



**I. 3.6.5 Procedures for Advising Faculty of Promotion and Tenure Decisions**

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| Chapter 3 - Faculty  | Original Effective Date: February 2000 |
| Section: 3.6 Guidelines for Establishing Rank and Tenure                     | Date Last Reviewed: June 2017          |
| Responsible Entity: Vice President for Academic, Faculty and Student Affairs | Date Last Revised: June 2017           |

**II. Purpose**

To establish the standard procedures for advising faculty of promotion and tenure decisions.

**III. Scope**

This applies to all faculty of UT Health San Antonio seeking promotion and tenure, as well as each departmental or school's Promotions, Tenure and Appointments Committee members.

**IV. Policy**

**A. Department or School Committee**

Each departmental and/or school's Promotions, Tenure and Appointments Committee (PTAC) should develop a policy whereby faculty are advised of the Committee's decision on applications for promotion and/or tenure. The faculty member should be informed of the decision of the departmental and/or school's Promotions, Tenure and Appointments Committee as soon as possible after consideration and voting. In the event that a decision is made not to approve the request, an appeal of the decision may be made according to the procedures articulated by the school.

**B. Vice President for Academic, Faculty, and Student Affairs**

Once a Dean has made a determination on the applications for promotion and/or tenure, the Dean transmits all documentation reviewed at the departmental and/or school level to the Vice President for Academic, Faculty and Student Affairs for technical review prior to submission to the President.

Once all the presidential decisions have been made, the decisions are then communicated by the Vice President for Academic, Faculty and Student Affairs to each Dean, who may then inform, as appropriate, department Chairs of the status of

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applications of their faculty for promotion or tenure. No information concerning the institutional decisions will be made available until all applications have been reviewed.

At this time, the appeal of decisions may be made according to the procedures presented in the Institutional Handbook of Operating Policies (IHOP), Policy [3.6.6, Procedures for Faculty Appeal of Promotion or Tenure Decisions](#).

#### V. Definitions

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

#### VI. Related References

*There are no related documents associated with this Policy.*

#### VII. Review and Approval History

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

| Effective Date | Action Taken       | Approved By | Approved Date |
|----------------|--------------------|-------------|---------------|
| 02/2000        | Policy Origination |             |               |
| 06/2017        | Policy Review      |             |               |
|                |                    |             |               |