FACULTY PROMOTIONS, TENURE AND APPOINTMENTS COMMITTEES

Overview

Each school to which faculty are assigned as their academic home shall have established departmental and/or school Promotion, Tenure and Appointments Committees. Membership on the departmental and/or school committee is described in each school’s bylaws or procedures document, which will provide the length of term members serve and how the committee will function.
EMERITUS

Policy

Emeritus faculty title denotes an established record of dedication and distinguished and honorable service at the Health Science Center. The Board of Regents has final approval of Emeritus appointments. The appointment may be bestowed at retirement or in anticipation of retirement, effective the first of the fiscal year (September 1) following the date of retirement, and is given for life.

Criteria

Criteria for an appointment to an Emeritus Professorship are:

1. Minimum of eight consecutive years of employment just prior to retirement and having attained the rank of full professor with tenure.

2. Outstanding leadership and distinction in candidate’s field recognized broadly by senior faculty, typically both in the United States and abroad.

3. Originality, independence, leadership, and continuing productivity in investigative, teaching, or scholarly activity.

4. Ability to develop in student’s superb scholarly curiosity, critical thinking, and productivity relative to candidate’s field of study.

5. Excellence as an academic role model for students and faculty.

6. Consistently excellent contributions as a faculty member in the operation, development, and/or improvement of the department and/or School.

Process

The nominations process can begin once a firm retirement date has been established in writing and may be initiated after retirement. The nomination will be approved and forwarded in sequence by the department’s and/or school’s Promotions, Tenure and Appointments Committee (PTAC), and forwarded by the department Chair or Dean’s designee through the appropriate Dean for consideration and recommendation to the President. Once approved by the President, the recommendation will be forwarded to the Board of Regents for approval.
Materials that should accompany the recommendation include:

a. The candidate’s curriculum vita and letters of recommendation from senior faculty outside this institution, documenting the candidate’s outstanding leadership and distinction in their field.

b. It is suggested for criteria 2 through 6 above, that, in addition to the nominating unit’s letter and the Dean’s approval, letters be obtained from faculty members in the applicant’s home department or School and, when appropriate, from faculty members in the other Schools of the Health Science Center.

c. Additionally, when suitable or otherwise not obvious from the individual’s curriculum vita, documentation of the individual’s impact upon students should be sought from selected alumnae.

The Board of Regents has final approval of Emeritus appointments. Such appointments generally become effective on September 1, if approved by the Regents at their August meeting.

Upon approval of the Board of Regents, the newly named emeritus faculty member will be notified in writing with a letter signed by the Health Science Center President. This letter will include a list of the benefits to be bestowed, as follows:

1. Have the right to add the title to his/her signature block;

2. Retain Health Science Center e-mail account and address;

3. Receive a special parking tag, upon formal request through department, that is usable in any non-reserved parking place on the Health Science Center campus;

4. Be listed as Emeritus under department in the faculty staff on-line directory;

5. Receive a complimentary membership to the Association of Retired Faculty and Associates (ARFA);

6. Receive invitations to all campus-wide events.
Professor Emeritus status does not obligate the Health Science Center to provide office or laboratory space; however, space may be assigned if it is available.
FACULTY CLASSIFICATION AND COMPENSATION

Overview

The Health Science Center is committed to a faculty classification and compensation program that will support the University’s goals to achieve excellence by stimulating productivity and encouraging faculty to function effectively in each School.

All requests for initial full-time and part-time appointments are initiated by the department Chair or Dean’s designee at which time the potential faculty’s member classification and initial salary are negotiated and determined to be appropriate and equitable for that particular School. The packet is submitted with the recommended classification and salary for subsequent approval by the appropriate Dean.

Appointments below the rank of Associate Professor are forwarded directly to the Vice President for Academic, Faculty and Student Affairs and the President for approval.

Except in the case of appointments at less than 75 percent time, appointments at the rank of Associate Professor and Professor will be reviewed by a school’s departmental and/or school’s Promotion, Tenure, and Appointments Committee. The recommendation of the departmental and/or school-level PTAC is reviewed and approved by the School Dean and then forwarded to the Vice President for Academic, Faculty and Student Affairs and the President for approval.

Final approval of faculty appointment packets is granted by the Executive Vice Chancellor for Health Affairs and the Board of Regents.

Refer to Chapter 3, Section 3.1.1 in the Handbook of Operating Procedures (HOP), “Academic Titles”.
GENERAL APPOINTMENT POLICIES

Initial Appointment

All requests for initial full-time and part-time appointment will be initiated by the department Chair or Dean’s Designee, and the letters of offer will be reviewed and approved by the appropriate Dean prior to the offer being made. All letters of offer to prospective department Chairs will be reviewed and approved by the President prior to the offer being made. In addition, an official, original transcript must be received, curriculum vitae, and a sanction and security background check must be accomplished, and clearance received, prior to extending a formal offer. Recommendations for appointment are forwarded to the Vice President for Academic, Faculty and Student Affairs, and the President for approval. Final approval is granted by the Executive Vice Chancellor for Health Affairs and the Board of Regents. The Health Science has established that curricula vita should be submitted through eTalus, as this software is the officially accepted system.

