

## UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.4	Faculty Appointments and Promotions	Revised:	June 2017
<b>Policy 3.4.1</b>	<b>General Appointment Policies</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## GENERAL APPOINTMENT POLICIES

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### **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. UT Health San Antonio 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 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 department and/or school's PTAC. The recommendation of the school's PTAC, with the endorsement of the Dean, is forwarded to the Vice President for 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 Department or School Promotions, Tenure and Appointments Committee**

Every spring semester, the department Chair, 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 promotion and tenure processes are found in the school's bylaws or procedures document.

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**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 UT Health San Antonio, 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 the 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’s 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 UT Health San Antonio. In these instances, requests shall be

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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, the 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’s 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 UT Health San Antonio. 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 UT Health San Antonio. A joint appointment should

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indicate active and meaningful participation by a faculty member in more than one department, school, or institution. For joint appointments, follow the established “Initial Appointment” process noted at the beginning of this policy.

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