Procedures for Tenure and Promotion

INITIAL STEPS AND GENERAL TIMELINE FOR PROMOTION/TENURE PROCESS :
Refer to dates on SOM 20.21.B, SOM Tenure and Promotion Timeline

1. Notice from Chair.   The Campus Department Chair notifies the Office of Faculty Recruitment, Affairs and Development (OFRAD) of the candidate(s) being considered for promotion and/or tenure. Notification will be completed through Workflow Manager during the spring . Links to the SOM OP 20.21, Faculty Tenure and Promotion, and other document links are provided to the Campus Department Chair and the Faculty candidate.

2. Required Academic Reference Letters.   As indicated in the SOM Timeline, the candidate furnishes the Titi1 1cad[n2-0.o(nvC2d-47d[0.002 Tc 0.001 Tw 3.795 090d[(N)-5.na.4 (ot)-1es)]TEMC Tw [(he c)1 (ur)-14 (om

, SOM OP 20.21.D, Non-tenure3hh OFRAD via Workflow Manager

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  ptional Reference Letters.   Three (3) additional Optional Reference Letters can be solicited by the candidate, from colleagues not in the candidate's department who can speak to their area of excellence

Texas 79430, or sent by email to som.facdev@ttuhsc.edu, and must be received no later by the deadline. Only the first three (3) letters received will be included with the candidate's application. A template for requesting these letters may be found at https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.F.docx.

4. Candidate Responsibilities.   All candidates will be required to attend one (1) Tenure & Promotion Workshop conducted by the Office of Faculty Recruitment, Affairs and Development (OFRAD) or meet directly with a representative of OFRAD to review the process requirements. The candidate must attend the workshop the same year of application or 1 year prior. Upon completion of the Application for Tenure and/or Promotion, the candidate will submit their application via Workflow Manager prior to the   deadline which will include the following in one .pdf document:

    a. An electronic version (.pdf) of the completed SOM Application for Tenure and/or Promotion Report run from Faculty Success formerly known as Digital Measures, signature page with candidateOhreme-r(andi)-8̶9 (d9) Md9 u

The Departmental Tenure Committee consists of **ALL TENURED** members of the department from all three regional campuses EXCEPT the Campus Department Chair. Please note that only **tenured** faculty may serve on a Departmental Tenure Committee.

If there are fewer than three departmental faculty members (other than the Campus Department Chair), of the rank higher than the proposed rank for the candidate or three tenured departmental faculty for tenure decisions, the Dean or his designate will assist the Department Chair in forming an Ad Hoc Departmental Tenure and/or Promotion Committee of three persons consisting of all eligible departmental faculty and the necessary additional faculty from closely related areas. The link to view the candidate's application with appendices and recommendation letters will be provided to the Ad Hoc Departmental Tenure and/or Promotion Committee by the OFRAD through Workflow Manager.

    a. Faculty are encouraged to justify their vote with specific strengths and/or weaknesses of the candidate. Campus Department Chairs are not to see the individual ballots   .

    b. The OFRAD tallies the Departmental Committee votes. The Departmental Committee ballots become a part of the candidate's Tenure and Promotion file, are retained by the OFRAD, and <u>are not</u> disclosable to the candidate.

CAMPUS DEPARTMENT CHAIR:

1. The application, appendices and all letters for the candidate are reviewed and voted upon by the Campus Department Chair via Workflow Manager.

2. The Campus Department Chair provides a letter to the Tenure & Promotion Committee regarding their level of support for the candidate and uploads the letter to Workflow Manager. This letter should be addressed to the current Tenure and Promotion Committee Chair and indicate the candidate's area of excellence and area(s) of meaningful participation, i.e., teaching, scholarship, and/or clinical service with substantiation as appropriate. The T&P Committee does not allow Chairs to address the T & P Committee regarding their level of support for their candidates. Therefore, the Chair's letter should contain all the information needed to convey the Chair's level of support to the T&P Committee.

SOM TENURE & PROMOTION COMMITTEE:

1. All completed forms and letters are added to the candidate's Tenure and Promotion file through Workflow Manager and made available to the School's Tenure and Promotion Committee.

2. The School's T&P

TTUHSC PROVOST, PRESIDENT, CHANCELLOR AND BOARD OF REGENTS :

1. All forms and recommendations are forwarded to the HSC Provost and HSC President via Workflow Manager. The Provost and the President reviews and indicates their recommendation by adding necessary comments and casting their vote.

2. The President forwards their recommendation to the Chancellor and then to the Board of Regents.

3. Consideration is given by the Board of Regents at the February/March Board meeting.

4. Notice of final action is provided to all directly interested individuals.