Appointments below the rank of Associate Professor do not require review by department and/or school’s Faculty Promotions, Tenure, and Appointments Committee (PTAC) prior to review by the Vice President for Academic, Faculty and Student Affairs.

Except in the case of appointments at less than 75 percent time, appointments at the rank of Associate Professor and Professor will be reviewed by the departmental and/or school’s PTAC. The recommendation of the school PTAC, with the endorsement of the Dean, is forwarded to Vice President of Academic, Faculty and Student Affairs, and the President for approval, with final approval coming from the Executive Vice Chancellor for Health Affairs and the Board of Regents.

Consideration by the Departmental or School Faculty Promotions, Tenure, and Appointments Committee

Every spring semester the department Chair, the Chair of the departmental or school’s PTAC, and/or the Dean’s designee will consult as to the number of faculty members who will be submitting an application for promotion and/or tenure during the upcoming review cycle. The specific school’s P&T processes are found in the school’s bylaws or procedures document.
Changing Faculty Tracks

Not less than three years (36 months) nor more than five years (60 months) from each new faculty member’s initial academic appointment by the Health Science Center, each academic department Chair or Dean’s designee shall review the faculty member’s actual duties and responsibilities with the faculty member to determine the appropriateness of the faculty track to which the faculty member had been initially appointed. If the Chair or Dean’s designee, with agreement of the faculty member, determines that the track to which the faculty member was initially appointed is no longer appropriate, the Chair or Dean’s designee shall request the Vice President for Academic, Faculty and Student Affairs to allow the faculty member to shift to the other track. This request shall be made by memo from the Chair or Dean’s designee to the Dean for concurrence. If the Dean concurs with this request, the Dean shall forward the request to the Vice President for Academic, Faculty and Student Affairs for consideration. If the shift is to the tenure track, and the faculty member holds the rank of Associate Professor or Professor, the request shall be sent by the Dean to the departmental and/or school PTAC for review and approval, and then to the Vice President for Academic, Faculty and Student Affairs. If the faculty member is currently part-time, with a rank of Associate Professor or Professor, and is requesting a change to 100 percent time and a track change, the same review/approval policy will be enforced. Track shifts may occur from the tenure track to the non-tenure track or from the non-tenure track to the tenure track. This review shall constitute the sole opportunity for the faculty member to change from one track to another within the department of primary initial appointment.

Changing faculty tracks also may be considered if the faculty member changes the primary department of academic appointment from that to which the faculty member was initially appointed.

The Academic, Faculty and Student Ombudsperson and ADA Compliance Office must provide prior approval if the faculty member is being appointed to another faculty position other than the position of initial appointment regardless of whether it is within the department of initial academic appointment, or another academic department.

In addition to this period of required review, changing faculty track may be permitted at other times based on rare and unusual circumstances benefiting the Health Science Center. In these instances, requests shall
Policy 3.4.1 General Appointment Policies

Responsibility: Vice President for Academic, Faculty and Student Affairs

Effective: February 2000
Revised: June 2017

be forwarded by the department Chair or Dean’s designee to the Dean and then to the Vice President for Academic, Faculty and Student Affairs for evaluation and recommendation to the President. If the rank held is Associate Professor or Professor, and the percent time is 75 or above, a school’s PTAC review/approval procedure shall apply.

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**Change in Percent Time of Faculty**

Changes in percent time are initiated by the appropriate Chair or Dean’s designee with approval by the appropriate Dean. An increase in percent time to 75 percent or above, at the rank of Associate Professor or Professor, requires the review and approval of the school PTAC.

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**Clinical or Adjunct Appointments**

The Chair or Dean’s designee initiates Clinical or Adjunct appointments. Such appointments must be approved by the Dean and the President.

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**Cross Appointments**

Cross appointments designate faculty appointments to more than one department, school, or institution with financial support for the position from only one unit. Cross appointments may be at different ranks reflecting different levels of competency and scholarly achievements in different fields. Recommendations for promotion in rank in one of the departments for cross-appointed faculty should be made only after consultation between the Chairs or Dean’s designee. While tenure is held with the institution, it may be reflected in only one department of the Health Science Center. A cross appointment should indicate active and meaningful participation by a faculty member in more than one department, school, or institution. For cross appointments, follow the established “Initial Appointment” process noted at the beginning of this policy.

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**Joint Appointments**

Joint appointments designate faculty appointments to more than one department, school, or institution with financial support for the position shared by the units concerned. Joint appointments may be at different ranks reflecting different levels of competency and scholarly achievements in different fields. Recommendations for promotion in rank in one of the departments for jointly appointed faculty should be made only after consultation between the Chairs or Dean’s designee. While tenure is held with the institution, it may be reflected in only one department of the Health Science Center. A joint appointment should indicate active and meaningful participation by a faculty member in more
Policy 3.4.1 General Appointment Policies

than one department, school, or institution. For joint appointments, follow the established "Initial Appointment" process noted at the beginning of this policy.
GENERAL PROMOTION POLICIES

Policy

Each department and/or school should articulate its general promotion processes in its bylaws or procedures document. Further, as appropriate, these documents may further describe criteria for promotion that reflect standards for the specific discipline (e.g., nursing vs. dentistry, etc.).

