



OFFICIAL INSTITUTIONAL PROCEDURE

<p>PROCEDURE NAME (R*) Faculty Appointment, Reappointment and Probationary Period</p>	<p>EFFECTIVE DATE (R*) 9/1/2019</p>	<p>PROCEDURE NUMBER (R*) P6.002</p>
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PROCEDURE STATEMENT (R*)

This procedure is for guidance in the appointment, reappointment and probationary periods of faculty employed by UNTHSC.

REASON FOR PROCEDURE (O*)

The University of North Texas Health Science Center seeks to recruit, retain, promote and/or award tenure to faculty based on the academic goals and mission of the institution. Faculty are expected to meet the academic needs of the institution. All faculty appointments, titles, reappointments, and extension of probationary periods will be in accordance with policy 6.002

AREAS OF RESPONSIBILITY (R*)

Office of Faculty Affairs – responsible for stewarding this procedure

PROCEDURE DETAILS (R*)

1. General Principles

- 1.1. Vacant faculty positions, funded by UNTHSC, will be recruited through a competitive application process in conformity with federal and state laws.
- 1.2. The Dean, at the recommendation of the department chair, will determine the academic rank to offer a faculty member upon hire. Justification for rank will be required. The rank for the new faculty member cannot be higher than the rank listed in the job posting.
- 1.3. Positions with shared funding will need approval by each department head. Faculty who are appointed to more than one department within a school or college, or to more than one department across schools and colleges may hold a joint

appointment. The primary appointment will be in the school or college where the majority of faculty workload is located. All personnel activities including annual review, promotion and tenure will be coordinated by the unit designated with the primary appointment.

- 1.4. All hire information will be captured on the Offer Planning Document (OPD) and Clinical Planning Document (CPD) as applicable. Please see the Initial Faculty Appointment Checklist which can be found on the Faculty Affairs website

2. Types of Appointments

- 2.1. **Faculty Appointment (full time, part time who are regularly paid)** - Please refer to the Faculty Recruitment and Hiring Process as well as the Initial Faculty Appointment Checklist found on the Faculty Affairs website.
 - 2.1.1. All paid vacant positions must be posted externally through the current Human Resources (HR) portal. This begins by review of the position description with any updates to classification and rank. The department head or delegate completes an employment requisition via the HR Portal and will submit the position to HR. From this point forward in this procedure, the department chair or delegate will be considered the Hiring Manager.
 - 2.1.2. The Offer Planning Document (OPD) and/or Clinical Planning Document (CPD) will be used in conjunction with any new hire and appointment. Appropriate approvals and signatures are required for recruitment and the final offer.
 - 2.1.3. The department chair appoints a search committee in accordance with policy 6.002. The department chair will give consideration to the diversity of the membership. A member of the school/college P&T Committee will be on the search committee. The dean submits the approved committee to HR.
 - 2.1.4. The posting request is completed through an HR requisition. The UNT HR unit reviews the HR requisition to verify the posting meets all state and federal laws. The UNTHSC Budget Office reviews the HR requisition to ensure adequate funding within the general ledger chart string(s) provided in the request.
 - 2.1.5. Units can contact the Office of Faculty Affairs for assistance if an external search firm will be used.
 - 2.1.6. All applicants must apply online through the HR portal. A values based interview process will be used for hiring positions. The chair of the search committee reviews or screens initial applicants to insure all requirements are met. Appropriate candidates are forwarded to the search committee to be further screened and reviewed. Interviews are coordinated through the hiring manager and conducted by the search committee.
 - 2.1.7. The department chair selects the desired candidate based on the recommendation of the search committee. The department chair recommends a finalist to the Dean for approval. The Dean will either contact the candidate to begin negotiations or tell the department chair to contact the candidate and begin negotiations. Once the negotiations are complete, the Hiring Manager will complete the closeout steps for the requisition.
 - 2.1.8. The Faculty Recruitment Approval email will be sent from HR, upon requisition closeout, to the Office of Faculty Affairs and the Hiring Manager.
 - 2.1.9. A draft offer letter will be created from the current template provided on the Faculty Affairs website. The offer letter detail will be based on the **FINAL** OPD/CPD.

