



**I. 3.10.3 Retention Letters**

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| Chapter 3 - Faculty                                 | Original Effective Date: May 2008 |
| Section: 3.10 Other Faculty Policies and Procedures | Date Last Reviewed:               |
| Responsible Entity: President                       | Date Last Revised:                |

**II. Purpose**

To establish the procedure of retaining a faculty member through the creation and review of a retention letter.

**III. Scope**

This policy applies to all faculty positions at UT Health San Antonio.

**IV. Policy**

Prior to extending an offer to retain a faculty member, the letter of retention will be reviewed and approved by the appropriate Dean. Letters of retention to prospective Chairs will be reviewed and approved by the President’s Office.

When a retention package involves the commitment of funds, space or other support from the President’s Office, the commitment must be placed in writing in the retention letter by the Dean, department Chair, or Director. The letter must be sent to the President or Senior Executive Vice President and Chief Operating Officer for prior approval and signature prior to being sent to the faculty member. If a signature is not obtained, then the commitment is not valid.

**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.

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| Effective Date | Action Taken       | Approved By | Approved Date |
|----------------|--------------------|-------------|---------------|
| 05/2008        | Policy Origination |             |               |
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