Once the application for promotion has been reviewed and endorsed by the departmental and/or school PTAC, as appropriate, and is recommended by the chair of the Department or Dean’s designee to the Dean, the Dean makes the final recommendation for promotion through the Vice President for Academic, Faculty and Student Affairs to the President.

In the case of promotion to the rank of Associate Professor or Professor, the President’s approval will be sent to the Executive Vice Chancellor for Health Affairs and the Board of Regents for final approval.

Advising Faculty of Promotion Decisions

These guidelines can be found in the Handbook of Operating Procedures (HOP), Section 3.6.5, “Procedures for Advising Faculty of Tenure and Promotion Decisions”.

Faculty Appeal of Promotion Decisions

These guidelines can be found in HOP, Section 3.6.6, “Procedures for Faculty Appeal of Tenure and Promotion Decisions”.
DOCUMENTATION OF ACADEMIC CREDENTIALS

Policy

It is the responsibility of the institution to keep on file for all full-time and part-time faculty members, including non-paid adjunct faculty, documentation of academic preparation, such as official transcripts, curriculum vitae (eTalus) and, if appropriate for demonstrating competence, official documentation of professional and work experience, technical and performance competency, records of publications, licenses/certifications and other qualifications.

Exceptions to the Policy:

When a candidate faculty member from an outside institution (an outside institution includes other UT System institutions) is undergoing the processes, including PTAC review, for an initial appointment at the Health Science Center, the curriculum vitae submitted for consideration may be the candidate’s current curriculum vitae that was used in the related faculty candidate recruitment processes. The Faculty Verification of Curriculum Vitae statement must be submitted as part of the appointment packet for PTAC review. New faculty members have one year from their appointment date to submit their curricula vita through eTalus.

For both Adjunct and Adjoint faculty appointments, submitting a current curriculum vitae with the Faculty Verification of Curriculum Vitae statement is acceptable for all initial and reappointment processing. Adjunct and Adjoint faculty are not required to submit an electronic curriculum vitae (eTalus); however, they are required to follow all other policy and procedures identified in this policy.

Each School will establish procedures to document that faculty members possess appropriate educational and/or experiential credentials that qualify them to perform teaching, research, patient care, or other faculty duties.

For each faculty member, the Health Science Center has established that only an original transcript directly sent by the Schools where the faculty members have completed their terminal degree(s) to a Health Science Center designee shall be accepted as the official transcript(s). Copies shall be acceptable substitutes only when it is necessary to obtain these...
source-verified documents directly from official certification entities such as licensure or credentialing boards in the United States.

If the original transcript is from a foreign country, regardless of whether it is in English, it must be verified; if the original transcript is in a language other than English, it must be translated and verified. It will be the hiring (home) department’s responsibility to have all translations/verifications performed by a credible foreign credential evaluation organization, such as The American Association of Collegiate Registrars and Admissions Officers (AACRAO) at: [http://www.aacrao.org](http://www.aacrao.org).

If a faculty member has a joint or cross appointment with another department on campus, the primary appointing (home) department retains the original transcript, and the other department keeps a copy of said document on file, with clear notation that the original is on file in the home (named) department.
GENERAL CONSIDERATIONS FOR APPOINTMENT OR PROMOTION WITHOUT REGARD TO RANK

A university health science center, like all other major institutions of learning, is founded on two fundamental objectives: to educate and to advance knowledge. The scholarly achievements of a faculty member in either or both of these areas should, in a large measure, determine the individual's academic rank and tenure status. Scholarly achievement refers to original or imaginative accomplishments in the conduct of one's academic responsibilities in teaching, research, or service. Guidelines for judging the originality or creative nature of scholarly accomplishments are by generally accepted standards. Scholarly achievements may include innovative teaching techniques, methods, and testing; or the innovative applications of existing research findings to the practice of one's discipline or professional area.

Excellence in Service

In addition to teaching and research, the faculty of a health science center provide services to patients and to the community. As a consequence, the clinical faculty members generally assume service responsibilities that are often not shared by colleagues in the basic sciences. The competence and scholarly manner with which faculty members discharge these responsibilities should be recognized, because the example of clinical competence is a major aspect of teaching ability. Some faculty members, in addition to their teaching and research activities, assume administrative responsibilities such as serving on committees necessary for the operation of the institution. Other faculty members make contributions that play an important role in the interaction of the health science center with state or national agencies. All of these contributions should be recognized in promotion and tenure considerations.

Criteria

Each individual must be judged in the context of those responsibilities assigned by the Chair or Dean's designee. There must be an appropriate division of time and labor, as well as opportunity, to accomplish the academic goals necessary for achieving departmental objectives. It may be difficult for a given faculty member to attain excellence in research, teaching, and service (e.g., patient care, supportive services, administration) when the candidate's departmental assignments exclude...
time for one or more of these activities. Therefore, the degree of responsibility assigned to an individual is a consideration for the determination of rank.

