

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.4	Faculty Appointments and Promotions	Revised:	March 2012
<b>Policy 3.4.1</b>	<b>General Appointment Policies</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

**GENERAL APPOINTMENT POLICIES**

---

**Initial Appointment**

All requests for initial full-time and part-time appointment will be initiated by the Chair, 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 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 eCV found at (<https://ecv.uthscsa.edu>) is the only acceptable format for use at The Health Science Center.

Appointments below the rank of Associate Professor do not require review by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee (PTAC) prior to consideration by the Health Science Center 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 PTAC upon recommendation by the appropriate Dean. The recommendation of the PTAC 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 Faculty Promotions, Tenure, and Appointments Committee**

Every January, the President sends a memorandum to each department Chair specifying the procedure to be followed in requesting promotions and tenure considerations to be made by the PTAC. The recommendation of the PTAC 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. Mid-October of each year is typically the time for completed applications to be received in the respective

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.4	Faculty Appointments and Promotions	Revised:	March 2012
<b>Policy 3.4.1</b>	<b>General Appointment Policies</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

Dean's Office, with the promotion to be effective the following September 1.

---

**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 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, with agreement of the faculty member, determines that the track to which the faculty member was initially appointed is no longer appropriate, the Chair 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 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 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 Faculty and Academic Equal Opportunity/Affirmative Action Office (EO/AA) 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.

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.4	Faculty Appointments and Promotions	Revised:	March 2012
<b>Policy 3.4.1</b>	<b>General Appointment Policies</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

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 be forwarded by the department Chair 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 PTAC review/approval procedure shall apply.

---

**Change in Percent Time of Faculty**

Changes in percent time are initiated by the appropriate Chair with approval by the appropriate Dean. The EO/AA Office should be notified of any changes in percent time that differ from the original percent time. 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 PTAC for retention of the title.

---

**Clinical or Adjunct Appointments**

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

---

**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. 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.

---

**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

---

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.4	Faculty Appointments and Promotions	Revised:	March 2012
<b>Policy 3.4.1</b>	<b>General Appointment Policies</b>	Responsibility:	Vice President for Academic, Faculty and Student Affairs

---

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

---