

**MEMORANDUM**

DATE: July 24, 2018

TO: All Deans and Department Chairs

FROM: Claire Peel, PhD  
Interim Provost

RE: Annual Promotion and Tenure Review Process

Attached is the Promotion and Tenure Process Timeline for FY19. The individual faculty member, in consultation with his/her Department Chair initiates the promotion/tenure process. If there is a Departmental Promotion & Tenure Committee, the packets are presented to the committee for review. Incomplete packets will be returned to the candidate. Recommendations are made by the department promotion and tenure committee to the Department Chair. The Department Chair will review the material and submits his/her recommendation in writing along with all support material to the school/college promotion and tenure committee. If there is not a department promotion and tenure committee, the Department Chair will advance the packet to the next step. The next step is for the school/college promotion and tenure committee to review the material and send the recommendation of that committee 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 final recommendations for promotion will be made by the President. The President makes his recommendations for tenure to the Board of Regents in May 2019.

Attached is the recommended format for organizing the candidate's packet. Each packet should be submitted electronically via email or USB drive. **Do not use binders.** Please inform Chris Mason, in the Faculty Affairs Office of all candidate names for promotion and/or tenure from your respective school no later than September 1, 2018.

Thank you for your cooperation.

cc: John Licciardone, DO, Chair, TCOM P&T Committee  
Robert Mallet, PhD, Chair, GSBS P&T Committee  
David Sterling, PhD, Chair, SPH P&T Committee  
Howe Liu, PT, MD, PhD, Chair, SHP P&T Committee  
Jerry Simecka, PhD, Chair, SCP P&T Committee



## ANNUAL PROMOTION AND TENURE PROCESS TIME LINE FOR ACADEMIC YEAR 2018 – 2019

<b>Deadline</b>	<b>Action</b>
By September 1, 2018	Names of all candidate(s) for promotion and/or tenure must be submitted to the Chairperson of the appropriate P&T Committee. Faculty will request of their Department Chair to be submitted for promotion and/or tenure OR the Department Chair will request a faculty member to prepare to be submitted for promotion and/or tenure. Please copy Chris Mason, Faculty Affairs, when faculty names are submitted to the Chairperson of the appropriate P&T Committee. <i>Department Chair seeks independent external evaluations of candidate(s), per the P&amp;T Criteria of their school/college.</i>
Between October 1, 2018 and November 1, 2018	Candidates' packets presented to the Department P&T Committee. The Department P&T Committee reviews material and presents recommendations – both orally and in writing – to the Department Chair. If a Department Committee does not exist, the Department Chair will advance the packet to the next step. <i>Candidate cannot submit information to be added to the packet after October 1, 2018.</i>
Week of November 1, 2018	Department Chair submits candidate packet(s) to the school/college P&T Committee along with recommendations c/o Chris Mason, Office of Faculty Affairs, EAD 278. Department Chair should then notify each candidate of the recommendation of the Department P&T Committee and Department Chair. <i>The candidate should receive written notice within 15 working days of the decision at each step of the P&amp;T recommendation process. Please notify Chris Mason, Faculty Affairs, when the candidate has been notified.</i>
December 3, 2018 - January 11, 2019	School/College P&T Committee will meet to review the candidate application(s) for promotion and/or tenure.
Week of January 14, 2019	School/College P&T Committee presents their recommendation – orally and in writing – to the appropriate Dean. <i>The candidate should receive written notice within 15 working days of the decision at each step of the P&amp;T recommendation process. Please notify Chris Mason, Faculty Affairs, when the candidate has been notified.</i>
January 21 - February 15, 2019	Dean evaluates the applications and makes recommendation in writing to the President through the Provost. Dean may seek independent evaluation of the candidate(s). <i>The candidate should receive written notice within 15 working days of the decision at each step of the P&amp;T recommendation process. Please notify Chris Mason, Faculty Affairs, when the candidate has been notified.</i>
By February 22, 2019	All materials are submitted to the Provost for evaluation and recommendation to the President.
	<i>P&amp;T Committee, Dean, Provost and the President notify each candidate of their recommendation. Please notify Chris Mason, Faculty Affairs, when the candidate/faculty member has been notified.</i>
<b>Appeal Deadline</b>	<b>Action</b>
Within 15 working days of receipt of written action from the President	Candidate can appeal – in writing – to the institutional Faculty Grievance and Appeal Committee. Please notify Chris Mason, Faculty Affairs
	Faculty Grievance & Appeal Committee makes its recommendation to the President through the Provost.

# PROMOTION AND/OR TENURE PACKET CHECKLIST/CONTENTS

FACULTY NAME: \_\_\_\_\_ DEPARTMENT: \_\_\_\_\_

CURRENT RANK: \_\_\_\_\_ REQUEST: \_\_\_\_\_

**NOTE:** In addition to the items listed below, you should also include items that are required by your specific school/college's Promotion & Tenure Criteria.

