STANDARD 3 - ADMINISTRATION, FACULTY AND STAFF

3-1 The program must be a recognized entity within the institution's administrative structure which supports the attainment of program goals.

The Dental Hygiene Program is positioned within the administrative structure allowing for direct lines of communication with the Dean of the College of Health Professions. Formal meetings with the Dean and other Program Chairs through the College Executive Committee meetings are held monthly. An additional monthly meeting is held with the individual Department/Program Chairs and the Dean as a specific planning meeting for the department. Other meetings and contact with the Dean is available as needed. Open and direct communication exists between the dental hygiene program, the Dean and other institution administrative members.

The dental hygiene department goals are stated and communicated to the Dean of the College. The program director and Dean work in concert to evaluate the goals and provide financial provision and other support to meet those goals.

Representatives from the Dumke College of Health Professions, including dental hygiene serve on the Faculty Senate and on the Faculty Executive Committee. The department and program are represented on campus within our college and our University. All faculty attend the opening meetings for the college and university where discussions and decisions take place.

Supportive Documentation

Exhibit 3	University, College and Program goals; Strategies to meet goals	Page 35
Exhibit 45	Weber State University Organizational Chart	Page 598
Exhibit 46	College Executive Committee (CEC) Meetings	Page 599
Exhibit 47	Roster: College Level Committees, University Faculty Senate and Executive Committees	Page 610
Exhibit 21	Weber State University Policies and Procedures Manual (PPM)	Page 254 available on-site
Exhibit 48	Faculty Time Commitment per Term	Page 611

Program Administrator

3-2 The dental hygiene program administrator must have a full-time appointment as defined by the institution, whose primary responsibility is for operation, supervision, evaluation and revision of the program.

The Dental Hygiene Program Chair has administrative authority over all aspects of the Dental Hygiene Program. Currently, the Dental Hygiene Program Chair is Stephanie Bossenberger, RDH, MS. Professor Bossenberger has a10-month, FTE contract that is comparable with other programs of similar size and enrollment in the college. The 50% teaching load for department chairs is supported by the College and the department chair's current teaching assignment. Specific payroll information shows teaching at 57.89% and administration at 42.11% of the earned salary of the department chair. Generally, the department chair is a 50:50 faculty/administrative appointment.

There is university policy that identifies teaching loads for program faculty. The institution does not have specific policy indicating that chairs/directors should have a specific percent release time from teaching responsibilities for administrative activities. A full-time teaching load is 12 credit hours per semester; the Dental Hygiene Program Chair maintains a teaching load of 6 credit hours per semester.

The college dean and the department chair discuss appropriate release time and teaching load considering the size of the department and the activities that need to be accomplished. The dental hygiene program is treated equally with other programs in the Dumke College of Health Professions.

Distance education sites are not utilized. However, off-campus clinic rotations are part of the senior year of clinical patient treatment. The clinics are organized and tracked through the second year student coordinator, Susan Alexander, full time, tenured faculty. This clinical experience at two off-campus sites is managed through Weber State University full-time faculty, Frances McConaughy in cooperation with VA Dental Clinic employees, Connie Sliwinski, RDH, BS, Staff Dental Hygienist and Dr. Michael Slater, Dentist, Chief of the Dental Clinic, Department of Veterans' Affairs Dental Clinic; Stephanie Bossenberger in cooperation with Midtown Dental Clinic and Dr. Robert Bingham, Supervising Dentist of Midtown Dental Clinic

Supportive Documentation

Exhibit 18	Department of Veterans' Affairs Medical Center, Dental Clinic in Salt Lake City, Utah, Affiliation Agreement Midtown CHC Dental Clinic, Ogden UT, Affiliation Agreement	Page 204
Exhibit 21	*Weber State University Policies and Procedures Manual (PPM)*	Page 254
Exhibit 48	Faculty Time Commitment per Term	Page 611
Exhibit 49	*Dental Hygiene Program Faculty and Staff Handbook*	Page 616 Available on-site
Exhibit 50	Faculty Curriculum Vitae	Page 617

3-3 **The program administrator must be a dental hygienist who possesses a masters Or higher degree or is currently enrolled in a masters or higher degree program or a dentist who has background in education and the professional experience necessary to understand and fulfill the program goals.**

The dental hygiene program chair, Stephanie Bossenberger, is a dental hygienist and has a Master's degree in Health Education. She has served as department chair since her appointment July 1, 2000. She attends professional training for department chairs at the college and university level. She has participated in the American Dental Educator's Association (ADEA) Allied Program Directors conference, ADHA Educator's Workshops and many on-campus/off-campus leadership programs.

