



University of North Texas Health Science Center at Fort Worth

School of Public Health (SPH)

Promotion and Tenure Guidelines Adopted by the SPH Faculty

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DocuSigned by:
Dr. Dennis Thombs
EBAFA35F26DD400
Dennis Thombs, PhD
Dean

4/17/2020

Date

DocuSigned by:
Charles Taylor, PharmD
7B202D3F13864E1...
Charles Taylor, Pharm.D.
Executive Vice President & Provost

4/20/2020

Date

THE UNIVERSITY *of* NORTH TEXAS
HEALTH SCIENCE CENTER *at* FORT WORTH

TEL: 817 735-2000 | 3500 Camp Bowie Blvd., Fort Worth, Texas 76107 | unthsc.edu

University of North Texas Health Science Center School of Public Health Promotion and Tenure Process and Guidelines

The goals and objectives of the UNTHSC can be achieved only through recruitment, development and retention of outstanding faculty members. Promotion in rank or the granting of tenure are important benchmarks in the academic career of a faculty member, and in the continuing development of the School of Public Health (SPH) and the University. The SPH Promotion and Tenure guidelines were developed to assist faculty members in applying for promotion or tenure, completing post-tenure and three-year reviews, and to help the School's Promotion and Tenure (P&T) Committee in making its recommendations. These guidelines are consistent with those found in the Faculty Bylaws of the UNTHSC and the Policies and Procedures of the UNTHSC, including 6.002 Faculty Appointment, Reappointment and Probationary Period (see also P6.002); 6.003 Faculty Tenure and Promotion Policy (see also P6.003); 6.004 Evaluation of Tenured Faculty Policy (see also P6.004), and are intended to elaborate and expand on them, and should be considered as minimum criteria. These guidelines apply to all tenure track, non-tenure track, and tenured faculty, as well as adjunct faculty. These guidelines do not alter or supersede prior contracts and/or agreements, or the UNTHSC Faculty Bylaws or Policies and Procedures.

All updated UNTHSC Policies and Procedures, as well as SPH Policies and Procedures, can be found in PolicyTech, the institutional policy repository. Because these policies and procedures are updated regularly, please access them online from the University intranet: <https://www.unthsc.edu/administrative/institutionalcompliance-office/unt-health-science-center-policies/>. In the application of University performance expectations, the P&T Committee should reference University-level rubrics for teaching, research, and service (see P6.003, Faculty Tenure Rubric, Appendices A to D).

In addition, the University's Office of Faculty Affairs publishes annually updated timelines for Promotion and Tenure and for Post-Tenure Periodic Peer Review, as well as content checklists. Check the Office of Faculty Affairs website for current information.

The Philosophy Supporting Scholarship in the SPH

Underlying the guidelines described herein is the notion of *scholarship*. In its most basic definition, scholarship is the possession of a high level of knowledge in a given field. In *Scholarship Reconsidered: Priorities of the Professoriate* (1990), Boyer defined four separate, but overlapping forms of scholarship. These four forms include: discovery, application, integration, and teaching. The School relies on the Boyer model of scholarship as the philosophical foundation for the faculty guidelines described in this document.

Promotion versus Tenure Considerations

Promotion focuses on past academic and public health practice achievements. In contrast, tenure focuses on the likelihood for continued growth and sustainment of such activities into the future, as well as prospects of continued teamwork, collaboration, and recognition of the faculty member as a collegial and valuable member of the University and surrounding community. For tenure track faculty, the award of tenure indicates a high probability of continued success in research/scholarship, teaching, and professional service. For tenure consideration, the tenure track faculty member's total scholarly efforts in research, teaching, and service should reflect a trajectory consistent with promotion to Professor in due course.

Promotion and Tenure Committee (Roles and Responsibilities)

Overall Role

The P&T Committee provides advice to the Dean on promotion and tenure recommendations required or proposed within the School. It is also responsible for developing and implementing the policies and procedures for promotion and tenure as allowed within the School of Public Health (also referred to as School or SPH) and UNTHSC Faculty Bylaws.

