

## **ARTICLE IX - PROMOTION**

### **Section A - General Criteria**

The responsibility of the UNTHSC is to develop a faculty of the highest quality by the challenge of recognizing and encouraging academic achievement. Evaluation of faculty members is detailed in Article VI. The process focuses upon assessing fulfillment of three principal functions: (1) teaching, (2) research and/or other scholarly activities, and (3) service. A faculty member applying for promotion must show continuing professional growth as described in their school criteria for promotion and tenure document. Outstanding contribution to one of the above areas, alone, will not qualify an individual for promotion. Balance among the primary factors will vary from one discipline to another and, as a matter of choice, interest and talent from individual to individual. School-specific criteria for promotion and tenure shall be developed by the school/college promotion and tenure committee, posted, and provided to each faculty member considering promotion and/or tenure. The medical school, graduate school, school of health professions, UNT system college of pharmacy and school of public health faculty members who wish to progress beyond the rank of assistant professor must possess a terminal degree. However, advancement beyond the level of assistant professor in the physician assistant program will require the master's degree.

### **Section B - Promotion**

The individual faculty member, in consultation with his/her chair, initiates the promotion application process. The department chair appoints a departmental promotion committee, which reviews the documentation of the faculty member and arrives at a recommendation as to whether the applicant should be promoted. The departmental promotion committee then presents its recommendation, along with all documentation, to the department chair. The chair then arrives at his/her recommendation and presents it to the appropriate school/college promotion and tenure committee along with all documentation. In the event that a departmental promotion committee does not exist, the department chair will forward his/her recommendation and all documentation to the school/college promotion and tenure committee. The department chair will notify the faculty member in writing of the recommendations of the departmental committee and the chair. The school/college promotion and tenure committee considers all documentation and the recommendations of the departmental committee and the department chair, arrives at its recommendation as to whether the applicant should be promoted, and forwards its recommendation and all documentation to the appropriate dean. The dean then sends his/her recommendation and all documentation to the provost at a date specified by the promotion, tenure and post-tenure review process timeline published annually by the Office of Faculty Affairs. The provost shall review the documentation and make his/her recommendation to the President. The faculty member shall not be present during the official reviews of his/her promotion application. This promotion process will also be followed for non-tenure track faculty except that the final recommendations will be made by the President. The promotion process is confidential and any public or private statements shall be avoided.

The faculty member shall receive written notice within fifteen (15) working days of the decision at each step of the review process. If promotion is not granted, the department chair, the school/college promotion and tenure committee, the appropriate dean, the provost and the President shall not give specific reasons to the faculty member for their decision other than the categories of deficiency (teaching, research and/or other scholarly

activities or service) and that, in their professional judgment, the prescribed action is recommended. Finally, if the decision of the appropriate dean, provost and/or President is negative, the decision will be stated by letter to the faculty member. The entire promotion process must be completed within the time frame specified by the promotion, tenure and post-tenure review process timeline.