Documentation

Faculty appointed on the tenure track must present documented excellence in at least two of the three fundamental academic activities (teaching, research, or service) as the major consideration for promotion. Faculty appointed to non-tenure track positions are expected to demonstrate excellence in at least one of the three areas of academic activity and will be evaluated for advancement in rank based on performance in their specialized area of expertise. Faculty appointed to the non-tenure track who are seeking a tenure-track appointment with either a lateral shift or promotion will be evaluated by the criteria established for faculty appointed to the tenure track.
PROcedures for Application for Promotion and/or Tenure

Initiating Requests

Each department or school, through the Chair, Dean, or departmental/school Promotions, Tenure and Appointments Committee, should establish a policy whereby faculty applications for promotion and/or tenure are initiated. Typically, the Chair of the department or the departmental/school committee initiates this request for promotion and/or tenure. This also could occur by individual faculty request to either the Chair, departmental and/or school committee, or Dean’s designee.

Documentation

If the departmental/school application for promotion or tenure is approved, all documentation is gathered by the departmental/school Promotions, Tenure, and Appointments Committee. As guidelines for required documentation, the "Suggestions for Department/Division/School Promotions and Tenure Committees" should be considered. The completed application will then be reviewed by all the relevant committees and academic leadership, pursuant to each school’s bylaws and/or procedures document.

Final authority, at the school level, for determining approval of applications for promotion and/or tenure, rests with the Dean.

The Dean’s recommendation is then provided to the Vice President for Academic, Faculty and Student Affairs for technical review prior to submission to the President for approval. The President’s decision will be transmitted to the Executive Vice Chancellor for Health Affairs and Board of Regents for final approval.

The same procedure applies in the case of a part-time faculty member, at the rank of Associate Professor or Professor, who is increasing their percent time to 75 or above.
INITIAL APPOINTMENT OR PROMOTION TO THE RANKS OF ASSOCIATE PROFESSOR AND PROFESSOR, TENURE TRACK

Overview

The following guidelines are intended to help clarify expectations for, and differences in, the academic ranks of Associate Professor and Professor. General guidelines for each rank are specified, whether for initial appointment or promotion. Examples of the types of activities which are consistent with the general guidelines are given for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

Associate Professor General Guidelines

1. A minimum of three years in the rank of Assistant Professor or equivalent.
2. Academic credentials congruent with the expectations of the school and department.
3. Developing peer recognition that is reflected by an emerging national reputation.
4. Evidence of scholarly achievement reflected in peer recognition of works from original research, clinical observations, educational programs, etc.
5. Significant scholarly accomplishments in at least two of the three academic activities: teaching, research, and service.
6. Board certification or its equivalent, if pertinent.

Examples of the types of activities which are consistent with the general guidelines follow for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

Associate Professor Teaching

1. Is effective as a teacher, evidenced by mastery of both content and method and documented by student and faculty evaluation.
2. Is responsible for design, organization, coordination, and evaluation of a course or series of lectures.

3. Is recognized as an exemplary scientist or clinician whose teaching activities can be documented as providing an outstanding role model for students.

4. Demonstrates effectiveness in the development and/or presentation of continuing education or other professional programs including invited presentations.

5. Is effective as a supervising professor for M.S. or Ph.D. students.

6. Participates in student guidance and counseling.

7. Demonstrates innovation in teaching methods and production of texts or educational “software”.

**Associate Professor Research**

1. Demonstrates initiative, independence, and sustained activity in research.

2. Publishes research findings and scholarly papers in professional journals; publications in refereed journals are considered more significant.

3. Serves on thesis or dissertation committees or Health Science Center research review boards.

4. Obtains grants or other monies for research or other scholarly activities.

5. Presents research and scholarly findings at professional meetings.

6. Demonstrates support of interdisciplinary research.
Associate Professor Service

1. Provides staff responsibility for a service or specific area of patient care or clinical teaching for which peer recognition can be documented.

2. Serves on committees within the department, school, Health Science Center, and/or affiliated institutions.

3. Provides consultation or service to other departments or schools within the Health Science Center and to local, state, regional, or national organizations that seek or benefit from the candidate’s expertise.

4. Serves on extramural grant review committees or editorial boards of scientific or professional journals.

5. Performs a key administrative role in patient care, research, or teaching activities within a department or division.

6. Provides service to the professional or lay community through education, consultations, or other roles.

Professor General Guidelines

1. Distinguished performance and maturity as an Associate Professor, generally three to five years at this rank.

2. Academic credentials congruent with the expectations of the school or department.

3. An established reputation that is derived from national or international peer recognition.

4. Sustained scholarly achievement reflected in peer recognition of works from original research, clinical observations, educational programs, etc.

5. Sustained scholarly productivity in at least two of the three academic activities: teaching, research, and service.

6. Board certification or equivalent, if pertinent.
Examples of the types of activities that are consistent with the general guidelines follow for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

**Professor Teaching**

1. Sustained and outstanding teaching performance of the examples cited for the Associate Professor level.

2. Leadership through design, organization, coordination, and evaluation of a course or courses (undergraduate, graduate, or continuing education); administrative responsibility at the school or departmental level for curriculum; supervision of staff teaching within a course, department, or school.