Composition

The Committee that evaluates and provides recommendations on progress (i.e., three-year reviews for tenure track faculty), promotion, tenure, and post-tenure review shall be composed of seven members appointed by the Dean from Associate and Professors within the SPH. The Dean and current Department Chairs cannot serve on this committee. Typically, Assistant and Associate Deans are not eligible for membership on the Committee. However, if a Department does not have an eligible faculty member, Assistant and Associate Deans with an academic appointment in that same Department may serve as a member. All academic Departments should have representation whenever possible. Each P&T Committee member will have one vote. The Dean will appoint a tenured Full Professor as the presiding P&T Committee Chair, or the Dean may appoint a non-voting P&T Committee Chair selected among all tenured Full Professors not on the Committee.

Only members of this Committee have full access to all promotion and/or tenure or post-tenure portfolio materials and have voting privileges. However, all full-time faculty members of the School may request a copy of a candidate's Interfolio Faculty Profile. The Committee may also request input from other faculty members who are familiar with the candidate. After discussion, the Committee will meet in closed session for final deliberation and voting as required. All discussions at P&T meetings shall be confidential.

Votes for promotion require a quorum of Committee members at the rank or higher of the Candidate under review. Votes for tenure require a quorum of tenured Committee members at the rank or higher of the candidate under review. A quorum will consist of at least four eligible voting Committee members. If there is not a quorum of qualified voters on the School's regular faculty, UNTHSC faculty outside the School may be called on to participate. Reviews will use the SPH Faculty Workload Guidelines, the SPH P&T Guidelines, Department Chairs' annual faculty expectations memoranda, End of Year Performance Reports, and UNTHSC Faculty Bylaws or Policies and Procedures for appointment, three-year, promotion, tenure, and post-tenure deliberations (6.002 Faculty Appointment, Reappointment and Probationary Period (see also P6.002); 6.003 Faculty Tenure and Promotion Policy (see also P6.003); 6.004 Evaluation of Tenured Faculty Policy (see also P6.004).

Each Committee member is responsible for disclosing a conflict of interest prior to a discussion or vote and refraining from voting.¹ The Committee Chair will arrange to temporarily replace the Committee member by a vote from all remaining P&T Committee members if needed to assure a quorum.

¹ Conflicts of interest can arise if a Committee member has a personal relationship (e.g., spouse) with a candidate, or is aware of any prejudice that seems likely to impair judgment, or if the P&T member believes recusal is necessary to preserve the real or perceived integrity of the Committee's process.

Responsibilities of the Committee

The P&T Committee is responsible for reviews and recommendations of all tenure and non-tenure track faculty, and tenured faculty, as well as adjunct faculty, including:

- Three-Year Reviews for tenure track faculty
- Recommendations for promotion (6.003 Faculty Tenure and Promotion and P6.003)
- Recommendations for tenure (6.003 Faculty Tenure and Promotion and P6.003)
- Post-Tenure Review (see 6.004 Evaluation of Tenured Faculty Policy (see also P6.004) and 6.110 Tenured Faculty Administrators returning to full-time Academic Status)
- Periodic Peer Review or Professional Improvement Review as requested by the Dean per 6.004 Evaluation of Tenured Faculty Policy (see also P6.004)
- Recommendations for tenure track and non-tenure track faculty initial appointments, rank, tenure status, and/or years toward tenure, as written in UNTHSC Faculty Bylaws or Policies and Procedures
- Initial appointment and rank for adjunct faculty members are determined by the Department Chair and the Dean in alignment with appropriate SPH guidelines for teaching at rank. The SPH P&T Committee will make recommendations for promotion for these faculty when requested by the Department Chair or the Dean.

When conducting reviews or making recommendations, the P&T Committee will consider behavioral metrics based on allocation of faculty effort and whether the metrics are in concordance with the faculty member's assigned responsibilities. It is the Candidate's responsibility to provide evidence in support of their application, which can be objectively substantiated, to demonstrate her/his career progression and impact on the field of academic public health and/or public health practice. The P&T committee is authorized to make requests of candidates to obtain evidence or documentation to assist them in their deliberations.

The P&T Process and Guidelines will be periodically reviewed as needed, or every three years at minimum. Recommended changes will be brought to the SPH faculty for review and approval.