Supportive Documentation

Exhibit 50	Faculty Curriculum Vitae	Page 617

3-4 The program administrator must have the authority and responsibility necessary to fulfill program goals including:

a) curriculum development, evaluation and revision;
b) faculty recruitment, assignments and supervision;
c) input into faculty evaluation;
d) initiation of program or department in-service and faculty development;
e) assessing, planning and operating program facilities;
f) input into budget preparation and fiscal administration;
g) coordination, evaluation and participation in determining admission criteria and procedures as well as student promotion and retention criteria.

Administrative duties and authority of the program administrator are delineated in the supportive documentation. There is no formal arrangement for sharing administrative responsibility.

The program chair participates in budget preparation through meetings with the Dean, annually in March and through spring semester. The dean's office prepares the budget; the dean reviews it and presents it to the program director. Discussions take place for potential revisions and any concerns. Fiscal administration takes place within the department with assistance through the dean's office.

Supportive Documentation

Exhibit 48	Faculty Time Commitment per Term	Page 611
Exhibit 49	Dental Hygiene Program Faculty and Staff Handbook	Page 616

Exhibit 50	Faculty Curriculum Vitae	Page 617
Exhibit 12	Funds appropriation	Page 184
Exhibit 13	Program's budget outline (previous, current and next year)	Page185
Exhibit 14	Dental Hygiene Program's actual expenditures	Page 186
Exhibit 15	Salary schedules: FT and PT faculty, including the program chair	Page 187

Faculty

3-5 The number and distribution of faculty and staff must be sufficient to meet the dental hygiene program's stated purpose, goals and objectives.

The institution's policy on teaching load is stated in the Policy and Procedures Manual and program documents. The teaching policy is consistent with teaching loads from other WSU Health Professions programs.

There are 5 full-time contract faculty positions and one part-time .5 contract position allocated to the Dental Hygiene Program. There are no vacant faculty positions (during the 2016-2017 academic year).

Stephanie Bossenberger	Professor, Department Chair	FTE 10 mo contract
Frances McConaughy	Professor	FTE 9 mo contract
Jeffrey Shane Perry	Assistant Professor	FTE 9 mo contract
Susan Alexander	Associate Professor	FTE 9 mo contract
Shelly Costley	Associate Professor	FTE 9 mo contract
Carol Naylor	Professor	FTE 9 mo contract
Kimberlee Caldwell	Instructor	.5 FTE 9 mo contract

There are two staff members; clinic manager and department secretary. Both staff members have full time, ten-month contracts.

Marcy Green	Department Secretary	FTE 10 mo contract
Victoria Bills	Clinic Manager	FTE 10 mo contract

The program employs approximately 7 adjunct clinical faculty who function as daily or hourly employees, depending on their assignment.

Angelique Demings, RDH, BS	junior clinic
Jeffrey Vining, RDH, MHA	junior clinic
Amy Burton, RDH, BS	junior clinic
Kirsten Hafen, RDH, MEd	junior clinic
Kathy Diamond, RDH, MSDH	senior clinic

Amber Allred, RDH, MEd	senior clinic
Shannon Smith, RDH, MEd (c)	senior clinic

Full time faculty occupies all full time positions and the .5 FTE part-time position has been consistent at that level for many years. Additional part-time and/or clinical faculty are contracted and remunerated at a daily wage for student clinical supervision in pre-clinic and clinic, as needed.

Supportive Documentation

Exhibit 48	Faculty Time Commitment per Term	Page 611
Exhibit 50	Faculty Curriculum Vitae	Page 617
Exhibit 44	Faculty Calibration Agendas and Summaries	Page 593
Exhibit 51	Summary Table of full time and part time faculty Teaching assignments	Page 696

3-6 The faculty to student ratios must be sufficient to ensure the development of competence and ensure the health and safety of the public. The faculty to student ratios for preclinical, clinical and radiographic clinical and laboratory sessions must not exceed one to five. Laboratory sessions in the dental science courses must not exceed one to ten to ensure the development of clinical competence and maximum protection of the patient, faculty and students.

The faculty to student ratios are at or below the required levels to assure for safety, protection and student's competency attainment for patients, faculty and students.

