Procedures and Policies for Promotion and Tenure Consideration in the Department of Cellular & Structural Biology

1. The departmental PTAC is composed of tenured full professors in the Department. The Department Chair names the PTAC Chair. Every 3 to 5 years the constitution of the committee is reviewed and some faculty will rotate off to allow appointment of other tenured full professors in the Department. The Department Chair and PTAC Chair will work together to consider new appointments to the committee to replace those that will be rotating off.

2. Early in each new calendar year, the Department Deputy Chair for Faculty Development will establish a due date for receipt of CVs to consider faculty for promotion and/or tenure.

3. The Department Deputy Chair sends out an email announcing the due date for CVs for faculty who wish to be considered for promotion and/or tenure.

4. eCVs should be provided no later than the announced due date and should be submitted to the Assistant to the Chair and Deputy Chair. eCVs can be transported into Word or a similar word processing program to present them more aesthetically, and can be converted into a pdf if desired.

5. A cover letter should ONLY be included if there are exceptional circumstances that need explanation.

6. The departmental PTAC reviews the CV and makes a recommendation to either i) move the packet forward to the Department Chair for consideration and possible solicitation of letters from references or ii) wait for reconsideration as the candidate has not met the milestones for promotion and/or tenure. The Department Chair is notified of the outcome and will communicate the PTAC’s decision to the faculty member.

7. The Department Chair independently assesses the candidate’s status to determine whether he/she concurs with the PTAC.

8. If the process will move forward the Department Chair requests a list of potential references from the faculty candidate and provides an excel spreadsheet for this purpose. THE FACULTY CANDIDATE SHOULD PROVIDE COMPLETE CONTACT INFORMATION FOR HIS/HER REFERENCES. The faculty candidate is encouraged to contact the potential references and gain their approval to be listed as a reference prior to submitting the information. Once the list is turned in to the Assistant to the Chair and Deputy Chair, the faculty candidate should direct any questions from the references concerning the evaluation or the process, to the Deputy Chair.

9. The updated CV should be delivered electronically to the Assistant to the Chair and Deputy Chair to send with the written requests to the references. Once the CV has been sent with the written request for letters of support, it is considered FINAL. THE ONLY CHANGES THAT
CAN BE MADE TO THE eCV AT THIS POINT ARE MINOR CORRECTIONS. NEW GRANT AWARDS, ACCEPTED MANUSCRIPTS, NEW COURSES DIRECTED, ETC. CANNOT BE ADDED. IF THE PROCESS CONTINUES TO MOVE FORWARD AFTER REFERENCES ARE RECEIVED, THE eCV CANNOT BE ALTERED BEFORE GOING TO THE INSTITUTIONAL PTAC, EXCEPT TO CORRECT MINOR ERRORS. SUBSTANTIAL ACCOMPLISHMENTS OCCURING AFTER THE eCV IS DELIVERED TO THE REFERENCES CAN BE CONVEYED TO THE DEPARTMENT CHAIR AND MAY BE INCLUDED IN THE CHAIR’S LETTER TO THE DEAN.

10. If the faculty candidate is a member of a UTHSCSA center or institute, the Director of that center of institute should be included in the faculty member’s list of references. Similarly, if the faculty member holds a joint or cross appointment in another UTHSCSA Department, the Chair of that Department should be listed as a reference.

11. Letters from the Deputy Chair requesting an assessment of the faculty candidate’s accomplishments in meeting the institutional expectations from the Handbook of Operating Procedures (HOP) are sent to the references, generally in early summer. The Chair or Deputy Chair may send out requests for assessment to persons of their own choice in addition to the ones provided by the candidate. The candidate’s CV and appropriate HOP guidelines are provided to the references with the request to review the candidate’s accomplishments.

12. Letters from the references are collected by the Assistant to the Chair, copies made and distributed to the departmental PTAC, Department Chair and Deputy Chair.

13. The PTAC Chair convenes the PTAC and they make a recommendation as to whether the process should continue to move forward. The faculty candidate and Department Chair are notified of the recommendation. The PTAC formally sends their recommendation to the Department Chair in a letter that will be included in the packet.

14. The Department Chair reviews the packet of information independently. The packet is forwarded to the Dean with a letter from the Department Chair. These packets are typically due in the Dean’s office in September or October.

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