

**HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES**

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.4	Faculty Appointments and Promotions	Revised:	November 2007
<b>Policy 3.4.2</b>	<b>General Promotion Policies</b>	Responsibility:	Vice President for Academic Administration

## **GENERAL PROMOTION POLICIES**

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### **Policy**

It is the policy of the Health Science Center to allow the promotion of part-time faculty, and it is at the discretion of each School as to whether or not they will exercise this option. All promotion and/or tenure packets must include a copy of the official, original transcript.

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### **Promotion from Instructor to Assistant Professor**

Promotion from Instructor to Assistant Professor will be made on the recommendation of the Chair and approval of the Dean and the President. The Health Science Center Faculty Promotions, Tenure, and Appointments Committee does not review such promotions.

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### **Promotion to Associate Professor and/or Professor**

Promotion to Associate Professor or Professor will be reviewed by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee (PTAC). The recommendation of the Health Science Center's Faculty PTAC will be forwarded to the Vice President for Academic Administration for approval with final approval coming from the Executive Vice Chancellor for Health Affairs and the Board of Regents. If a part-time faculty member, at the rank of Associate Professor or Professor, is increasing their percent time to 75 or above, the request must be reviewed and approved by the PTAC in order to retain the title.

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### **Consideration by the Faculty Promotions, Tenure, and Appointments Committee**

Each January, the President sends a memorandum to department Chairs specifying the procedure to be followed in requesting promotions and tenure considerations to be made by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee (PTAC). The recommendation of the PTAC is forwarded to the Vice President for Academic Administration for approval with final approval coming from the Executive Vice Chancellor for Health Affairs and the Board of Regents. Early November of each year is typically the time for completed applications to be received in the respective Dean's Office, with the promotion to be effective the following September 1.

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**Advising Faculty  
of Promotion  
Decisions**

These guidelines can be found in the *Handbook of Operating Procedures* (HOP), [Section 3.6.5](#), "Procedures for Advising Faculty of Tenure and Promotion Decisions".

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**Faculty Appeal  
of Promotion  
Decisions**

These guidelines can be found in HOP, [Section 3.6.6](#), "Procedures for Faculty Appeal of Tenure and Promotion Decisions".

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