



### I. 3.3.2 Initial Faculty Classification and Compensation

Chapter 3 - Faculty	Original Effective Date: December 2004
Section: 3.3 Faculty Recruitment Procedures	Date Last Reviewed: June 2022
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: June 2022

#### II. Purpose

To establish roles and responsibility for requesting an initial faculty appointment when hiring new faculty members.

#### III. Scope

This policy applies to all initial faculty appointments to the University of Texas Health Science Center at San Antonio (UT Health San Antonio).

#### IV. Policy

UT Health San Antonio is committed to a faculty classification and compensation program that will support the University's goals to achieve excellence by stimulating productivity and encouraging faculty to function effectively in each school.

- A. All requests for initial full-time and part-time appointments are initiated by the department chair or dean's designee at which time the potential faculty member's classification and initial salary are negotiated and determined to be appropriate and equitable for that particular school.
  - 1. An initial appointment packet is to be submitted with the recommended classification and salary for subsequent approval by the appropriate dean and then forwarded to the vice president for academic, faculty and student affairs (AFSA) and the president for approval.
  - 2. Prior to extending a formal offer, an original official transcript must be received, a curriculum vitae (CV) must be received, and a sanction and security background check must be accomplished, and clearance received.
  - 3. All letters of offer must be reviewed and approved by the appropriate dean prior to an offer being made.
- B. Appointments below the rank of Associate Professor are forwarded directly to the vice president for AFSA and the president for approval.

### 3.3.2 Initial Faculty Classification and Compensation

1. Except in the case of appointments at less than 75 percent time, appointments at the rank of Associate Professor and Professor will be reviewed by a school's departmental and/or school's Promotion, Tenure and Appointments Committee (PTAC).
  2. The recommendation of the department and/or school-level PTAC is reviewed and approved by the school dean and then forwarded to the vice president for AFSA and the president for approval.
- C. Final approval of faculty appointment packets is granted by the executive vice chancellor for health affairs and the Board of Regents.

#### V. Definitions

*There are no defined terms used in this Policy.*

#### VI. Related References

**Institutional Handbook of Operating Policies (IHOP)**

IHOP [3.1.1 Academic Titles](#)

IHOP [3.4.1 General Appointment Policies](#)

#### VII. Review and Approval History

The approving authority of this policy is the University Executive Committee.

Effective Date	Action Taken	Approved By	Approved Date
12/2004	Policy Origination		
06/2017	Policy Revision		
06/2022	Policy Revision	VP AFSA/ICPO	06/08/22