DENT 2206 Clinical Dental Hygiene 1- Preclinical Labs: 1:5 (1 faculty to 5 students)

DENT 2206 Radiology Lab: 1:8 (1faculty/8 students) in lab supervision: 1 faculty/4 groups of two students)

DENT 2219 Dental Materials Lab: 1:8 (2 faculty to 15 students)

DENT 2216 Clinical DH 2/ DENT 3336 Clinical DH 3/DENT 3346 Clinical DH 4 Clinical Supervision (on-campus and off-campus clinics-direct patient treatment) 1:5 (1 faculty to 5 students)

Supportive Documentation

Exhibit 20	Dental Hygiene Program Clinic Manual	Page 251
Exhibit 51	Faculty Clinical Time Commitment per Term	Page 696
Exhibit 49	*Dental Hygiene Program Faculty and Staff Handbook*	Page 616 available on-site
Exhibit 50	Faculty Curriculum Vitae	

3-7 The dental hygiene program must be staffed by a core of well-qualified full-time faculty who possess a baccalaureate or higher degree. Faculty providing didactic instruction must have earned at least a baccalaureate degree or be currently enrolled in a baccalaureate degree program. All dental hygiene program faculty members must have current knowledge of the specific subjects they are teaching. All program faculty must have documented background in educational methodology consistent with teaching assignments.

The courses within the program are taught by dentists and dental hygienists who possess a baccalaureate of higher degree and have current knowledge in assigned subject areas. The background and expertise of each faculty member is matched with the specific course topic. The faculty has current knowledge and makes consistent efforts to attend continuing education courses within their areas of expertise and educational methodology. All faculty are oriented to university and college policies (*University Policy and Procedure Manual*) and to departmental expectations through the *Dental Hygiene Program Faculty and Staff Handbook*.

Faculty members are given *Dental Hygiene Program Adjunct Faculty Handbook*. The clinical adjunct faculty work with the supervising full time coordinating faculty where they have opportunities for mentoring. They attend the college opening meetings and are made familiar with the *University Policy and Procedure Manual*. Additionally, program goals, curriculum content and methods of instruction and evaluation are topics that are discussed in faculty meetings and peer review sessions.

Supervising faculty that provide clinical supervision on the day(s) they are scheduled are:

Alexander, Susan, RDH, MEd
Allred, Amber, RDH, MEd
Bossenberger, Stephanie, RDH, MS
Caldwell, Kimberlee, RDH, MEd
Costley, Shelly, RDH, MEd
Demings, Angelique, RDH, BS
Diamond, Kathy, RDH, MSDH
Hafen, Kirsten, RDH, MEd
McConaughy, Frances, RDH, MS
Perry, Jeffrey Shane, RDH, MEd
Poulsen, Katie, RDH, MS(c)
Poulson, Amanda, RDH, BS
Smith, Shannon, RDH, MEd (c)
Vining, Jeffrey RDH, MHA

The individual dentists who serve in a supervisory, diagnostic and consultative role are:

Grua, Roger, DDS	UT license	expires: current

Hopkin, Joe T., DDS	UT license	expires: current
Morrell, William, DDS	UT license	expires: current
Naylor, Carol, DMD	UT license	expires: current

Supervisory clinical faculty spends the day working with students and their clinical patients, or in pre-clinic where they are learning and practicing skills. During patient treatment, when there is a need for a consultation with a dentist and/or diagnosis is needed, the dentist faculty member that is present on that day and time is contacted.

Supportive Documentation

Exhibit 23	Dental Hygiene Program Course Syllabi	Page 256
Exhibit 29	Dental Hygiene Curriculum document (summary) Prerequisite courses Dental Hygiene program courses	Page 518 available on-site
Exhibit 30	Analysis of evaluation procedures for laboratory, preclinical and clinical instruction for each course	Page 519 available on-site
Exhibit 21	Weber State University Policies and Procedures Manual	Page 254
Exhibit 48	Faculty Time Commitment per Term	Page 611
Exhibit 49	*Dental Hygiene Program Faculty and Staff Handbook*	Page 616
Exhibit 50	Faculty Curriculum Vitae	Page 617
Exhibit 52	*Adjunct Faculty Handbook*	Page 697

3-8 Opportunities must be provided for the program administrator and full-time faculty to continue their professional development.

All faculty are given time to attend local, regional and national annual meetings as well as continuing education sessions at the Utah Dental Hygienists' Association and Utah Dental Association. Full time faculty participate in the American Dental Educator's Association meetings and the American Dental Hygienists' Association meetings. On-campus workshops are available for professional development in computer skills, teaching and learning groups, management and orientation and to the college and to the university. During off-contract months, faculty are encouraged to participate in clinical practice experience and other professional development activities.

The Utah Dental Hygienists Association (UDHA) meets two times per year, the Northern Utah Dental Hygienists Association (NUDHA) and its associated component in Salt Lake City meet six times per year. The Utah Dental Association (UDA) statewide meeting takes place in the spring of each year. Additionally, there are guest lecturers invited to

the Dental Hygiene Department by dental product representatives and/or community specialists that faculty and students attend. The Dumke College of Health Professions sponsors a lecture series for all to attend. The DHP co-hosted a speaker who presented on Conebeam Computerized Tomography (CBCT) imaging including anatomy and diagnosis from a CBCT image (speaker: Oral Radiologist, specialist).