**Please organize your application for Promotion and/or Tenure using the following sections in the order listed below:**

- 1. Checklist/Contents Page**
  - This checklist is to be included in all Promotion and/or Tenure Packets submitted for review. The packets must be complete per guidelines provided below. *Incomplete packets will be returned to the candidate.*
- 2. Narrative**
  - The candidate may provide a brief statement (2-3 pages) describing their qualifications for the promotion and/or tenure request.
- 3. Institutional letters** (*this section will be empty when you submit your application; letters will be attached by each review group before forwarding to the next group*)
  - Department P&T Committee (if applicable)
  - School P&T Committee
  - Department Chair
  - Dean
  - Provost
- 4. Curriculum Vitae** (*please be sure the following items are included*)
  - Inclusive dates and dollar amounts on all grants, contracts, awards, including those that are “pending”
  - Complete and accurate citations of all publications (i.e., list journal title, volume number, inclusive pages, and date); also be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations.
- 5 External/Internal Review Letters** (*these letters will be added by the Department Chair*)
  - **Two external and one internal review letters typically are required (see school/college guidelines).** These letters are objective reviews in which the reviewer has been asked to compare the candidate's accomplishments with the school/college criteria for the rank/tenure requested.
  - The letters should be solicited by the department chair or supervisor. The chair should select one reviewer from a list provided by the candidate, and additional reviewers from lists provided by the P&T committee and/or the department chair.
  - Letters should be on letterhead and signed, from individuals who are content experts in the applicant's area of expertise, not be from collaborators, mentors or individuals who have a close relationship with the candidate, and from individuals who are at the rank or a higher rank than the rank that the candidate is seeking.
  - These reviews should consider all areas of faculty activity including teaching, research, clinical care, where applicable, and service. Individuals reviewing the applicant should have a copy of the submitted material presented by the candidate for consideration of promotion or tenure and a copy of the school/college P&T Criteria. A question that should be asked of these individuals is as follows: Based on the criteria provided, would you recommend the candidate for promotion and/or tenure? In addition, the Dean may also request additional outside reviews.
  - Letters of internal review should come from within the UNTHSC but outside of candidate's department(s).
- 6. Recommendation Letters**
  - The packet can include letters of recommendation, however, these should be in a separate section of the application than the External/Internal Review Letters.
- 7. Teaching**
  - Summary of teaching activities and inclusive years.
  - Examples of course materials that demonstrate excellence/innovation in teaching
  - Summaries of student and peer feedback
  - Graduate, medical, and post-doctoral students mentored with inclusive years.
  - Courses taught external to UNTHSC
- 8. Research/Scholarship**
  - Include information about research/scholarly activities that is not included on your CV
- 9. Service**
  - In addition to UNTHSC activities, include clinical, community and professional association activities.
  - For committee assignments and responsibilities, include role on committee and dates of service; designate whether activities are local, regional, national or international.
  - For clinical activities, include board certification/licensure, assessments of clinical competence, patient satisfaction.
- 10. Annual Performance Evaluations**
  - For the past 4-5 years.

# APPLICATION FOR REGENTS PROFESSOR

## CHECKLIST/CONTENTS

FACULTY NAME: \_\_\_\_\_

DEPARTMENT: \_\_\_\_\_

***Please organize your packet for Regents Professor Award using the following sections:***

**Checklist/Contents Page**

**Nomination**

- Nominations for the designation of Regents Professor shall be made by the Department Chair to the appropriate school/college promotion and tenure committee.
- A candidate's nomination should be based upon evidence of excellence of performance over his or her entire academic career, particularly upon evidence of sustained, excellent performance since promotion to the rank of professor.

**Curriculum Vitae**

- Please be sure the following items are included:
  - Inclusive dates and dollar amounts on all grants, contracts, awards, including those that are "pending"
  - Complete and accurate citations of all publications (i.e., list journal title, volume number, inclusive pages, and date); also be sure to differentiate abstracts, manuscripts, book chapters, reports, and presentations.

**Internal Review Letters**

- Four (4) letters of support from *full professors* at the UNTHSC must be submitted, or be submitted on their behalf.

**Institutional Letters** (*this section will be empty when you submit your packet; letters will be attached by each review group before forwarding to the next group*)

- School P&T Committee
- Dean
- Provost
- President

**External Review Letters**

- Two (2) letters from scholars outside UNTHSC attesting to their national and international reputation. In addition, the Dean may also request an outside review.

**Reference:** UNTHSC Policy 6.102 Regents Professor, Emeritus Professor, Emeritus Regents Professor, and Emeritus Administrator Designations