



3.6.6 Procedures for Faculty Appeal of Promotion or Tenure Decisions

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

I. Purpose

To establish the standard procedures for faculty appeal of promotion or tenure decision.

II. 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.

III. Policy

A. Overview and General Guidelines

Each school and, as appropriate, academic department within UT Health San Antonio (UTHSA) has developed its own procedures for considering faculty applications for promotion and/or tenure. These procedures include establishing departmental and/or school promotion and tenure committees for evaluation and recommendation of candidates to the Dean. Each departmental and/or school committee should also establish its own procedures for appeal by a faculty member whose application for promotion or tenure is unsuccessful at the departmental and/or school committee level. The appeals procedure may be developed to meet the needs of the various academic units, but such policies must be consistent with UTHSA guidelines described below.

A faculty member denied promotion or tenure at the departmental and/or school level may appeal the decision to the respective promotion and tenure in writing and request reconsideration of his or her credentials. The basis of the appeal must be to emphasize some aspect of the faculty member's documentation, which the candidate feels was not properly represented or emphasized in the materials presented for review. Maintenance of an accurate, up-to-date curriculum vita is the responsibility of the individual faculty member. Recent accomplishments or other changes in a faculty

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member's curriculum vita, which occur after the established annual deadline for submission of materials for review, do not constitute grounds for appeal and will not be considered in the appeals process.

The written appeal of decisions of either departmental or school Promotions, Tenure and Appointments Committee is forwarded to the school's Dean.

Appeals should be made by the faculty within the time frame specified by the school's procedures.

B. Appeal of Decision to the President

A faculty member whose appeal of a promotion and/or tenure decision is denied by the Dean may present a written appeal through the Vice President for Academic, Faculty and Student Affairs to the President of UTHSA for consideration. An appeal to the President must be filed within ten business days of the date of notification of the Dean's decision. The complete application, including the original application for promotion and/tenure as well as all committee letters of recommendation and decanal decisions, are submitted as part of the documentation for the appeal. Grounds for appeal must be based upon:

1. an articulation that some aspect of the faculty member's documentation which the candidate feels was not properly represented or emphasized in the materials presented for review; and/or
2. the faculty member's contention that the departmental and/or school's procedures were not appropriately followed.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

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