3. Sustained recognition as an exemplary scientist, teacher, or clinician whose activities can be documented as providing an outstanding role model for students.

4. Invitations as visiting professor at other institutions.

5. Publication of educational works in relevant journals.

6. Responsibility for student guidance and counseling regarding program planning and general curricular activities, as well as consultation to student organizations and groups within and outside of the Health Science Center.

**Professor Research**

1. Is senior or responsible author of papers published in refereed professional journals or other media (books, papers, etc.).

2. Recognition for excellence in research by professional or scientific institutions or organizations.

3. Serves as Chair of thesis or dissertation committees.

4. Receives grants or other monies as a Principal Investigator for research.

5. Invitations to participate at national or international professional or scientific meetings.
6. Invitations to preside over sessions at national or international professional or scientific meetings.

### Professor Service

1. Senior staff responsibility for a service or specific area of patient care or clinical teaching.

2. Appointment to responsible positions within the institution or its affiliates (Chairs a committee, department, or division; membership on major decision-making Health Science Center committees).

3. Recognition as an authority by other schools and departments within the Health Science Center and by local, state, regional, or national organizations or institutions.

4. Serves on editorial boards of professional or scientific journals.

5. Serves as an officer or committee chair in professional or scientific organizations.

6. Consultant to, or serves on, government review committees, study sections, or other national review panels.

7. Election to responsible positions on civic boards or organizations concerned with health care issues at the local, state, regional, national, or international levels.
INITIAL APPOINTMENT OR PROMOTION TO THE RANKS OF ASSOCIATE PROFESSOR AND PROFESSOR, NON-TENURE TRACK

Overview

The following guidelines are intended to help clarify expectations for, and differences in, the academic ranks of Associate Professor and Professor, non-tenure track, whether for initial appointment or promotion.

Associate Professor General Guidelines

1. A minimum of three years in the rank of Assistant Professor or equivalent.
2. Academic credentials congruent with the expectations of the school and department.
3. Developing reputation that is reflected by peer recognition within the institution.
4. Significant scholarly accomplishments in at least one of the three academic activities: teaching, research, and service.
5. Board certification or its equivalent, if pertinent.

Examples of the types of activities which are consistent with the general guidelines follow for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

Associate Professor Teaching

1. Is effective as a teacher, evidenced by mastery of both content and method and documented by student and faculty evaluation.
2. Is responsible for design, organization, coordination, and evaluation of a course or series of lectures.
3. Is recognized as an exemplary scientist or clinician whose teaching activities can be documented as providing an outstanding role model for students.
4. Is effective as a supervising professor for M.S. or Ph.D. students.
5. Demonstrates innovation in teaching methods and production of texts, educational “software”, etc.

6. Participates in student guidance and counseling.

7. Responsible for the development of continuing education or other professional programs, or is an invited speaker.

**Associate Professor Research**

1. Demonstrates initiative, independence, and sustained activity in research.

2. Publishes research findings and scholarly papers in professional journals; publications in refereed journals are considered more significant.

3. Presents research and scholarly findings at professional meetings.

4. Obtains grants or other monies for research or other scholarly activities.

5. Serves on thesis or dissertation committees or Health Science Center research review boards.

**Associate Professor Service**

1. Provides staff responsibility for a service or specific area of patient care or clinical teaching for which peer recognition can be documented.

2. Serves on committees within the department, school, Health Science Center, and/or affiliated institutions.

3. Provides consultation to other departments or schools within the Health Science Center and to local, state, regional, or national organizations or institutions that seek or benefit from the candidate’s expertise.

4. Serves on extramural grant review committees or editorial boards of scientific or professional journals.
5. Performs a key administrative role in patient care, research, or teaching activities within a department or division.

6. Provides service as a health educator for the community.

Professor General Guidelines

1. Distinguished performance and maturity as an Associate Professor, generally three to five years at this rank.

2. Academic credentials congruent with the expectations of the school or department.

3. An established reputation that is derived from substantive extramural peer recognition.

4. Sustained scholarly activity or significant accomplishments in at least one of the three academic activities: teaching, research, and service.

5. Board certification or its equivalent, if pertinent.

Examples of the types of activities which are consistent with the general guidelines follow for the three academic activities essential to the mission of the Health Science Center (teaching, research, and service).

Professor Teaching

1. Sustained and outstanding teaching performance of the examples cited for the Associate Professor level.

2. Leadership through design, organization, coordination, and evaluation of a course or courses; administrative responsibility at the school or departmental level for curriculum; supervision of staff teaching within a course, department, or school.

3. Invitations as visiting professor at other institutions.

4. Responsibility for student guidance and counseling regarding program planning and general curricular activities, as well as consultation to student organizations and groups within and outside of the Health Science Center.
5. Sustained recognition as an exemplary scientist, teacher, or clinician whose activities can be documented as providing an outstanding role model for students.

6. Publication of educational works in relevant journals.

Professor
Research

1. Is senior or responsible author of papers published in refereed professional journals or other media (books, papers, etc.).