- 2.1.10. The Hiring Manager will forward the CV, draft offer letter and final OPD/CPD to the Office of Faculty Affairs for review. Once approved, the department is notified to move forward with the offer. The department chair, dean, and where applicable the chief medical officer and/or institute director must sign the offer letter. The Dean is not authorized to approve an offer of employment until he/she has verified that the appropriate and required recruitment steps have occurred and all required documents have been signed/submitted.
- 2.1.11. Final Offer Letter, Primary Language Attestation, Criminal History Check and Drug Screen Consent forms are sent to candidate by the hiring manager. The candidate returns the signed/completed documents to the hiring manager. The fully executed Offer Letter and Primary Language Attestation are forwarded to Faculty Affairs. The completed Criminal History Check and Drug Screen Consent forms are sent to HR.
- 2.1.12. The Department Chair completes the Appointment Request Memo, using the current template from Faculty Affairs, and sends to the Dean for approval and signature. Once signed the Appointment Request Memo is forwarded to Faculty Affairs.
- 2.1.13. Credentialing:
 - 2.1.13.1. For All Faculty: The candidate is directed to request transcripts from the university where they received their terminal degree(s). Transcripts of other degrees may be required based on teaching assignments. All transcripts must be sent from the Registrar's Office at the university they attended directly to the Faculty Affairs Office.
 - 2.1.13.2. Clinical Faculty: The Hiring Department contacts UNT Health Quality and Credentialing Office (QC) to initiate the clinical credentialing process. QC sends credentialing approval notification to the department hiring manager, HR, and Faculty Affairs.
- 2.1.14. Faculty Affairs creates a new faculty appointment packet according to the hire checklist, which includes the completed Appointment Request Memo signed by the Dean.
- 2.1.15. The hiring manager completes the faculty contract using the current template provided on Faculty Affairs website. The Faculty contract includes the Faculty Workload and Compensation form. The contract is sent to candidate for signature. The returned contract is then routed for signature as follows: Department Chair, Dean, if required Chief Medical Officer, if required Institute Direct, and Provost.
- 2.1.16. The signed contract is sent to Faculty Affairs along with the Faculty Salary Tracking Form (FSTF) which is completed and signed by the department chair as well as any other units that share in the cost of the new hire. Faculty Affairs will route the Faculty Salary Tracking form to the Dean and Provost.
- 2.1.17. HR emails the new faculty member the Invitation to Complete onboarding after confirmation from Faculty Affairs that necessary documents have been received.
- 2.1.18. Faculty Affairs creates the Appointment Letter based on the information in the contract and FSTF.
- 2.1.19. Faculty Affairs routes the appointment packet for appropriate signatures. The approved and signed Appointment Letter and Contract are routed to the new faculty member and copies also sent to the hiring manager. The hiring

manager will create and submit a hiring ePar. The OPD/CPD, Contract and appointment letter must be attached to the ePar. Funding chart string(s) on the ePar must match the OPD/CPD.

2.2. Adjunct Faculty Appointment Paid Adjunct positions paid by HSC must follow the following steps:

- 2.2.1. All paid positions must be posted through the current Human Resources (HR) portal. This begins by review of the position description with any updates to classification. The department head or delegate completes an employment requisition via the HR Portal and will submit the position to HR. Going forward, in the hiring and appointment process, the department head or delegate will be considered the Hiring Manager.
- 2.2.2. The UNT System HR reviews the HR requisition to verify the posting meets all state and federal laws. The UNTHSC Budget Office reviews the HR requisition to ensure adequate funding within the general ledger chart string provided in the request.
- 2.2.3. All applicants must apply online through the HR portal. The department head or appropriate delegate reviews or screens initial applicants to insure all requirements are met. Appropriate candidates are forwarded to the Department Chair for review and selection.
- 2.2.4. The Hiring Manager will complete the closeout steps for the requisition.
- 2.2.5. The Faculty Recruitment Approval email will be sent from HR, upon requisition closeout, to the Office of Faculty Affairs and the Hiring Manager.
- 2.2.6. A draft offer letter will be created from the current template provided on the Faculty Affairs website.
- 2.2.7. Offer Letter, Primary Language Attestation, Criminal History Check and Drug Screen Consent forms are sent to the candidate by the hiring manager. The candidate returns the signed/completed documents to the hiring manager. The signed Offer Letter and Primary Language Attestation is forwarded to Faculty Affairs. The completed Criminal History Check and Drug Screen Consent forms are sent to HR.
- 2.2.8. The hiring manager will send to faculty affairs a new adjunct faculty appointment packet according to the hire checklist which will include the Appointment Request memo signed by the Dean. Complete packets must be received by the Office of Faculty Affairs at least 14 business day prior to the projected appointment date.
- 2.2.9. Credentialing
 - 2.2.9.1. For All Faculty: The candidate is directed to request transcripts from their terminal degree university, including doctoral and master level if relevant to teaching be sent from the registrar to UNTHSC Office of Faculty Affairs.
 - 2.2.9.2. Clinical Faculty: Department works with faculty member to gather required discipline specific documents per the Adjunct Clinical Faculty Appointment checklist which is then included in the adjunct clinical appointment packet.