The program and the college administration are supportive of faculty to maintain and improve their clinical skills through dental hygiene private practice and/or continuing education courses.

Examples of how dental hygiene faculty members have participated in faculty development programs are available in the supportive documentation.

Supportive Documentation

Exhibit 50	Faculty Curriculum Vitae	Page 617
Exhibit 53	Examples - Faculty Development Activities	Page 705 Available on-site

3-9 A defined faculty evaluation process must exist that ensures objective measurement of the performance of each faculty member.

Student evaluations from a minimum of two courses/academic year are required of each contract faculty and are also completed for clinical and adjunct faculty. Results are distributed each semester to faculty following tabulation of scores and summaries of students' comments.

Faculty evaluations are typed up by the department secretary and presented to the program chair, then the clinical coordinator for clinical faculty and from the program chair to the FT faculty for review.

Administration evaluations in the form of annual goal setting in the areas of teaching, scholarship, and service are completed annually with each contract faculty. A year-end evaluation of these goals is also completed by the faculty and program administrator.

Peer evaluations of teaching are required of all contract faculty as part of the promotion (every 2, 3 and 6 years) and tenure (in the 3rd and 6th year) review processes. Post-tenure peer reviews are currently proposed at every 5 years. The faculty evaluation policy, procedures, and mechanisms are outlined in the Dental Hygiene *Program Faculty Manual*, the *Dumke College of Health Professions Tenure Document* and the *Weber State University Policy and Procedures Manual, Section VIII* (www.weber.edu/ppm). Faculty are apprised of these documents during employment orientations, regularly informally and formally through peer mentoring.

The program chair is evaluated annually by contract faculty. The evaluation form is facilitated by the Dean, completed anonymously by faculty and the data analysis and distribution of results are completed through the office of the Dean. An evaluation can be initiated at any time during the program chair's tenure. Evaluation outcomes are used to provide feedback to the program administrator; to communicate support of the department chair

as well as provide areas that are recommendations for change.

Supportive Documentation

Exhibit 43	Student course evaluations	Page 592
Exhibit 50	Faculty Curriculum Vitae	Page 617
Exhibit 54	Faculty Annual Goal Setting	Page 706
Exhibit 55	Peer Evaluation of Teaching- evaluation documents	Page 713
Exhibit 56	Program Chair Evaluation document	Page 721
Exhibit 57	Promotion and Tenure Document – University Evaluation of Teaching (PPM, sec. VIII-11) College of Health Professions	Page 725
Exhibit 58	Promotion and Tenure - Department of Dental Hygiene	Page 735

3-10 Opportunities for promotion, tenure, and development must be the same for dental hygiene faculty as for other institutional faculty.

Promotion:
All faculty adhere to the same promotion and tenure documents/criteria that are outlined in the *Weber State University Policy and Procedures Manual (PPM).* This policy requires individual faculty effort. Participation on College and University level committees and selected other University committees is limited by Institutional policy to those who hold full professorship. Currently, three faculty members in the Dental Hygiene Department are full professors. Two of the remaining faculty are tenured, Associate Professors. One Assistant professor is on tenure track and is proceeding toward advancement in rank and the granting of tenure.

Tenure:
Dental Hygiene Faculty adhere to the Weber State University tenure criteria, Dumke College of Health Professions (DCHP) tenure criteria and the department criteria. Tenure may be obtained after a six year span of tenure track appointment. Each tenure track faculty must be reviewed at year 2 at the department level, formally at the 3rd year and 6th year. The university and college sponsors workshops annually to support faculty in preparation of their professional file and other documents for promotion and tenure reviews.

The Dumke College of Health Professions (DCHP) has development funds for research, instructional, and/or professionally related travel available through the J. Willard Marriott Endowment Fund that is a specific gift for the College of Health

Professions. Faculty may submit proposals for grant funding of worthy projects to the review committee on a quarterly basis. The DCHP supports faculty to partially fund the advancement of their education in graduate and post-graduate programs. Funds are available through the D. Wade Mack Endowment that is specifically for the College of Health Professions faculty.

Opportunities for Faculty Development:
Institution-wide, faculty development is supported through a Faculty Senate Committee (Research, Scholarship, and Professional Growth Committee and the Hemingway Foundation) that has funding available for faculty research and/or instructional development. These funds are available campus wide; any faculty member has the opportunity to submit proposals to this committee.