2. Receives grants or other monies as a Principal Investigator for research.

3. Invitations to participate at national or international professional or scientific meetings.

4. Invitations to preside over sessions at national or international professional or scientific meetings.

5. Recognition for excellence in research by professional or scientific institutions or organizations.


Professor
Service

1. Appointment to responsible positions within the institution or its affiliates (Chairs a committee, department, or division; Program Director; membership on major decision-making Health Science Center committees).

2. Recognition as an authority by other schools and departments within the Health Science Center and by local, State, regional, or national organizations or institutions.

3. Senior staff responsibility for a service or specific area of patient care or clinical teaching.

4. Consultant to, or serves on, government review committees, study sections, or other national review panels.
5. Serves as an officer or committee chair in professional or scientific organizations.

6. Serves on editorial boards of professional or scientific journals.

7. Election to responsible positions on civic boards or organization concerned with health care issues at the local, state, regional, national, or international levels.
PROCEDURES FOR ADVISING FACULTY OF TENURE AND PROMOTION DECISIONS

Department or School Committee

Each departmental/school Promotions, Tenure and Appointments Committee should develop a policy whereby faculty are advised of the Committee’s decision on applications for promotion and/or tenure. The faculty member should be informed of the decision of the departmental/school Promotions, Tenure and Appointments Committee as soon as possible after consideration and voting. In the event that a decision is made not to approve the request, an appeal of the decision may be made according to the procedures articulated by the school.

Vice President for Academic, Faculty and Student Affairs

Once a Dean has made a determination on the applications for promotion and/or tenure, the Dean transmits all documentation reviewed at the departmental/school level to the Vice President for Academic, Faculty and Student Affairs for technical review prior to submission to the President.

Once all the presidential decisions have been made, the decisions are then communicated by the Vice President for Academic, Faculty and Student Affairs to each Dean, who may then inform, as appropriate, department Chairs of the status of applications of their faculty for tenure or promotion. No information concerning the institutional decisions will be made available until all applications have been reviewed.

At this time, the appeal of decisions may be made according to the procedures presented in the Handbook of Operating Procedures, Section 3.6.6, “Procedures for Faculty Appeal of Tenure or Promotion Decisions”.

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PROCEDURES FOR FACULTY APPEAL OF TENURE OR PROMOTION DECISIONS

Overview and General Guidelines

Each school and, as appropriate, academic department within the Health Science Center has developed its own procedures for considering faculty applications for promotion and/or tenure. These procedures include establishing departmental and/or school promotion and tenure committees for evaluation and recommendation of candidates to the Dean. Each departmental and/or school committee should also establish its own procedures for appeal by a faculty member whose application for promotion or tenure is unsuccessful at the departmental/school committee level. The appeals procedure may be developed to meet the needs of the various academic units, but such policies must be consistent with the Health Science Center guidelines described below.

A faculty member denied promotion or tenure at the departmental and/or school level may appeal the decision to the respective promotion and tenure in writing and request reconsideration of his or her credentials. The basis of the appeal must be to emphasize some aspect of the faculty member’s documentation, which the candidate feels was not properly represented or emphasized in the materials presented for review. Maintenance of an accurate, up-to-date curriculum vita is the responsibility of the individual faculty member. Recent accomplishments or other changes in a faculty member’s curriculum vita, which occur after the established annual deadline for submission of materials for review, do not constitute grounds for appeal and will not be considered in the appeals process.

The written appeal of decisions of either departmental or school Promotions, Tenure, and Appointments Committee is forwarded to the school’s Dean.

Appeals should be made by the faculty within the time frame specified by the school’s procedures.

Appeal of Decision to the President

A faculty member whose appeal of a promotion and/or tenure decision is denied by the Dean may present a written appeal through the Vice President for Academic, Faculty and Student Affairs to the President of the Health Science Center for consideration. An appeal to the President
must be filed within ten business days of the date of notification of the Dean’s decision. The complete application, including the original application for promotion and/tenure as well as all committee letters of recommendation and decanal decisions, are submitted as part of the documentation for the appeal. Grounds for appeal must be based upon (a) an articulation that some aspect of the faculty member’s documentation which the candidate feels was not properly represented or emphasized in the materials presented for review; and/or (b) the faculty member’s contention that the departmental and/or school’s procedures were not appropriately followed.
GUIDELINES FOR ACADEMIC TRAINEES BECOMING FACULTY MEMBERS

Eligibility

It first should be clearly established that the academic trainees have completed the typical transition from a “trainee” to a person capable of being appointed to a faculty position; the department Chair or Dean’s designee should document this transition. The appointment of such a person only to increase the research grants to the department is not a legitimate reason for the appointment. As with other appointments, it is important that the department as a whole supports the appointment of a faculty member in a state-budgeted slot. The documentation for the appointment should include some statement that the department can support the added responsibilities that accrue when this person joins the faculty.

Documentation

It should be clear that the department and the Chair, or in the case where there are no school-level departments, the school and the Dean, see the addition of this individual to the faculty as a valuable addition to the teaching and research programs of the department irrespective of the source of funds for salary support. The advantages of this appointment should be documented in the same way a package is put together for any new appointment to the faculty.

