PROCEDURES FOR FACULTY APPEAL OF PROMOTION OR TENURE DECISIONS

Overview and General Guidelines

Each school and, as appropriate, academic department within UT Health San Antonio 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 and/or 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 UT Health San Antonio 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 timeframe specified by the school's procedures.
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 UT Health San Antonio 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.