PTAC Guidelines for Appointment to a Non-Tenure Track Instructor/Research Position in the Department of Cell Systems and Anatomy

As outlined in Chapter 3 of the Handbook of Operating procedures, the title of Instructor can be used to recognize an entry level faculty member whose primary contribution to the department is research. The Promotions, Tenure, and Appointments Committee (PTAC) of the Department of Cell Systems and Anatomy must document that the applicant for this position is ready for the transition from trainee to faculty appointment. The following criteria have been established for use in determining the eligibility of an applicant for appointment as an Instructor/Research in the Department:

1. The applicant should be currently working in the laboratory of a mentor who is an established investigator, i.e., one with his/her own independent research publications and funding similar to an R01 grant from a federal, state, or private agency.

2. The applicant should have documented evidence of research accomplishments, typically deriving from his/her graduate and postdoctoral research. It is expected that he/she will have a record of first-author publications in peer-reviewed journals.

3. A mechanism of salary support, other than department funds, must be available.

The process for seeking appointment to the level of Instructor/Research in the Department of Cell Systems and Anatomy.

1. The mentor should contact the Chair of the Department and discuss the possibility of appointment as Instructor/Research for the candidate. If the faculty mentor is located in a Center/Institute, the Director of the Center/Institute should also be included in the discussion. The mentor will detail the financial and space arrangements that necessarily follow such an appointment. If an agreement is reached, the Chair will indicate to the mentor that the following steps should be followed:

2. The applicant will submit the following documents to the Chair of the Department, the Chair of the Departmental PTAC, and as appropriate, the Center/Institute Director:
   i) a complete and current curriculum vitae (CV).
   ii) a letter of recommendation from the mentor that evaluates the research accomplishments and capabilities of the candidate, provides a justification for appointment as an Instructor, and confirms his/her commitment to the candidate.

3. The CSA PTAC will evaluate the candidate based on submitted documentation to assess whether he/she meets the criteria for appointment as an Instructor and will forward its recommendation to the Chair of the department and as appropriate, the Center/Institute Director.

4. The Departmental Chair (and Center/Institute Director, when appropriate) will review the PTAC’s recommendation and the qualifications of the candidate. He/she will then decide whether the Department should request that the applicant be appointed to the faculty at the rank of Instructor/Research and if so, will create the necessary position and initiate the faculty appointment through the UT Health Careers portal, as outlined in the Long SOM SOP.

Approved by CSA PTAC, effective on 20 July 2017