Process

The initial faculty appointment packet or the request for promotion to Instructor or Assistant Professor should be forwarded through the same channels to the appropriate Dean’s Office for approval. If an academic trainee at another institution joins the Health Science Center after a two to three year period of training, it has been usual to appoint the individual at the rank of Assistant Professor. This would seem quite appropriate when the appointment occurs internally.

Definition

ACADEMIC TRAINEES: Individuals that are in training positions of a clinical or research nature and classified as fellows or residents. See the Handbook of Operating Procedures (HOP), Section 4.3.9, “Academic Training Positions”.

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Salary Source

If it is apparent that the proposed salary will be paid from a grant that the new faculty member will apply for, then it can be stated in the grant application that the individual has been proposed for appointment at an appropriate rank. The salary proposed should be commensurate with the salary structure in existence in the department for a person with comparable rank, training, and experience.
PROCESS FOR PROMOTIONS, TENURE, AND APPOINTMENTS

Policy

Faculty appointments, promotions, and tenure are governed by the Regents’ Rules and Regulations, Rule 31007.

Each school to which faculty are assigned as their academic home shall have established departmental and/or school Promotions, Tenure and Appointments Committees. It is the responsibility of each school, through the Office of the Dean, to have written procedures that inform faculty members about the process steps and timelines for submitting applications for promotion and/or tenure. Applications for new appointments are processed as needed.

It is the policy of the Health Science Center to allow the promotion of part-time faculty, and it is up to the discretion of each School as to whether or not they will exercise this option.

Action by the Departmental Promotions, Tenure, and Appointments Committee

If a school has departmental level promotions, tenure and appointments committees, initial appointments and applications for promotion above the level of Assistant Professor and applications for tenure must be reviewed by the departmental promotion and tenure committee. The committee’s recommendation must be in writing and forwarded to the department Chair or Dean, along with the application packet.

In the case of departmental promotion and tenure committee review, the departmental Chair must also provide a letter to the Dean, which clearly states the areas of strength upon which the candidate is being considered for promotion and/or tenure, and that provides an assessment of the candidate’s qualifications for promotion and/or tenure. This letter must accompany the application packet.

Action by the School Promotions, Tenure, and Appointments Committee

At the school level, the school’s promotions, tenure and appointments committee reviews the application for promotion and/or tenure. The Chair of the school’s promotions, tenure and appointments committee must state in writing the school committee’s recommendation, and forwards the recommendation, along with the application packet and the underlying recommendations from the department, as appropriate, to the Dean.
Action by the School Dean

It is the responsibility of the Dean to review all applications for promotion and/or tenure, and to make a written recommendation on each candidate to the President. The same procedure applies in the case of a part-time faculty member, at the rank of Associate Professor or Professor, who is increasing their percent time to 75 or above.

Action by the President

The Dean submits all applications for promotion and/or tenure to the Vice President for Academic, Faculty and Student Affairs, who will conduct a technical review of the applications prior to submitting them to the President for approval.

The Office of the Vice President for Academic, Faculty and Student Affairs compiles the institutional data of actions taken regarding promotion, tenure, and/or initial appointment and compiles a confidential list of faculty for whom promotion and tenure decisions have been made.

The Vice President for Academic, Faculty and Student Affairs will prepare congratulatory letters to successful faculty for the President’s signature.

Appeal of Decisions

During the review process at the departmental and/or school level, a faculty member whose application for promotion and/or tenure was disapproved may appeal the decision at the level the recommendation for disapproval was made. The faculty member should refer to the school’s specific appeal process.

A faculty member whose appeal of a promotion and/or tenure decision is denied by the Dean may present a written appeal through the Vice President for Academic, Faculty and Student Affairs to the President for consideration. An appeal to the President follows the process described in HOP 3.6.6.

The President will respond in writing in a timely manner the decision regarding the appeal made by the faculty member. The President's decision is final.
Action by the President

The Health Science Center President must sign all Faculty Appointment forms approving decisions, positive or negative, regarding promotion, tenure, and initial appointments, in accordance with Regents’ Rules.

Action by Board of Regents

Appointments, promotions, and awarding of tenure are approved by the Board of Regents annually, generally during the last meeting of the academic year. See Regents’ Rules and Regulations, Rule 31007,
HEALTH SCIENCE CENTER TENURE POLICY

Policy

The University of Texas System policies concerning the granting of tenure are detailed in the Regents’ Rules and Regulations, Rule 31007. Faculty should read these rules, especially regarding the terminal year of the tenure process. As stated in these Rules, “the maximum period of probationary faculty service in any academic rank or combination of academic ranks shall not be more than nine years of full-time academic service at the health related institutions of the System”. The Regents’ Rules are accessible at http://www.utsystem.edu/bor/rules.htm.

The awarding of tenure to a faculty member is recognition by the institution that the faculty member has demonstrated an exceptional degree of professional competence and scholarly achievement, as well as the attitudes and intellectual qualities that make the individual a desirable and continuing member of the faculty. As noted earlier, scholarly achievement refers to original accomplishments in research, teaching, and service that are recognized as outstanding by one’s peers, both within and outside the Health Science Center. The faculty member must demonstrate sustained, superior level of performance in two of three academic activities (teaching, research, and service) consistent with his/her rank, and there should be clear evidence to predict performance at this level for the future.

