

UT TYLER SCHOOL OF MEDICINE

PROCEDURES FOR APPOINTMENTS AND PROMOTIONS

A. General

Faculty appointments, promotion, and tenure are processed through the Office of Faculty Affairs and Professional Development. The office provides administrative support to Department Chairs, the P&T Committee, and the Dean, in alignment with School of Medicine and UT Tyler policies and procedures.

B. Appointments

Recommendations and requests for a faculty appointment must be cleared through the Chair of the department in which the appointment will be held and be approved by the Dean. In some instances, additional approval may be required by the Provost, the President, and/or the Board of Regents.

1. Initial Appointment Requests

New Hires

When recruiting new faculty for hire, the request for offer/appointment will be routed to Faculty Affairs by the recruiter; this may be the SOM Faculty/Academic Affairs recruiter or a recruiter from the Practice Plan. The Chair is to have been actively involved with selecting the finalist and determining the rank at which they wish to request the appointment, based on the candidate's qualifications as outlined on their CV and aligned with criteria as set forth in the Appointments, Promotions, and Tenure policies and guidelines. As the final approved rank can impact salary offers, it is essential that these requests be made in a timely fashion to receive the necessary approvals and prevent delays in recruitment efforts (see Rank and Term-Tenure sections below).

Faculty Affairs will submit all full-time academic/research faculty hires to the provost's office for review and approval, as outlined in the Faculty Recruitment Guidelines.

Existing Employees (i.e. Staff, Nurse Practitioners, or Physicians Assistants)

If an existing employee is being recommended for a faculty appointment, the immediate supervisor or sponsor must submit a request and nomination to the department's Chair, seeking their support and approval of the candidate. This nomination should indicate the reason a faculty appointment is relevant and necessary to achieve the academic mission of the School of Medicine and the department. It should further outline their qualifications with a copy of their CV/Resume.

If the Chair supports the recommendation, they can request the appointment through Faculty Affairs. A DocuSign will be processed to document the recommendations and approvals with signatures for the faculty records.

It is important to note that the terms of employment and the issuing of a faculty appointment are separate transactions. Being approved and appointed with a faculty title does not change the job classification, job code, job title, job description, salary, etc. The terms of the faculty appointment will be determined on a case-by-case basis.

Community/Volunteers

Requests to issue a non-employee community/volunteer appointment can be made by various academic leaders based on their established need and communications with interested parties. The request should come to Faculty Affairs after it has been determined how the candidate will contribute to the SOM, with the agreement of the Chair. The request should include these details, as well as a cc: to the Chair. An email address for the contact will be necessary to begin the process. Candidates will receive an introductory email to explain the appointment process, as well as a DocuSign application.

Community/Volunteer faculty are issued courtesy appointments as unranked Community of Practice Faculty, unless they are serving in an administrative leadership role or are a member of a group with a Medical Services Agreement (MSA) with the health system.

2. Rank

Requests for the following ranks will undergo an Ad-Hoc Review by the P&T Committee.

- Senior Lecturer or Clinical Senior Instructor
- Distinguished Lecturer or Clinical Distinguished Instructor
- Associate Professor
- Professor

The Ad-Hoc Review will be initiated by Faculty Affairs and conducted by two members of the P&T Committee and the Chair of the P&T Committee, who will provide the final recommendation and appropriate documentation for the faculty records. Their review will be based on the candidate's qualifications as outlined on their CV and aligned with the criteria set forth in the Appointments, Promotions, and Tenure policies and guidelines. The P&T decision will be relayed to the Recruiters/Chair and notated on the offer letter produced by Faculty Affairs. This review will be conducted via email to ensure timeliness in recruitment efforts.

3. Term-Tenure

Requests to hire with term-tenure will undergo an Ad-Hoc Review by the P&T Committee for initial approval of the recommendation. If the P&T agrees with the recommendation, it will be forwarded on to the Dean, Provost and President for

consideration and approval. If the approval is upheld by the President, it will be submitted to the Board of Regents (BOR) for final review and approval per UT System policy.

C. Promotions & Term-Tenure

The Promotion & Term-Tenure cycle for the SOM is held annually with applications due each Fall and approved changes in rank and/or term-tenure status taking effect at the start of the next fiscal year (September 1). The following details outline the general timeline of the process and the contents of the dossier for consideration.

IMPORTANT

The Promotion & Tenure Cycle is processed in Interfolio's Review, Promotion, and Tenure (RPT) system. **Faculty should update their Interfolio Fac180 Profile and Activities tabs dating back to their initial appointment or last promotion/term-tenure review in preparation for consideration of candidacy.** Training on the actual submission process will be held for approved candidates in July/August (see timeline below).

1. Timeline

Early May

- Communication with Department Chairs on the upcoming cycle and process. They will be provided a list of those they noted as "ready for promotion/term-tenure" on the latest annual evaluations for reference and for further consideration. **Potential candidates are expected to have their Interfolio Profile and Activities up-to-date in order to produce a CV for preview (see important note above).**
- Those up for term-tenure renewal get a separate email notification to begin updating their Interfolio/CV and preparing for the cycle, with a cc: to their Chair.

