

## PROCEDURES FOR TENURE

**IMPORTANT NOTIFICATION** – *In accordance with decisions issued by the State of Texas Office of the Attorney General regarding privacy of documents, Paul L. Foster School of Medicine acknowledges and maintains that all materials collected or generated as part of the Tenure and/or Promotion packet constitute reports of a medical committee and/or medical peer review documents. As such, this confidential information is available solely to persons who are involved in the deliberative Tenure and/or Promotion process or those who review documentation at the behest of the Tenure and Promotion Committee. Once the faculty candidate submits the dossier, s/he shall not have access to the tenure packet. The prohibition against disclosing reports of a medical committee and/or medical peer review information includes, but is not limited to, the dossier, ballots, letters of reference, communications regarding the Tenure and/or Promotion process, recommendations by the Department Tenure and Promotion Committee and Chair, the School Tenure and Promotion Committee, the Dean, the President, and Regents, respectively.*

Each faculty member on the tenure track must be considered for tenure no later than during the **next to the last** probationary year of that faculty member's appointment. For the purposes of tenure and computation of probationary years accrued, each faculty member's appointment is considered to have begun on the 1st day of September of the **calendar year** during which the initial appointment was made. **The maximum probationary periods for assistant professor, associate professor and professor are seven years.** Under exceptional circumstances, faculty may be considered for early tenure (HSC OP 60.01, 7.b.).

### STEPS FOR TENURE PROCEDURE

1. **Tenure Cycle Materials:** The Office of Faculty Affairs will send the tenure packet, including the application for tenure, guidelines, procedures and timeline to department chairs and any faculty candidates considered for **mandatory** tenure review.
2. **Notice of Intent to Participate:** The department chair notifies the Office of Faculty Affairs in writing of the name(s) of the candidate(s) being considered for tenure. Notification should be emailed to the Associate Dean for Faculty Affairs by the date specified on the timeline. Department chairs are encouraged to review the candidate's annual faculty evaluation and Mid-Point Review Pre-Tenure Executive Summary Report (if applicable) and review whether the candidate has fulfilled report recommendations to assess the candidate's readiness for tenure.
3. **Letters of Reference:** The candidate furnishes the Office of Faculty Affairs with the names of five academic clinicians, educators and/or investigators (not employed by Paul L. Foster School of Medicine who are tenured and at the rank or higher than the candidate), or an equivalent nationally recognized expert, e.g. NIH Director, who can be contacted for letters of reference. **If the candidate does not know five colleagues at other academic institutions, the department chairs along with the candidate can identify additional academicians at other Institutions and ask them to evaluate the candidate's Application for tenure using the appropriate criteria as specified in the PLFSOM Guidelines for Faculty Appointment.** It is the responsibility of the department chair to obtain letters of reference from at least three scholarly/academic peers and confirm that the referees meet the criteria stated above. In the instance that the applicant is a department chair, the associate dean for faculty affairs will assume responsibility for requesting letters of reference. The letters must be submitted to the Office of Faculty Affairs no later than

the date specified on the timeline. The Office of Faculty Affairs will provide department chairs with a template to be used at each chair's discretion.

4. **Applicant Responsibilities:** It is the responsibility of the applicant to follow all application form instructions and to submit a complete and signed application which adheres to these procedures and deadlines.
5. **Application Deadline:** The candidate furnishes the following items to the Office of Faculty Affairs by **5:00 p.m.** the date specified on the timeline.
  - a. an electronic PDF version (via e-mail or Box drive) of the signed completed application for tenure with all appendices.
6. **Confidentiality:** All information associated with the review (i.e., application, materials submitted by the candidate for review, or generated by the review process, letters of recommendation, and voting ballots) must be regarded as strictly confidential by any and all persons involved in reviews at any stage and in any capacity. At all sequential steps in the tenure and promotion process, reviewers participate with the understanding that all matters related to their deliberations and recommendations remain confidential. Candidates under review are prohibited from approaching departmental committee reviewers, external reviewers, CFAPTA members, department chairs, dean, president, chancellor, or members of the Board of Regents at any time concerning the disposition of their review and will understand that inquiries of this type are deemed entirely inappropriate. Confidentiality of the tenure and promotion process is to be respected indefinitely, not just during that particular year of review.
7. **Disqualification:** An applicant may be disqualified for failure to submit a complete application and/or failure to comply with any of the procedures described herein, including, but not limited to the following:
  - failure to accurately identify anticipated rank/title on application
  - failure to correctly identify all applicable primary areas of responsibility on application
  - failure to submit the application form and all required sections including the personal statement, appendices or letters of reference by the deadline
  - Failure to provide a minimum of three letters of reference from referees meeting the stated qualifications
  - Failure by department chair to accurately identify anticipated rank/title in letter of recommendation