2.2.10. HR emails the new adjunct faculty member the invitation to complete onboarding.

2.2.11. After the Provost approves the appointment, Faculty Affairs creates the appointment letter and appointment certificate and forwards to the hiring manager. The hiring manager distributes the appointment letter and certificate to the adjunct faculty member. The hiring manager attaches the appointment letter and the offer letter to the EPAR to complete the hiring process.

2.3. Adjunct/Affiliate Faculty Appointment Unpaid

2.3.1. Adjunct or Affiliate faculty appointments that will not be paid by HSC must follow the Adjunct Appointment Checklist appropriate to the type of appointment (Clinical, Non-Clinical) but are not required to go through the formal hiring steps with HR.

2.3.2. The Adjunct/Affiliate Faculty Initial Appointment Packet is sent to Faculty Affairs by the Department Chair or Hiring Manager.

2.3.3. Faculty Affairs will review and if complete, route the Appointment Packet to the Dean for approval.

2.3.4. After the Dean has approved, Faculty Affairs will create an appointment request memo with the effective date of appointment, faculty member's name, appointed rank, department, school and affiliation and that the appointment packet has been reviewed by the Department Chair, Dean and Faculty Affairs. The memo will be sent to the Provost via DocuSign for signature approval. After the Provost approves the appointment, Faculty Affairs completes the Adjunct/Affiliate Appointment Letter and Certificate and forwards to the department to distribute to faculty.

2.4. If a college/school creates a paid fulltime paid adjunct position they must go through the formal hiring process with HR.

2.5. Staff to Faculty Appointment

2.5.1. Staff applying for a faculty position must apply for the faculty position through a competitive application process and follow all faculty appointment procedures. See section 1 Faculty Appointment.

3. Honorary Appointments

3.1. Per Policy 6.002 Section 3a, Regents Professor, during the annual review process will be nominated by the Department Chair to the school/college Promotion and Tenure Committee. Please see the Regents Professor Packet Checklist

3.1.1. The nomination packet will be given to the P&T Committee who will review the candidate's nomination based upon the excellence of performance and make a recommendation to the Dean.

3.1.1.1. The Dean will review and make a recommendation to the Provost.

3.1.1.2. The Provost will review and make a recommendation to the President. The President will review and make a recommendation to the Board of Regents. The Board of Regents will make the final determination on the nomination.

- 3.1.1.3. Written notification of the decision by the BOR will be made after meeting minutes are published.
- 3.2. Emeritus Professor & Administrator –
 - 3.2.1. Nominations for the designation of **Emeritus Professor** shall be made by the department chair. The nomination will consist of a letter of recommendation from the supervisor and a current CV.
 - 3.2.1.1. The nomination packet will be given to the P&T Committee who will review the candidate's nomination based upon the excellence of performance and make a recommendation to the Dean.
 - 3.2.1.2. The Dean will review and make a recommendation to the Provost.
 - 3.2.1.3. The Provost will review and make a recommendation to the President.
 - 3.2.1.4. The President will review and make a recommendation to the Board of Regents through the Chancellor.

The Board of Regents will make the final determination on the nomination.
- 3.3. Nominations for the designation of **Emeritus Administrator** shall be made by the immediate supervisor. The nomination will consist of a letter of recommendation from the supervisor and a current CV.
 - 3.3.1. The nomination packet will be given to the committee appointed by the President. who will review.
 - 3.3.2. The appointed committee will review and provide a make a recommendation to the President.
 - 3.3.3. The President will review and then forward his/her recommendation to the UNT System Board of Regents through the Chancellor for approval.
- 3.4. For the position of **Emeritus President**, the recommendation will be made by the Chancellor directly to the UNT System Board of Regents.
- 3.5. **Endowed appointments** are established with funds from a Donor to Institutional Advancement.
 - 3.5.1. Institutional Advancement will work with the Donor to define the specific area of focus for the position.
 - 3.5.2. A selection committee will be appointed by the Provost. The committee will consist of a minimum of 3 faculty members with expertise in the content area(s) identified by the Donor.
 - 3.5.3. Criteria for a faculty member appointed to an endowed position must include the following:
 - 3.5.3.1. Full time Faculty Status
 - 3.5.3.2. Rank of Professor
 - 3.5.3.3. Demonstrated outstanding performance in at least two of the three general areas of teaching, research and service
 - 3.5.3.4. National recognition for contributions to their field
 - 3.5.3.5. Demonstrated support of the UNTHSC vision, mission and values
 - 3.5.4. Working with Institutional Advancement and the Donor, the selection committee will identify 2-3 faculty members to recommend for the honor. The names and rationale will be presented to the appropriate Dean and the Provost.
 - 3.5.5. The Provost will review the recommended faculty with the President and the Vice President for Advancement and select the faculty member to receive the appointment.

