

**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:	May 2005
<b>Policy 3.6.2</b>	<b>Procedures for Application for Promotion and/or Tenure to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee</b>	Responsibility:	Vice President for Academic Administration

**PROCEDURES FOR APPLICATION FOR PROMOTION AND/OR TENURE TO THE HEALTH SCIENCE CENTER FACULTY PROMOTIONS, TENURE, AND APPOINTMENTS COMMITTEE**

**Initiating Requests**

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Each department or school, through the Chair, Dean, or departmental/school Tenure and Promotions Committee, should establish a policy whereby faculty applications for promotion and/or tenure are initiated. Typically, the Chair of the department or the departmental/school committee initiates this request for promotion and/or tenure. This also could occur by individual faculty request to either the Chair or departmental/school committee.

**Documentation**

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If the departmental/School application for promotion or tenure is approved, all documentation is gathered by the departmental/school Promotions, Tenure, and Appointments Committee. As guidelines for required documentation, the [“\*\*Suggestions for Department/Division/School Promotions and Tenure Committees\*\*”](#) should be considered. The completed application will then be forwarded to the Chair of the department and then to the Dean of each school. Following review by the Dean, the application is forwarded to the Chair of the Health Science Center Promotions, Tenure, and Appointments Committee. Mid-October of each year is typically the time for completed applications to be received in the respective Dean’s Office.

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, for the retention of rank.

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