



### 3.6.8 Process for Promotions, Tenure, and Appointments

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| Chapter 3 - Faculty  | Original Effective Date: March 2001 |
| 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 transparent process for promotion, tenure and appointment of faculty positions at UT Health San Antonio.

#### II. Scope

This applies to all faculty positions of UT Health San Antonio and the overseeing members of a department of the selection for appointment or promotion.

#### III. Policy

Faculty appointments, promotions, and tenure are governed by the Regents’ Rules and Regulations, [Rule 31007](#). Each school to which faculty are assigned as their academic home shall have established departmental and/or school’s Promotions, Tenure and Appointments Committees (PTAC). It is the responsibility of each school, through the Office of the Dean, to have written procedures that inform faculty members about the process steps and timelines for submitting applications for promotion and/or tenure. Applications for new appointments are processed as needed.

It is the policy of UT Health San Antonio (UTHSA) to allow the promotion of part-time faculty, and it is up to the discretion of each school as to whether or not they will exercise this option.

##### A. Action by the Departmental Promotions, Tenure, and Appointments Committee

If a school has departmental level Promotions, Tenure and Appointments Committees, initial appointments, and applications for promotion above the level of Assistant Professor and applications for tenure must be reviewed by the departmental promotion and tenure committee. The committee’s recommendation must be in writing and forwarded to the department Chair or Dean, along with the application packet.

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In the case of departmental promotion and tenure committee review, the departmental Chair must also provide a letter to the Dean, which clearly states the areas of strength upon which the candidate is being considered for promotion and/or tenure, and that provides an assessment of the candidate's qualifications for promotion and/or tenure. This letter must accompany the application packet.

#### B. Action by the School Promotions, Tenure and Appointments Committee

At the school level, the school's Promotions, Tenure and Appointments Committee reviews the application for promotion and/or tenure. The Chair of the school's Promotions, Tenure and Appointments Committee must state in writing the school's committee's recommendation and forwards the recommendation, along with the application packet and the underlying recommendations from the department, as appropriate, to the Dean.

#### C. Action by the School Dean

It is the responsibility of the Dean to review all applications for promotion and/or tenure, and to make a written recommendation on each candidate to the President. The same procedure applies in the case of a part-time faculty member, at the rank of Associate Professor or Professor, who is increasing their percentage time to 75 or above.

#### D. Action by the President

The Dean submits all applications for promotion and/or tenure to the Vice President for Academic, Faculty and Student Affairs, who will conduct a technical review of the applications prior to submitting them to the President for approval.

The Office of the Vice President for Academic, Faculty and Student Affairs compiles the institutional data of actions taken regarding promotion, tenure, and/or initial appointment and compiles a confidential list of faculties for whom promotion and tenure decisions have been made.

The Vice President for Academic, Faculty and Student Affairs will prepare congratulatory letters to successful faculty for the President's signature.

#### E. Appeal of Decisions

During the review process at the departmental and/or school level, a faculty member whose application for promotion and/or tenure was disapproved may appeal the decision at the level the recommendation for disapproval was made. The faculty member should refer to the school's specific appeal process.

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,

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Faculty and Student Affairs to the President for consideration. An appeal to the President follows the process described in the Handbook of Operating Policies (HOP), Policy [3.6.6, Procedures for Faculty Appeal of Promotion or Tenure Decisions](#).

The President will respond in writing in a timely manner the decision regarding the appeal made by the faculty member. The President's decision is final.

#### F. Action by the President

UTHSA President must sign all Faculty Appointment forms approving decisions, positive or negative, regarding promotion, tenure, and initial appointments, in accordance with Regents' Rules.

#### G. Action by Board of Regents

Appointments, promotions, and awarding of tenure are approved by the Board of Regents annually, generally during the last meeting of the academic year. See Regents' Rules and Regulations, [Rule 31007](#).

## 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.

| <b>Effective Date</b> | <b>Action Taken</b> | <b>Approved By</b> | <b>Date Approved</b> |
|-----------------------|---------------------|--------------------|----------------------|
| <b>03/2001</b>        | Policy Origination  |                    |                      |
| <b>06/2017</b>        | Policy Review       |                    |                      |
|                       |                     |                    |                      |