

## HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2000
Section 3.7	Policies and Procedures Regarding Tenure	Revised:	May 2009
<b>Policy 3.7.1</b>	<b>Health Science Center Tenure Policy</b>	Responsibility:	Vice President for Academic Administration

## HEALTH SCIENCE CENTER TENURE POLICY

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### Policy

The University of Texas System policies concerning the granting of tenure are detailed in the Regents' *Rules and Regulations*, [Rule 31007](#). Faculty should read these rules, especially regarding the terminal year of the tenure process. As stated in these *Rules*, "the maximum period of probationary faculty service in any academic rank or combination of academic ranks shall not be more than nine years of full-time academic service at the health related institutions of the System". The Regents' *Rules* are accessible at <http://www.utsystem.edu/bor/rules.htm>.

The awarding of tenure to a faculty member is recognition by the institution that the faculty member has demonstrated an exceptional degree of professional competence and scholarly achievement, as well as the attitudes and intellectual qualities that make the individual a desirable and continuing member of the faculty. As noted earlier, scholarly achievement refers to original accomplishments in research, teaching, and service that are recognized as outstanding by one's peers, both within and outside the Health Science Center. The faculty member must demonstrate sustained, superior level of performance in two of three academic activities (teaching, research, and service) consistent with his/her rank, and there should be clear evidence to predict performance at this level for the future.

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### Criteria

Tenure denotes a status of continuing appointment as a member of the faculty of the Health Science Center. Only members of the faculty with the academic titles of Professor, Associate Professor, or Assistant Professor may be granted tenure. Full-time faculty who request appointment as part-time faculty will not be eligible to retain tenure status.

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### Consideration of Tenure

The Health Science Center Faculty Promotions, Tenure and Appointments Committee will consider recommendation for advancement in rank and the awarding of tenure individually when submitted jointly for review. Tenure may be granted at the time of appointment to any of such academic ranks. All such appointments to tenure shall be reviewed by the Health Science Center Faculty

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Promotions, Tenure and Appointments Committee, and have the approval of the President, the Executive Vice Chancellor for Health Affairs, and the Board of Regents.

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**Probationary Period**

Tenure may be withheld upon initial appointment to any of these ranks pending satisfactory completion of a probationary period of faculty service not to exceed nine years of cumulative full-time academic service. No later than August 31 of the penultimate (eighth) academic year, all non-tenured faculty serving in the rank accruing time toward the probationary period shall be given notice that the subsequent academic year will be the terminal year of employment or that beginning with the next academic year, tenure will be granted. In the event that the employment of a non-tenured faculty member is to be terminated prior to the end of the maximum probationary period, notice will be given in accordance with [Section 3.8.1](#), "Termination and Reappointment of Faculty", of the *Handbook of Operating Procedures*.

Only full-time academic service in the ranks of Professor, Associate Professor, and Assistant Professor, or any combination thereof, shall be counted toward fulfillment of the required probationary period related to the granting of tenure. Periods during which a faculty member is on leave of absence shall not be counted toward fulfillment of the required probationary period. Previous full-time service becomes cumulative with full-time service following such leaves.

If non-tenured faculty members are appointed to administrative or other non-faculty positions within the Health Science Center, the period of non-academic assignment shall not be counted toward fulfillment of a probationary period. If such a person is subsequently returned to full-time non-tenured faculty appointment, the probationary time will resume at that time and be cumulative with probationary time acquired prior to the period of nonacademic assignment.

If full-time non-tenured faculty members change to part-time adjunct or clinical appointments with pay, the period of part-time service shall not be counted toward fulfillment of a probationary period. If such a person is subsequently returned to full-time nontenured faculty appointment, the probationary time will resume at that time and be cumulative with

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any probationary time acquired prior to the period of part-time appointment.

Prior service at other academic institutions, whether inside or outside The University of Texas System, shall not be counted toward fulfillment of the required probationary period at the Health Science Center.

For purposes of calculating the period of probationary service, an “academic year” shall be the period from September 1 through the following August 31. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the following September 1 shall not be counted as academic service toward fulfillment of the maximum probationary period.

Under special circumstances there may be an extension of the maximum probationary period. The request for the extension shall follow these guidelines:

1. A faculty member who determines that certain personal circumstances may impede his or her progress toward achieving demonstration of eligibility for recommendation of award of tenure may make a written request for extension specifying the reason(s) for the requested extension. Personal circumstances that may justify the extension include, but are not restricted to, disability or illness of the faculty member; status of the faculty member as a principal caregiver of a preschool child; or status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member. It is the responsibility of the faculty member to provide appropriate documentation to adequately demonstrate why the request should be granted.
2. The request for extension shall be limited to one academic year. A request for an additional academic year’s extension will follow the established request process, with the maximum duration of extension, whether consecutive or non-consecutive, to be two academic years.

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3. Normally, requests for extension must be made in advance of the academic year or semester for which the extension is desired and may be made no later than three months prior to the deadline for initiation of the mandatory review process to determine recommended award of tenure or notice as provided under [Rule 31002](#), Section 1, of the Regent's *Rules and Regulations*, concerning notice of non-renewal, that the next year will be the faculty member's terminal year of appointment.
  4. The decision regarding the request shall be made by the Chief Academic Officer of the institution, upon recommendation of the department Chair and the Dean, within a reasonable period of time and in a manner specified by institutional policy.

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**Process**

Because the Health Science Center is composed of several academic components, each having different goals and objectives, academic achievements in teaching, research, and service will be judged in terms of the mission of the particular academic component. Outstanding accomplishments in teaching, research, and service should be clearly documented by letters from peers within the department/division, as well as from other individuals (e.g., peers, students, colleagues from other departments) who have first hand knowledge of the candidate's contributions. In addition to this local peer support, the candidate's professional excellence should be recognized by, and have support from, his/her peers outside the Health Science Center at the local, state, national, and international level. In the absence of outside peer support, a compelling argument of the unique value of the individual to this institution must be documented by the departmental Tenure and Promotions committee, as well as by the Chair of the department. For all requests for tenure, the perceived value of the candidate to the missions of the department, School, and Health Science Center must be clearly presented by the nominating Chair and departmental Tenure and Promotions Committee.

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**Transfer to Tenure Track**

These guidelines can be found in the *Handbook of Operating Procedures* (HOP), [Section 3.4.1](#), "General Appointment Policies".