In the event of disqualification, the associate dean for faculty affairs will notify the applicant and his/her department chair. If an applicant is disqualified, the applicant is not eligible to re-apply in the current promotion cycle but may re-apply in the next year's review cycle. Disqualification is not subject to any appeal or reconsideration.
8. **Resignation:** An application for tenure will no longer be considered if a candidate submits a letter of resignation with an effective date prior to the intended tenure effective date.
9. **Withdrawal:** Tenure applicants may withdraw their application by submitting a written request to the associate dean for faculty affairs. All requests for withdrawal must be submitted to the associate dean for faculty affairs prior to the departmental tenure committee review. Once an

application has been submitted for review by the departmental tenure committee, it can no longer be withdrawn.

10. **Departmental Tenure Committee:** The department chair will be provided with a list of names by the Office of Faculty Affairs of the eligible departmental tenure committee members for review of each candidate by the date specified on the timeline. The department chair appoints a departmental tenure committee chair and provides that name to the Office of Faculty Affairs by the date specified on the timeline. All appointed departmental tenure committee members are expected to participate in the review process unless conflict of interest is identified.

The departmental tenure committee consists of **ALL TENURED** members of the department **EXCEPT** the department chair. Please note that only **tenured** faculty may serve on a departmental tenure committee.

If there are fewer than three tenured faculty members in the department (other than the department chair), the associate dean for faculty affairs will assist the department chair with the names of additional eligible tenured faculty from closely related areas.

11. **Departmental Tenure Committee Voting:** The signed ballots of the departmental tenure committee members are returned, in confidence, directly to the Office of Faculty Affairs by the date specified on the timeline. Faculty will be expected to justify their vote with specific strengths and/or weaknesses of the applicant. Department chairs are not to see the individual signed ballots.
12. **Voting Ballot Summary:** The Office of Faculty Affairs tallies the departmental tenure committee votes and records them on the tenure voting summary form. The ballots will become a part of the candidate's tenure file and are retained by the Office of Faculty Affairs. The individual ballots will not be disclosed to the candidates and/or the department chair.
13. **Department Chair Vote:** The tenure voting summary and the application for tenure, appendices and letters of reference will be forwarded to the department chair by the Office of Faculty Affairs. The department chair adds his/her signature and vote to the voting summary form and provides a letter to CFAPTA regarding his/her recommendation. The packet, including the tenure voting summary form and department chair's letter, is submitted to the Office of Faculty Affairs by the date specified on the timeline.
14. **CFAPTA Review:** All completed forms and letters are added to the candidate's tenure file by the Office of Faculty Affairs and made available to the CFAPTA members. The CFAPTA members review the candidate's tenure file and cast their vote. The CFAPTA chair will prepare and submit an executive summary with the committee's recommendation to the Office of Faculty Affairs by the date specified on the timeline.
8. **Dean's Review:** The Office of Faculty Affairs tallies the CFAPTA members' votes on the tenure voting summary form and adds the individual votes along with the executive summary to the tenure file. The dean adds his signature along with his recommendation and forwards his recommendation to the president.

9. **President's Review:** The president adds his signature along with his recommendation and forwards his recommendation to the chancellor prior to the Spring Board of Regents Meeting in the current tenure and promotion cycle year.
15. **Chancellor's Review:** The chancellor will forward his recommendation to the Board of Regents by the end of the date specified on the timeline.
16. **Board of Regents' Review:** Formal action on the granting of tenure will be taken at the Board of Regents meeting on the date specified on the timeline.
17. Notice of final action will be communicated to the candidate and their department chair in writing.