- 3.5.6. Institutional Advancement will notify the Donor(s) of the faculty member appointed to the endowed position.
- 3.5.7. The Provost will notify the faculty member of their appointment with a copy sent also to Faculty Affairs Office.
- 3.5.8. The Provost will also notify the Office of Brand and Communication of the appointment for dissemination to internal and external audiences.

4. Reappointment

- 4.1. The Faculty Compensation Workload Form, (FCW) serves as the proxy for the annual faculty contracts indicating reappointment. This form and also the Faculty Salary Tracking form, (FSTF) will be updated annually unless circumstances during the year warrant additional updates. The Department Chair and Dean will approve out of cycle changes. See Faculty Affairs website for the latest version of FCW and FTSF.
 - 4.1.1. The FCW and FSTF should be completed, signed and approved by September 1 of each year for all full time and part-time faculty.
 - 4.1.2. Each year, Faculty Affairs will develop the Faculty Renewal Guidelines in accordance with current policies. The Faculty Renewal Guidelines will be posted on the Faculty Affairs website and will provide guidance on how to complete all required documents including signature and routing instructions.
- 4.2. Paid and Unpaid Adjunct faculty may be appointed up to a term of three years and be reappointed by approval of the department chair or Dean.
 - 4.2.1. The Office of Faculty Affairs will notify the deans and departments by providing a list of appointments due to expire.
 - 4.2.2. The appropriate department will evaluate continuation of appointments based on established school/college guidelines.
 - 4.2.3. The department chair will notify Faculty Affairs which appointments should be reappointed. The Department Chair prepares the reappointment packet using the appropriate checklist.
 - 4.2.4. The Office of Faculty Affairs will prepare and send reappointment letters and certificates to the department to distribute to adjunct faculty.

5. Non-Reappointment

- 5.1. Refer to Policy 6.002 for terms of notice for **Tenure Track Appointments**.
- 5.2. Faculty in the last academic year of probationary service will receive written notice of non-reappointment of at least twelve (12) months in advance of the termination date. This pertains to the last year for faculty on a six (6) year or nine (9) year track. The notice required by this subsection is not applicable where termination of employment is for good cause. Tenure Track Faculty who have received an extension of the probationary period may be given a twelve (12) months written notice in advance of the termination date.

5.3. Non-Tenure Track Appointments

- 5.3.1. All faculty appointments will automatically renew for one year terms every September 1 unless a notice of non-renewal is provided. See Terms of Notice above. Non-reappointments may be given at any time during the year with the term date effective not less than 90 days. All notices must be authorized by the Dean. Contact Faculty Affairs for the current notice of non-renewal memo template before proceeding.
- 5.3.2. The requestor will complete a draft document. The draft may be reviewed the Office of General Counsel (OGC). The Office of Faculty Affairs will advise the requestor who to contact in the (OGC) for their review.
- 5.3.3. The OGC will consult with Faculty Affairs to obtain any necessary documents for their review.
- 5.3.4. Note that the non-renewal time period starts on the date of delivery and receipt of the notice to the faculty member. The notice of non-renewal may have a termination date of more than 90 days, but not less.
- 5.3.5. The department will send copies of the notice of non-renewal to the Faculty Affairs and Provost office.
- 5.3.6. The department will create and submit an ePar in accordance with the effective term date. The final notice of non-renewal will be attached to the ePar

5.4. Tenure Track Appointments

- 5.4.1. For faculty members whose probationary period has ended without them earning tenure, they will receive a non-reappointment notification based on 6.002 sec 6 c iii.
- 5.4.2. The Dean or Department Chair will contact the Faculty Affairs Office with the faculty member name for non-reappointment. Faculty Affairs will provide the appropriate template, for notification, and the requestor will complete a draft document. The draft may be reviewed the Office of General Counsel (OGC). The Office of Faculty Affairs will advise the requestor who to contact in the (OGC) for their review.
- 5.4.3. Note that the non-renewal time period starts on the date of delivery and receipt of the notice to the faculty member. See terms of notice in Policy 6.002 for the minimum time periods required for the notice. The term of notice can be longer than the policy minimum if required.
- 5.4.4. The department will send copies of the notice of non-renewal to the Faculty Affairs and Provost office.
- 5.4.5. The department will submit an ePar in accordance with the effective term date. The final notice of non-renewal will be attached to the ePar.

