TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 60.01, Tenure and Promotion Policy

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to provide TTUHSC tenure and promotion guidelines within the HSC OP manual, as required by Section 04.02, Regents' Rules.

REVIEW: This HSC OP will be reviewed by April 1 of even-numbered years by the Academics Council, with recommendations for revision forwarded to the Provost by May 1. Any changes in this HSC OP must be approved by the Board of Regents ("Board").

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b. Competence and objectivity. Faculty members at TTUHSC have correlative responsibilities. In addition to maintaining standards of competence, particularly those relating to scholarship, clinical practice, and teaching ability, faculty members are also responsible for maintaining objectivity and industry and cooperating with colleagues and associates in the university.

c. Subject to adjustments. With approval of the dean, faculty members are subject to adjustments toto regard to race, color, religion, sex, national origin, age, disability, genetic information, status as a covered veteran, or any other legally protected category, class, or characteristic, which, otherwise, do not preclude performance of requisite faculty responsibilities.

2. Academic Freedom.

a. Open expression. Achievement of the teaching, research, patient care and service missions of TTUHSC depends upon an uninhibited search for truth and its open expression. Hence, it is essential that faculty members be free to pursue scholarly inquiry without undue restriction, and to voice and publish individual conclusions concerning the significance of evidence that they consider relevant.

c. Award of tenure. Tenure may be awarded at certain ranks only after a period of probationary service. TTUHSC may award tenure based on excellence of performance in the following areas relevant to faculty members' disciplines:

(1) teaching;

(2) scholarship (includes appropriate research pursuits);

(3) clinical service; and

(4) academically-related or other public service.

Tenure at TTUHSC is awarded only by formal action of the Board.

d. Ranks eligible for tenure. Members of the faculty with the rank of associate professor and professor alone are eligible for tenure. Tenure does not apply to administrative appointments.

5. Non-tenure Track Appointments.

a. Term appointment. Non-tenure track term appointments (0.5 to 1 FTE) are for a specific period of time. Faculty appointees in non-tenured positions shall be given a statement in writing of the conditions and period of their appointment. Term appointments may be renewed. However, reappointment shall not create the right to a subsequent term appointment. Time served by persons in non-tenure track series cannot be used as time accrued toward tenure. Each school may select titles from the following non-tenure track appointment positions:

(1) Non-tenure track appointments. Non-tenure track appointments apply to non-tenure track faculty members who are, at the least, halftime, and to individuals with the appropriate professional credentials, as determined by TTUHSC, who are full-time employees of TTUHSC or holding formal affiliation agreements with TTUHSC as follows:

assistant instructor;

instructor;

assistant professor of practice;

assistant professor;

associate professor of practice;

(b) adjunct assistant professor;

govern the effect of a leave of absence upon the maximum probationary period:

(1) Leave for four months or less

to the provost for review and recommendation prior to submission of the request to the president.

f. Extenuating circumstances. Occasionally, faculty members may experience extenuating circumstances during their appointment resulting in the need to interrupt the probationary period. Consequently, the years considered as part of the probationary period may not be consecutive. Staying the probationary period will not jeopardize or adversely affect faculty members in the tenure review. Guidelines for requests to stay the probationary period are provided in Section 8 of this policy.

g. Computing date of service. In computing probationary periods for tenure, the effective date of each appointment shall be September 1 of the calendar year in which the appointment is made. A common tenure anniversary date of August 31 for all tenure-eligible academic appointments shall apply. (See Section 6.e of this policy, for computing periods of leave without pay.)

8. Extension of tenure track probationary period.

a. Adjustment of probationary period. Faculty members may request an extension of their maximum probationary period in order to accommodate those faculty faced with extenuating circumstances. This period of time is not a leave of absence, but rather is a defined period during which expectations for faculty performance are adjusted to reflect faculty members' past or current circumstances. The expectations and responsibilities during this period will be defined in writing by the respective department chairs and approved by deans.

b. Extension of probationary period. The maximum extension that may be granted to faculty members is three years, regardless of the combination of circumstances. Faculty members who are granted an extension of

recommending appropriate action on all tenure and/or promotion recommendations emanating from the school. These recommendations, with accompanying documentation in the tenure and/or promotion dossier, will be forwarded to the provost and president. The final recommendations on tenure and/or promotion will be made by the president and forwarded to the Board.

Faculty members may be awarded tenure and/or promotion only by formal action of the Board .

10. Implementation.

a. This policy applies to all faculty members. Any amendments to this policy are to be implemented immediately upon approval by the Board. Except as specified otherwise by HSC OP 60.03, Faculty members in tenure track probationary status at the time of an amendment will have the option of electing the tenure and promotion decision process of either the tenure policy that was in effect when they were appointed or that was in effect at the time of application for tenure. All faculty members are subject to all other provisions and procedures of any amendments to this policy upon approval by the Board. Faculty members who have been awarded tenure at TTUHSC shall continue under this policy, as amended. This policy supersedes any faculty members' contract rights.