally this is done at the Faculty Development Day following acceptance of the report.

4.15 Conduct of Scholarship

Within the framework of its emphasis on effective teaching, the University welcomes research and other rigorous scholarly activity as a regular part of the instructional program. The value of this is its contribution not only to knowledge but also, and perhaps principally, to enthusiastic and creative teaching.

Applications for Grants or Foundation Support

All applications or inquiries concerning grants, projects, institutes, or contracts made by individual faculty members or departments to federal or state funding agencies or to private foundations must be approved by the Provost and Financial Vice President. Any proposal that involves non-budgeted or matching funds, or is to be presented to a private foundation, or to a private corporation, must also be approved by the Vice President for Institutional Advancement. Approval is necessary in order to avoid conflict of interest within the University or with funding agencies. Initial approval in the School of Dentistry is given by the Dean.

A summary of procedures to be followed is available from the Research Coordinator. It is essential to consult the appropriate individuals on requirements such as overhead and indirect costs in preparing the budgetary portion of the proposal. All research projects, prior to application for funding, shall be cleared by the School of Dentistry Research Committee and, if the investigation involves human beings, by the University's Institutional Review Board. If the proposed investigation involves animals, it must be approved by the school's Institutional Animal Care and Use in Research Committee. Information about time needed for these reviews as well as about policies of funding agencies, University policies, and other policies is available in the office of the Research Coordinator. Additional resources are available through the University Office of Sponsored Programs.

Employment and Use of Consultants on Grants and Contracts

The federal government specifies regulations concerning use of consultant services for work performed on government research and training projects. For reimbursement of consultant services, the principal investigator or project director is required to complete a "Reimbursement of Consultant Services" form for either an intra-University or outside consultant. Conforming University policies are described below.

Intra-University Consultants

Where faculty members function as consultants or otherwise contribute to a research agreement conducted by another faculty member at the University, the federal government specifies that such consultation or contribution is undertaken as a University obligation requiring no compensation in addition to full-time base salary. However, in unusual cases where consultation is across departmental lines or involves a separate or remote operation and the work performed by the consultant is in addition to regular departmental workload, any charges for such work representing extra compensation above the base salary are allowable providing such specific consulting agreements are described in the research agreement or approved in writing by the sponsoring government agency.

Outside Consultants

For employment and use of individuals as consultants evidence must be obtained to support that: the services of these consultants are needed and the need cannot be met through direct salaries provided under the grant; a selection process has been employed to secure the most qualified individuals available considering the nature and extent of the services to be required; and the fee is appropriate considering the qualifications of the consultant, the consultant's normal charges, and the nature of the service to be provided.

4.16 Protocol on Intellectual Capital

Intellectual capital refers to knowledge, skills, and intellectual resources possessed by an individual or collective. Intellectual property refers to certain works that have been fixed in a form that makes these works subject to copyright laws. Faculty members and others in the School of Dentistry participate in the development, distribution, and preservation of intellectual capital and intellectual property as a natural part of their association with the school. They share the individual and community benefits of this work.

The creation of intellectual capital is viewed as a collective enterprise because of the substantial and general resource provided by the school in support of creative work, the interdependent nature of a professional program, and the Hippocratic tradition of not taking profit from passing on one's Art. When some aspects of intellectual capital are fixed in a form that subjects these works to copyright laws then certain regulations and procedures are needed to clarify the rights, roles, and responsibilities of various groups and individuals with respect to those works.

The University has adopted an "Intellectual Property Policy" which is contained in the [University Faculty Handbook](#). The University has directed that each academic unit appoint an Intellectual Property Coordinator develop a protocol to describe how it will implement the University-wide policy. This document represents the School of Dentistry's protocol for implementation of the University policy. This protocol is meant to apply to scholarly or academic works created for or by faculty members and to apply to faculty members (whether paid or not), administrators, students, staff, and visitors with recognized status within the school (for example, visiting professors).

The School of Dentistry will use the following principles to implement the University policy:

1. Absent prior agreement to the contrary or specific instructions set forth in University policy, benefits and costs related to intellectual property will be shared equally between faculty members and the school as a community.
2. The University policy defines certain works as "institutional works." This definition includes "a work that has been created by a direct allocation of University funds or is created using significant University resources, e.g., non-faculty employees working within the scope of their employment with the University." In the School of Dentistry these resources and non-faculty employees include but are not limited to facilities of and staff in the Departments of Information Technology and Design and Photo services. In the School of Dentistry, "incidental use of University facilities and support staff" includes academic department office space, supplies, computers; standard dental school software, and network storage available to all staff and faculty; and department secretarial and administrative support.
3. Derivative uses of intellectual property may be managed differently from the originally copyrightable material. For example, a teaching unit developed by a faculty member for use in local continuing education courses may be regarded differently from the same material repackaged and extensively marketed by the school.
4. Disputes and after the fact adjustments will be determined by the Dean. The school's Intellectual Property Coordinator will consult with members of the Faculty Appointment, Promotion, and Tenure Committee acting as an ad-hoc committee to obtain consultation as needed.
5. Members of the dental school community are expected to become aware of and adhere to the laws and conventions affecting the use of materials where copyright is held by others.