Promotion to Associate Professor, Promotion to Professor, Conferral of Tenure, and Post-Tenure Review

Promotion focuses on past academic and public health practice achievements. In contrast, tenure focuses on the likelihood for continued growth and sustainment of such activities into the future, as well as prospects of continued teamwork, collaboration, and recognition of the faculty member as a collegial and valuable member of the University and surrounding community. Promotion and tenure are distinct decisions. Tenure track and non-tenure track faculty are encouraged to apply for promotion "when ready," as determined by specific metrics for teaching, research, and service identified in this document. Promotion decisions are based on past performance in the assigned areas of responsibility identified in the faculty member's annual Faculty Expectations Memos. Tenure-track faculty members will be evaluated in teaching, research, and service. Non-tenure track faculty have specialized roles in the School and thus will be evaluated in fewer areas of responsibility, e.g., teaching and service. Performance expectations for tenure track and non-tenure are the same within each area of assigned responsibility. Both tenure track and non-tenure track faculty must be judged to be Outstanding in at least two areas and Quality (proficient) in the third to receive promotion.

In considering applications for tenure from eligible faculty members, the P&T Committee will make predictive judgments about the future professional trajectory of the Candidate. In

evaluating applications for tenure, consideration must be given to the Candidate's potential for sustained scholarship in all of its forms. Candidates deserving of tenure will be recognized by their peers as possessing an unwavering commitment to student development and success. Successful candidates shall also be judged to be capable of making important contributions to science throughout their career. Tenure will be granted only to those faculty stewards who embrace service to the University, community, and their profession as a fundamental obligation of the professoriate. In most but not all cases, faculty are expected to engage communities and prepare students for practice in community settings. In addition, the granting of tenure will be limited to those who demonstrate their character through excellent actions (see P6.003, Faculty Tenure Rubric, Appendix D, Type – Values and Professionalism).

Post-tenure review focuses on productivity in the recent past. The purpose of this review is to provide performance feedback, and when necessary assist that tenured faculty member with restoring their performance to the required level. Post-tenure review also allows for corrective actions to be taken in cases where a tenured faculty member is no longer performing at a level expected for their rank (see 6.004 and P6.004 for details).

- **Faculty Considerations in Applying for Promotion and Tenure**

Promotion and tenure decisions are distinct considerations in the School. In many cases, faculty at the Assistant Professor rank may decide to apply for promotion with, or without, tenure after five years of successful service at UNTHSC. Faculty at the Associate Professor rank without tenure may decide to apply for tenure after three years of successful service at UNTHSC. Regardless, the most basic question for the Candidate to consider is: “am I ready to be reviewed?” In all cases, faculty should consult with their Department Chair before deciding to apply for promotion or tenure. Faculty should expect that favorable promotion and tenure decisions will depend heavily on earning “outstanding” ratings in their End of Year Performance Reports.

There is no penalty for applying early for tenure and receiving an adverse decision. Furthermore, if denied tenure, these outcomes will not prejudice subsequent P&T Committee decisions. For tenure track faculty, the probationary period for an initial appointment at the Assistant, Associate, and Full Professor rank is nine, six, and six years, respectively, from the date of a tenure track appointment (see 6.002 Faculty Appointment, Reappointment and Probationary Period; see also P6.002). All tenure track Assistant, Associate, and Full Professors entering their last year of the probationary period must stand for tenure, unless an extension of the probationary period is granted (see 6.002 Faculty Appointment, Reappointment and Probationary Period; see also P6.002).

- **Interfolio Faculty Information System**

The UNTHSC faculty tenure and promotion review process is managed by the Interfolio Faculty Information System. When faculty decide to seek promotion and or tenure, it is their responsibility to update their Faculty Profile and to upload all of their supporting materials in the Interfolio system. The Dean's Office is responsible for providing faculty members with guidance for uploading materials into Interfolio that are needed for evaluating specific criteria found in the SPH Promotion and Tenure Process and Guidelines. Faculty members who fail to update their Faculty Profile or upload appropriate materials into Interfolio by the appropriate deadline will be evaluated by the P&T Committee as deficient in one or more performance areas.

- **Timeline for Faculty Promotion and Tenure Review**

Promotion and tenure guidelines and dates follow UNTHSC Faculty Tenure and Promotion Policy (6.003), Procedure (P6.003), and Promotion and/or Tenure Packet Checklist/Contents. If a faculty member wishes to be reviewed for promotion or tenure, the individual must meet UNTHSC deadlines. The Office of Faculty Affairs post annually updated timelines for Promotion and Tenure and for Post-Tenure Periodic Peer Review as well as Promotion and/or Tenure Packet Checklists/Content. Check the Office of Faculty Affairs website for current information.

