

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	November 2007
Policy 3.6.7	Guidelines for Academic Trainees Becoming Faculty Members	Responsibility:	Vice President for Academic Administration

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 Chair 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 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 or for forwarding to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee, if the rank proposed requires it. 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 to the rank of (whatever the rank is to be). The salary proposed should be commensurate with the salary structure in existence in the department for a person with comparable rank, training, and experience.