Faculty development workshops are offered by the institution each academic year. Topics such as 1) library resources and use, 2) computer skills/programs, 3) stress management, and 4) university services are offered as open enrollment for all faculty and staff, annually. The institution also supports the *Teaching and Learning Forum* that offers workshops that address technology and development of teaching skills. Programs are typically announced at the beginning of each semester via e-mail and printed announcements. Faculty receive regular prompts in electronic and printed campus mail to attend sessions.

Supportive Documentation

Exhibit 21	Weber State University Policies and Procedures Manual (PPM) (www.weber.edu University Level /ppm)	Page 254
Exhibit 57	Promotion and Tenure University Evaluation of Teaching (PPM sec VIII-11) Dumke College of Health Professions	Page 725
Exhibit 58	Promotion and Tenure - Department of Dental Hygiene	Page 735

Support Staff

3-11 Qualified institutional support personnel must be assigned to the program to support both the instructional program and the clinical facilities providing a safe environment for the provision of instruction and patient care.

The program is supported by a **full-time, 10 month contract administrative assistant I (secretary)** who provides assistance to the program chair and faculty in preparing course materials and tests, correspondence, maintenance of student records and support services for student recruitment and admissions activities.

The secretary is responsible for supervision of a part-time student work study aid that assists in office duties.

The program is supported by a **full-time, 10 month contract clinic manager** who supports the operation of the clinic facility that includes the operation of the clinic facility and management appointments, records, billing, inventory, hazardous waste, and infection control. The clinic manager is responsible for supervision of a part-time student work-study aid in the clinic. Also, as part of the clinical supervisory team of faculty and staff, the clinic manager is the supervisor of the student, in addition to the clinic faculty, who is assigned into the clinic assistant rotation during specified clinic sessions.

The Office of the Dumke College of Health Professions Admissions, provides counseling to prospective Dental Hygiene students. It is staffed by Eric Neff, Director, Brittney Maynard and Shauna Pitt, admissions advisors. This is a full-time support to the program through student recruitment, admissions activities with full participation in applicant review processes.

The Dumke College of Health Professions Marriott Testing and Learning Center Staff is staffed by full-time, qualified individuals who participate in supporting the program and students through the testing center and management of reference materials.

The University Library faculty supports the program with the availability of instruction sessions tailored to the Dental Hygiene Program's needs. Students and faculty participate in workshops in search strategies, overview of library resources and instruction in using computer remote access databases.

Dumke College of Health Professions Advisement Office	Eric Neff, Director Shauna Pitt, advisor Brittney Maynard, advisor
Counseling services	Student Services Center
Custodial and maintenance	Facilities management
Learning resources	Department, college and University Stewart Library
Instructional	department, college, university
Audiovisual	department, college, university
Computer	Eric Bennick (College IT Support) and University-level IT department
Teaching and Learning Forum	University Faculty Development Program

Supportive Documentation

Exhibit 59 Staff job descriptions Page 742

3-12 Student assignments to clerical and dental assisting responsibilities during clinic sessions must be minimal and must not be used to compensate for limitations of the clinical capacity or to replace clerical or clinical staff.

Student rotations that include clerical and/or responsibilities to learn the duties of a fully functioning patient treatment dental hygiene facility are minimal. The duties of the Clinic Assistant and the rotation of students is provided in the Supportive Evidence.

The Dental Hygiene Program clinic is supported by a full time clinic manager, clinical work-study student (20 hours per week).

The Dental Hygiene Program office is supported by a full time administrative assistant (secretary) and an office work-study student (20 hours per week)

Department Secretary; M-F 7:30- 4:30; administrative assistant to the department, faculty, and assists students in program needs.	Marcy Green
Department Work Study; M-F 8:00 -12:30 to assist in Department Secretary in clerical duties	Shanese Butler
Clinic Manager M-F 7:45-4:30; manages all clinic sessions and any extra clinical sessions, as scheduled	Victoria Bills, RDH, MHA(c)
Clinic Work Study; Work study staffed during clinical hours to assist in managing revenue intake and student patient schedules.	Carl Catalan

Supportive Documentation

Exhibit 59	Staff job descriptions	Page 742
Exhibit 32	Process Evaluation: Clinic Assistant duties	Page 523
		Available on-site
Exhibit 26	Student Clinical Rotations: DENT 3336 Clinical DH 3, DENT 3346 Clinical DH 4	Page 505
Exhibit 27	Student Clinic rotations: DENT 2206 Clinical DH 1/ Radiology lab, DENT 2216 Clinical DH 2	Page 507