Criteria

Tenure denotes a status of continuing appointment as a member of the faculty of the Health Science Center. Only members of the faculty with the academic titles of Professor, Associate Professor, or Assistant Professor may be granted tenure. Full-time faculty who request appointment as part-time faculty will not be eligible to retain tenure status.

Consideration of Tenure

Departmental and/or school promotion and tenure committees will consider recommendation for advancement in rank and the awarding of tenure individually when submitted jointly for review. Tenure may be granted at the time of appointment to any of such academic ranks. All such appointments to tenure shall be reviewed by the appropriate Departmental and/or school committee, and have the approval of the Dean, the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents.
Probationary Period

Tenure may be withheld upon initial appointment to any of these ranks pending satisfactory completion of a probationary period of faculty service not to exceed nine years of cumulative full-time academic service. No later than July 31 of the penultimate (eighth) academic year, all non-tenured faculty serving in the rank accruing time toward the probationary period shall be given notice that the subsequent academic year (ninth year) will be the terminal year of employment or that beginning September 1 the next academic year (tenth), tenure will be granted. In the event that the employment of a non-tenured faculty member is to be terminated prior to the end of the maximum probationary period, notice will be given in accordance with Section 3.8.1, “Termination and Reappointment of Faculty”, of the Handbook of Operating Procedures.

Only full-time academic service in the ranks of Professor, Associate Professor, and Assistant Professor, or any combination thereof, shall be counted toward fulfillment of the required probationary period related to the granting of tenure. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of the required probationary period. Previous full-time service becomes cumulative with full-time service following such leaves.

If non-tenured faculty members are appointed to administrative or other non-faculty positions within the Health Science Center, the period of non-academic assignment shall not be counted toward fulfillment of a probationary period. If such a person is subsequently returned to full-time non-tenured faculty appointment, the probationary time will resume at that time and be cumulative with probationary time acquired prior to the period of nonacademic assignment.

If full-time non-tenured faculty members change to part-time adjunct or clinical appointments with pay, the period of part-time service shall not be counted toward fulfillment of a probationary period. If such a person is subsequently returned to full-time non-tenured faculty appointment, the probationary time will resume at that time and be cumulative with any probationary time acquired prior to the period of part-time appointment.
Prior service at other academic institutions, whether inside or outside The University of Texas System, shall not be counted toward fulfillment of the required probationary period at the Health Science Center.

For purposes of calculating the period of probationary service, an “academic year” shall be the period from September 1 through the following August 31. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the following September 1 shall not be counted as academic service toward fulfillment of the maximum probationary period.

Under special circumstances there may be an extension of the maximum probationary period. The request for the extension shall follow these guidelines:

1. A faculty member who determines that certain personal circumstances may impede his or her progress toward achieving demonstration of eligibility for recommendation of award of tenure may make a written request for extension specifying the reason(s) for the requested extension. Personal circumstances that may justify the extension include, but are not restricted to, disability or illness of the faculty member; status of the faculty member as a principal caregiver of a preschool child; or status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member. It is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.

2. The request for extension shall be limited to one academic year. A request for an additional academic year's extension will follow the established request process, with the maximum duration of extension, whether consecutive or non-consecutive, to be two academic years.

3. Normally, requests for extension must be made in advance of the academic year or semester for which the extension is desired and may be made no later than three months prior to the deadline for initiation of the mandatory review process to determine recommended award of tenure or notice as provided under Rule 31002, Section 1, of the Regent’s Rules and Regulations,
Policy 3.7.1 Health Science Center Tenure Policy

Effective: February 2000
Revised: November 2017
Responsibility: Vice President for Academic, Faculty and Student Affairs

Concerning notice of non-renewal, that the next year will be the faculty member’s terminal year of appointment.

4. The decision regarding the request shall be made by the Vice President for Academic, Faculty and Student Affairs of the institution, upon recommendation of the department Chair, as appropriate, and the Dean, within a reasonable period of time and in a manner specified by institutional policy.

Process

Because the Health Science Center is composed of several academic components, each having different goals and objectives, academic achievements in teaching, research, and service will be judged in terms of the mission of the particular academic component. Outstanding accomplishments in teaching, research, and service should be clearly documented by letters from peers within the department/division, as well as from other individuals (e.g., peers, students, colleagues from other departments) who have first hand knowledge of the candidate’s contributions. In addition to this local peer support, the candidate’s professional excellence should be recognized by, and have support from, his/her peers outside the Health Science Center at the local, state, national, and international level. In the absence of outside peer support, a compelling argument of the unique value of the individual to this institution must be documented by the departmental and/or school Promotions, Tenure and Appointments Committee, as well as by the Chair of the department, as appropriate, and by the Dean. For all requests for tenure, the perceived value of the candidate to the missions of the department, school, and Health Science Center must be clearly presented by the nominating unit, the departmental and/or school PTAC, and the Dean.

Transfer to Tenure Track

These guidelines can be found in the Handbook of Operating Procedures (HOP), Section 3.4.1, “General Appointment Policies”.

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