

## UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	March 2001
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	June 2017
<b>Policy 3.6.8</b>	<b>Process for Promotions, Tenure, and Appointments</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

## 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's Promotions, Tenure and Appointments Committees (PTAC). 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 UT Health San Antonio 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's committee's recommendation and forwards the recommendation, along with the application packet and the underlying recommendations from the department, as appropriate, to the Dean.

---

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	March 2001
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	June 2017
<b>Policy 3.6.8</b>	<b>Process for Promotions, Tenure, and Appointments</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

**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 the *Handbook of Operating Procedures* (HOP), [Section 3.6.6](#) "Procedures For Faculty Appeal of Promotion or Tenure Decisions."

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.

**UT HEALTH SAN ANTONIO HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	March 2001
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	June 2017
<b>Policy 3.6.8</b>	<b>Process for Promotions, Tenure, and Appointments</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

**Action by the President**

UT Health San Antonio 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](#),

---