6. Probationary Period

- 6.1. Probationary Period only applies to tenure track faculty and begins the following September 1 after the date of the tenure track appointment at UNTHSC.
 - 6.1.1. The maximum probationary period for Associate Professor is six years.
 - 6.1.2. The maximum probationary period for Assistant Professor is nine years.
 - 6.1.3. A faculty member may request an extension of their probationary period, see policy 6.003 and procedure P6.003.

- 6.2. Upon hire, a faculty member may be granted tenure when recommended by the President and will be effective the date of UNT System Board of Regents approval. This will typically occur within the first year of employment based on timing of Board of Regents meetings. The timeline for Post Tenure Review will start the following September 1.
- 6.3. Persons whose initial appointment to UNTHSC at the rank of associate professor or professor may be eligible for appointment with tenure according to the process below.
- 6.4. A tenure packet for the candidate will be needed and should include the following documents for review and consideration:
 - 6.4.1.1. Full academic CV of the candidate;
 - 6.4.1.2. Three external letters of reference;
 - 6.4.1.3. Letter of support from the department chair of the department requesting the hire. This letter should provide a recommendation on whether the candidate's teaching, research, and service credentials satisfy the standards established by the appropriate school/college for tenure.
 - 6.4.1.4. Letter of support from the appropriate search committee chair recommending tenure. This letter should provide a recommendation on whether the candidate satisfies the standards established by the appropriate school/college for tenure.
 - 6.4.1.5. Letter of support from the appropriate promotion and tenure committee chair recommending tenure. This letter should provide a recommendation on whether the candidate satisfies the standards established by the appropriate school/college for tenure.
- 6.4.2. The hiring manager with the department chair will compile the packet which will be forwarded to the Dean who will review the packet and provide recommendations to the Provost.
- 6.4.3. The Provost will review the tenure packet and make a recommendation to the President. The President through the Chancellor will make a recommendation, to the UNT System Board of Regents (A negative recommendation by the dean, provost and/or president will not be forwarded to the next step.)

RELATED INFORMATION (O*)

Policies:

6.002

6.003

6.102

Procedure:

P6.003

DEFINITIONS (O*)

OPD – Offer Planning Document
CPD – Clinical Planning Document
P&T Committee – Promotion and Tenure Committee
HR – Human Resources
CV – Curriculum Vitae
QC - UNT Health Quality and Credentialing Office
EPAR – Electronic Payroll Action Request
FSTF – Faculty Salary Tracking Form
FCW – Faculty Compensation Workload Form
BOR – Board of Regents

FORMS/ONLINE PROCESSES (O*)

Offer Planning Document (OPD) www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Clinical Planning Document (CPD) www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Initial Faculty Appointment Checklist www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Faculty Recruitment and Hiring Process www.unthsc.edu/academic-affairs/faculty-affairs/faculty-recruitment-and-pre-hire-screening/
Offer Letter Templates www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Primary Language Attestation www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Criminal History Check www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Drug Screen Consent Form www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Appointment Request Memo www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Faculty Contract Template www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Faculty Salary Tracking Form www.unthsc.edu/academic-affairs/faculty-affairs/faculty-contracts/
Adjunct Appointment Packet Checklist www.unthsc.edu/academic-affairs/faculty-affairs/forms-for-faculty-appointment/
Regents Professor Packet Checklist www.unthsc.edu/academic-affairs/faculty-affairs/annual-faculty-promotion-and-tenure/
Faculty Compensation Workload Form www.unthsc.edu/academic-affairs/faculty-affairs/faculty-contracts/
Non-Renewal Notice

HISTORY (R*)

Revision Approved Date(s):

Reviewed Date(s): Include date of last review.

Provost Initials

^{DS}
CT

ADMINISTRATIVE AUTHORITY (R*)

Provost and Executive Vice President

RESPONSIBLE UNIVERSITY DEPARTMENT/DIVISION (R*)

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*R = Required *O = Optional