

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:	June 2006
Policy 3.6.6	Procedures for Faculty Appeal of Tenure or Promotion Decisions	Responsibility:	Vice President for Academic Administration

PROCEDURES FOR FACULTY APPEAL OF TENURE OR PROMOTION DECISIONS

General Guidelines

Each school or academic department within the Health Science Center has developed its own procedures for considering faculty applications for promotion and/or tenure. These procedures include establishing departmental/school Tenure and Promotions Committees for evaluation and recommendation of candidates to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee. Each departmental/school committee should also establish its own procedures for appeal by a faculty member whose application for promotion or tenure is unsuccessful at the departmental/school Committee level. The appeals procedure may be developed to meet the needs of the various academic units, but such policies must be consistent with the Health Science Center appeals procedures described below.

A faculty member denied promotion or tenure at the departmental, school, or Health Science Center level may appeal the decision to the respective Tenure and Promotions Committee in writing and request reconsideration of his or her credentials. The basis of the appeal must be to emphasize some aspect of the faculty member's documentation, which the candidate feels was not properly represented or emphasized in the materials presented for review. Maintenance of an accurate, up-to-date curriculum vita is the responsibility of the individual faculty member. Recent accomplishments or other changes in a faculty member's curriculum vita, which occur after the established annual deadline for submission of materials for review, do not constitute grounds for appeal and will not be considered in the appeals process.

The written appeal of decisions of either departmental/school or Health Science Center Faculty Promotions, Tenure, and Appointments Committee is forwarded, via the respective Dean's Office, through the Vice President for Academic Administration to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee. By forwarding the appeal, the Dean is not necessarily endorsing the appeal. However, a letter of information may be added which indicates the position of the Dean on the appeal request. Appeals should be

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made by the faculty within 30 days from being informed of decisions of either the departmental/school or Health Science Center Faculty Promotions, Tenure, and Appointments Committee. The following procedures must be followed by a faculty member who wishes to appeal a promotion or tenure decision.

Appeal of Departmental or School Committee Decision

A faculty member whose request and appeal for promotion or tenure is denied at the level of the departmental/school Tenure and Promotions Committee, or by the departmental Chair, should be informed of the decision on a timely basis. If the faculty member asserts that his or her credentials have not been evaluated accurately, the faculty member may request that the Dean of the respective school advance the faculty member's application to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee for consideration. However, a report of the departmental/school Tenure and Promotions Committee, or department Chair, must accompany the faculty member's application when submitted to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee.

Appeal of Health Science Center Promotions, Tenure, and Appointments Committee Decision

A faculty member whose request for promotion and/or tenure is denied at the level of the Health Science Center Faculty Promotions, Tenure, and Appointments Committee has an opportunity to review the written report of the Committee's findings on file in the President's Office. If the faculty member asserts that his or her application had not been evaluated accurately, the faculty member may request that the Dean of the respective school (in consultation with the candidate's department Chair) submit a request through the Vice President for Academic Administration for reconsideration to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee. As stated earlier, this request does not necessarily constitute an endorsement of the appeal by the Dean. The specific basis for the appeal must be stipulated when the faculty member's application is resubmitted to the Health Science Center Faculty Promotions, Tenure, and Appointments Committee. The Health Science Center Faculty Promotions, Tenure, and Appointments Committee will first determine whether the appeal raises substantial issues that were not evident in the original application and, if so, will then reopen consideration of the faculty member's application.

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Appeal of Decision to the President

A faculty member whose appeal of a promotion and/or tenure decision is denied by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee may present a written appeal through the Vice President for Academic Administration to the President of the Health Science Center for consideration. An appeal to the President must be filed within ten days of the date of notification of the findings of the Health Science Center Promotions, Tenure, and Appointments Committee, and must be based upon compelling evidence that the Health Science Center Faculty Promotions, Tenure, and Appointments Committee has failed to apply accurately the “Guidelines for Establishing Rank and Tenure”, [Section 3.6](#) of the *Handbook of Operating Procedures* (HOP) at The University of Texas Health Science Center at San Antonio HOP, [Section 3.6.8](#), “Process for Promotions, Tenure, and Appointments”.
