

SoN PROCEDURES FOR APPLICATION FOR PROMOTION AND/OR TENURE AND APPEAL PROCESS

Each promotion in rank is based upon a faculty member's accomplishments. The granting of tenure is based upon faculty member's accomplishments.

All Tenure Track faculty are expected to develop a program of scholarship in order to be recommended for tenure. The program of scholarship refers to accomplishments in research (discovery), service (application), clinical (practice), or teaching/education, (HOP Section 3.7; Section 3.7.1). The faculty member seeking tenure must demonstrate value, have sufficient scholarly work through SoN and University mission and demonstrate a beginning national reputation in an area of his or her scholarship. When applying for the rank of Professor the applicant must demonstrate a reputation outside the university at the national and/ or international level.

A. General Procedure:

- The applicant shall indicate the intent to apply for promotion and/or tenure in writing to the Vice Dean of Faculty. Please see Figure 1: School of Nursing PTAC Process.
- Read the guidelines for establishing rank and tenure which are in The Handbook of Operating Procedures at www.uthscsa.edu/hop2000/, Chapter 3, Section 3.1, and School of Nursing Faculty Handbook http://nursing.uthscsa.edu/about/ad_Handbook/word/3-toc.htm
- The applicant will submit his/her completed packet to designated staff at The Office for Faculty Excellence (OFE) by August 31. The staff at Office for Faculty Excellence will provide all administrative support for the P&T process, including making the final copies and preparation of the packet that will be forwarded to the PTAC committee. The supporting OFE staff will prepare the applicant's packet and deliver it to the PTAC committee chair.
- The PTAC committee makes the recommendation to the Dean. The Vice Dean of Faculty communicates the PTAC decision to the applicant. If there is no appeal, the Dean will review the application and make the recommendation to the UT Health Center San Antonio's President through the Office of the Vice President for Academic, Faculty and Student Affairs. The President will review the application and make the recommendation to the UT System Board of Regents.

B. Role of the External Reviewers

- External reviewers shall be requested to evaluate how well the applicant meets the UTHSCSA criteria for promotion and/or tenure for the ranks of Associate Professor, Professor.
- External reviewers must hold an academic rank higher than the rank of the applicant, be employed at comparable academic institutions, be able to evaluate the applicant's performance on scholarship trajectory, national reputation, and impact on nursing.

C. Procedure for External Reviews

- The External reviewers should be nationally known individuals in the applicant's area of scholarship and have the ability to evaluate performance on the applicant evidence. Reviewers should be independent, e.g. not working closely with the applicant. External review letters are confidential and not generally available for applicant review, unless a waiver is obtained.
- External reviewers must hold an academic rank higher than the rank of the applicant, be employed at comparable academic institutions, be able to evaluate the applicant's research and scholarship trajectory, national reputation, and impact on nursing.
- The Vice Dean of Faculty should provide information about what aspect of the applicant's credentials the individual should evaluate along with other pertinent instructions.