Early June

- Faculty Affairs will request a list of potential candidates from each Department Chair. They will assist in conducting a preview of the faculty's CV (**as produced in Interfolio**) as a means to communicate potential concerns with the Chair and offer feedback on actionable items the faculty may want to consider to prepare for a future cycle. The Chair will make the final decision, after consulting with their faculty, on whether they will continue as a candidate in the current cycle.
- Final candidates receive notification with instructions on next steps and required training.

July/August

- Faculty Affairs will host seminar/training with Chairs of candidates before the required candidate sessions.
- Faculty Affairs will host seminars for candidates to inform them of the dossier requirements, best practices, deadlines, etc. These will be offered virtually with multiple sessions to accommodate schedules and provide an opportunity to ask questions. **Candidates will be required to attend at least one session before their Interfolio case packet will be opened/issued.**

- Faculty should schedule a meeting with their Chair **after attending a seminar** to establish a list of acceptable Referees and to discuss what resources the Chair intends to include in their requests to the Referees (i.e. CV, Synopsis, etc.). This may require the faculty member complete and submit **all portions** of the dossier along with the official Referee Form as they must match the final submission. It will also be important to discuss appropriate content to include as evidence of excellence in the dossier.
- **Final referee form submitted to Chair no later than August 31 (via Interfolio)**; Chairs may establish an earlier deadline during their meeting with the faculty.
- P&T Committee Member Procedural Meeting/Training

September

- Chairs should facilitate receipt of Internal and External Letters of Recommendations for their candidates. **Faculty are not to request, nor receive copies of these letters.**
- **Faculty should have all dossier items to their Chair no later than September 30**; Chairs may establish an earlier deadline to meet their expectations and timeline.
 - ***No late submissions or additional materials can be accepted from the faculty after the September deadline.***

October/November

- **Complete Dossiers Due to Faculty Affairs – Last Monday of October**
 - ***These must be submitted to Faculty Affairs by the Chair.***
 - ***No late submissions will be accepted.***
- Faculty Affairs hosts meeting with P&T Chair to determine P&T Reviewer assignments.
- Dossiers assigned to P&T members as Primary and Secondary Reviewers.
- Dossier Reviews due to Faculty Affairs approximately one week ahead of meeting.

December

- **P&T Committee Meeting – approximately First Monday** Recommendations to the Dean – within 1 week of committee meeting

January

- Dean submits recommendations to the Provost.

March

- Provost submits recommendations to the President.

April

- President sends **decision letters for promotion and term-tenure renewals** to faculty with a cc: to their Chair, the Dean, and Faculty Affairs.

August

- **Initial Term-tenure decisions** are pending the Board of Regents (BOR) approval; letters will be sent by the President to faculty shortly after BOR August meeting, with a cc: to their Chair, the Dean and Faculty Affairs.

September 1

- **Effective date of any approved promotions and/or term-tenure.**

2. Contents of the Dossier

The following items are to be included in the candidate's dossier:

- Chair's Nomination Letter, addressed to the Chair of the P&T Committee.
 - This is to be drafted after receipt of all letters of recommendation. They should speak to the reviews and recommendations of the internal/external referees.
- Current and complete CV in the institutional format.
 - By entering your data in the Profile and Activities tab of the Interfolio Fac180 module, the system will generate this for you as part of the dossier packet. The template is set to include details dating back to your last promotion, not your entire CV. You should review it carefully, make edits to your Fac180 data as needed, and regenerate until you are satisfied it outlines your activities as intended. **Do not duplicate data between sections or rely on a Historical CV upload.**
- Candidate's Synopsis (should be limited to 2-3 pages).
 - This is a summary of your most important achievements and work and should not simply be a repeat of what is already listed on your CV. It should highlight those areas where you spend most of your time/effort first, providing examples and insight into the outcomes and impact these activities have had and why they are important to your field of study.
- Referee Form and Internal and External Letters of Reference.
 - The Referee Form must include a total of 6 names to accommodate the Chair's requests. The minimum number and type of letters required are included in the chart at the end of this document. Additional letters can be used to supplement the candidate's dossier, but total letters should not exceed the 6 noted on the Referee Form.
 - The required letters must be from actively appointed faculty with a rank at or above the rank being sought (i.e. promotion to professor requires letters from someone at the rank of professor).
 - At least one External Referee should be recommended by the Chair and be an expert in the field that has no relationship with the candidate.
 - Letters cannot be solicited from members of the P&T Committee or the Dean.
 - Faculty from UT Tyler, regardless of College/School, are considered internal.
- Evidence of Excellence (appendixes)
 - This is where you can provide evidence that is not easily noted on a CV. Examples could include thank you letters from students (unsolicited), invitations to present, awards/honors, media highlights, reports/data that show growth/impact of a program, etc.
 - Limit publications to the first page only.
- Past 3 Annual Faculty Reviews (Performance Evaluations).

- For those in the Clinical Emphasis, substitute with 3 years of quality data.

Academic Rank	Minimum # of Letters Required
Senior Lecturer or Clinical Senior Instructor	3 (all may be internal)
Distinguished Lecturer or Clinical Distinguished Instructor	3 (all may be internal)
Associate Non-Tenure Track	4 (3 internal, 1 external)
Professor Non-Tenure Track	4 (2 internal, 2 external)
Associate Term-Tenure or Term- Tenure Track	4 (1 internal, 3 external)
Professor Term-Tenure or Term- Tenure Track	4 (1 internal, 3 external)