



3.6.7 Guidelines for Academic Trainees Becoming Faculty

Chapter 3 - Faculty	Original Effective Date: February 2000
Section: 3.6 Guidelines for Establishing Rank and Tenure	Date Last Reviewed: January 2020
Responsible Entity: Vice President for Academic, Faculty, and Student Affairs	Date Last Revised: January 2020

I. Purpose

To establish the criteria, procedures, and expectations for trainees aspiring to join as a faculty position at UT Health San Antonio.

II. Scope

This policy applies to individuals who have completed their academic training and are seeking to transition into a faculty position within UT Health San Antonio.

III. Policy

A. Eligibility

It first should be clearly established that the academic trainees have completed the typical transition from a “trainee” to a person capable of being appointed to a faculty position; the department Chair or Dean’s designee should document this transition. The appointment of such a person only to increase the research grants to the department is not a legitimate reason for the appointment. As with other appointments, it is important that the department as a whole supports the appointment of a faculty member in a state-budgeted slot. The documentation for the appointment should include some statement that the department can support the added responsibilities that accrue when this person joins the faculty.

B. Documentation

It should be clear that the department and the Chair, or in the case where there are no school-level departments, the school, and the Dean, see the addition of this individual to the faculty as a valuable addition to the teaching and research programs of the department irrespective of the source of funds for salary support. The advantages of this appointment should be documented in the same way a package is put together for any new appointment to the faculty.

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C. Process

The initial faculty appointment packet or the request for promotion to Instructor or Assistant Professor should be forwarded through the same channels to the appropriate Dean's Office for approval. If an academic trainee at another institution joins UT Health San Antonio (UTHSA) after a two to three-year period of training, it has been usual to appoint the individual at the rank of Assistant Professor. This would seem quite appropriate when the appointment occurs internally.

D. Salary Source

If it is apparent that the proposed salary will be paid from a grant that the new faculty member will apply for, then it can be stated in the grant application that the individual has been proposed for appointment at an appropriate rank. The salary proposed should be commensurate with the salary structure in existence in the department for a person with comparable rank, training, and experience.

IV. Definitions

Academic Clinical Trainees and Postdoctoral Research Fellows - Individuals that are in training positions of a clinical or research nature and classified as academic clinical trainees (see the Handbook of Operating Policies, Policy [4.3.11, Academic Clinical Training Positions](#)) or postdoctoral research fellows (see the Handbook of Operating Policies, Policy [4.3.12, Postdoctoral Research Fellows](#)).

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.

Effective Date	Action Taken	Approved By	Date Approved
02/2000	Policy Origination		
01/2020	Policy Review		