

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	March 2001
Section 3.6	Guidelines for Establishing Rank and Tenure	Revised:	April 2006
Policy 3.6.8	Process for Promotions, Tenure, and Appointments	Responsibility:	Vice President for Academic Administration

PROCESS FOR PROMOTIONS, TENURE, AND APPOINTMENTS

Policy

Faculty appointments, promotions, and tenure are governed by the Regents' *Rules and Regulations*, [Rule 31007](#). At the beginning of each year, faculty are notified in writing of the processes and deadlines for promotions, tenure, and appointments. A copy of this notice may be obtained from the Dean's Offices. Generally, applications for consideration by the Health Science Center Promotions, Tenure, and Appointments Committee (see below) must be received by the Dean's Office no later than the middle of October for changes to be effective the following September 1. Applications for new appointments are processed as needed.

It is the policy of the Health Science Center 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

Initial appointments and applications for promotion above the level of Assistant Professor and applications for tenure must be reviewed by the departmental or School 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 provide a letter of transmittal to the Dean, by mid-October, that clearly states the legs 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

The Dean's signature on the FA-1 form provides transmittal of the application packet to the Chair of the Health Science Center Faculty Promotions, Tenure, and Appointments Committee. The Dean's signature indicates that the candidate is eligible for consideration for the rank and tenure status being requested by the departmental Chair, and that application materials are complete and are in the prescribed format.

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Action by Health Science Center Promotions, Tenure, and Appointments Committee

The Chair of the Health Science Center Faculty Promotions, Tenure, and Appointments Committee must provide a letter of recommendation to the Vice President for Academic Administration. 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.

Action by the Vice President for Academic Administration

The Vice President for Academic Administration will accept and forward the favorable recommendation of the Health Science Center Faculty Promotions, Tenure, and Appointments Committee for promotion, tenure, and/or initial appointment to the President for approval.

The Vice President for Academic Administration will accept and forward an unfavorable recommendation from the Health Science Center Promotions, Tenure, and Appointments Committee for promotion, tenure, and/or initial appointment to the President for approval of the Committee's actions.

The Office of the Vice President for Academic Administration compiles the databases 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. Once all packets have been reviewed by the Health Science Center Faculty Promotions, Tenure, and Appointments Committee, relevant portions of this confidential list are shared with each of the Deans and the list in its entirety is shared with the Vice President for Academic Administration and with the President of the Health Science Center. The Deans must then share the information on these lists with the appropriate departmental Chairs, who must share the information with the candidate.

A faculty member who was disapproved for either promotion or tenure may then appeal this decision (see below).

The Vice President for Academic Administration will prepare congratulatory letters to successful faculty, dated two weeks after the Deans' receipt of the lists, for the President's signature. Faculty

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members whose appeals are successful also will receive congratulatory letters.

Appeal of Decisions

Faculty members who choose to appeal must inform the Vice President for Academic Administration within 30 days of distribution of the list. The Vice President for Academic Administration must inform the Chair of the Health Science Center Promotions, Tenure, and Appointments Committee of the request to appeal. The Chair of the Health Science Center Promotions, Tenure, and Appointments Committee must provide in writing to the Vice President for Academic Administration whether the request for appeal meets the conditions for appeal established in the *Handbook of Operating Procedures*.

For all eligible appeals, the Chair of the Health Science Center Promotions, Tenure, and Appointments Committee must provide in writing to the Vice President for Academic Administration the recommendation regarding the re-examination of the application material. Upon notification of a favorable recommendation, the Vice President for Academic Administration forwards the packet to the President for approval. Upon receipt of an unfavorable recommendation, the Vice President for Academic Administration forwards the packet to the President for approval of the Committee's actions.

A faculty member whose appeal of a promotion and/or tenure decision is denied by the Health Science Center 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 Promotions, Tenure, and Appointments Committee has failed to apply accurately the "Guidelines for Establishing Rank and Tenure" of faculty at The University of Texas Health Science Center at San Antonio. See the *Handbook of Operating Procedures* (HOP), [Section 3.6.6](#), "Procedures for Faculty Appeal of Tenure or Promotion Decisions" for additional information.

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Action by the President

The Health Science Center President must sign all FA-1 forms approving decisions 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](#),