- **External and Internal Reviewers**

Promotion and tenure applications will include external reviews. A minimum of five names will be provided by the Candidate, and five by the Department Chair. The external reviewers will hold the rank of Associate Professor or Professor at peer universities or aspirational peer universities and will have no direct involvement in the Candidate's work, i.e., have not been involved as a mentor, a coauthor, or close collaborator.

Promotion and tenure applications will also include internal reviews. The Candidate will submit two names of faculty members outside the SPH, but within the UNTHSC who can comment on the Candidate's qualifications and institutional contributions.

Promotion to Associate Professor

1. Research Performance

a. Criteria for Outstanding Performance in Research

For faculty members to achieve Outstanding performance in research as an Associate Professor, it is essential that they have produced at least 25 authored or co-authored publications in national and international journals with impact factors of at least 1.0. If a paper is published in a journal with an impact factor of less than 1.0 or no impact factor at all, the faculty member will have to justify the publication outlet. On at least 8 of these articles, the faculty member will be first author or senior author (senior author status will be justified by the candidate). The papers must be able to be retrieved through the Web of Science, Scopus, or PubMed. A scholarly book and book chapter written to advance the field of public health can be substituted for one to two peer reviewed papers. Preparation of textbooks and chapters in textbooks that are designed primarily for use in university courses, is considered service activity – not research.

It also is essential that the faculty member has had significant extramural funding as Principal Investigator, Multiple Principal Investigator, or Co-Investigator to support their research activities. Additional considerations weighed by the P&T Committee in distinguishing between Quality (proficient) and Outstanding performance in research may include the Candidate's evidence of the following:

- Whether the Candidate is a national authority in their area(s) of expertise;
- Whether the Candidate's research has had a significant impact on the scientific literature, and possibly on public awareness, public policy, professional practice, or the health status of a community;
- Whether the Candidate's level of external salary support has exceeded 30% for multiple years;

- Whether the Candidate successfully participated in “team science,” i.e., collaborative efforts to address a scientific challenge that leverages the strengths and expertise of professionals trained in different fields;
- Whether the Candidate has provided outstanding research training to MS and/or PhD students in scholarly work.

b. Criteria for Quality Performance in Research

For faculty members to achieve Quality (proficient) Performance in research as an Associate Professor, it is essential that they provide evidence of at least an *emerging* national scientific reputation. Research that engages communities, demonstrates community impact, and promotes the health of populations is highly valued, but not required of all faculty applicants. It is expected that a considerable amount of published work should identify the School of Public Health as the faculty member’s institutional affiliation. However, appropriate publications from prior institutions will be considered by the Committee.

The primary method for demonstrating research productivity is through peer-reviewed journal publications. To demonstrate Quality (proficient) performance in research, the faculty member is expected to publish, on average, four peer-reviewed publications each fiscal year (sole author or co-author). Other scholarly works such as books, book chapters, technical reports, training/intervention manuals, and patents may be considered to be indicators of research productivity depending upon their impact on the field of public health. However, they cannot supersede peer reviewed journal publications. During every year of service, the faculty member must have published at least two peer-reviewed journal articles. Requests to waive peer-reviewed journal articles in favor of other scholarly works will be weighed by the P&T Committee. Acceptance of such requests is determined solely by the Committee.

2. Teaching Performance

a. Criteria for Outstanding Teaching Performance

For the Candidate to achieve Outstanding Performance in teaching as an Associate Professor, it is essential that they demonstrate evidence of satisfying the 18 behavioral metrics identified in this section (2a) including the 12 behavioral metrics identified in Quality (proficient) section 2b. Candidates will provide evidence from sources such as course syllabi or other material, peer-review results, participation in the quality of instruction program, reports of final letter grade distributions, student evaluations of instruction, and other sources. Student evaluations of instruction will be considered corroborating or indirect sources of evidence and as such should not be the primary basis for asserting that a behavioral criterion was met.

- Maintained high academic expectations for students across all courses taught
- Delivered challenging course content appropriate for graduate-level study in public health
- Consistently implemented strategies that required students to engage in higher-order thinking and problem solving, for example applied learning activities that engage communities
- Consistently showed a high level of enthusiasm and commitment in teaching activities
- Advocated for inter-professional education and practice to solve public health problems
- Facilitated students’ professional identification with the field of public health or health administration

b. Criteria for Quality Teaching Performance

For the Candidate to achieve Quality (proficient) Performance in teaching as an Associate Professor, it is essential that they demonstrate evidence of satisfying the 12 behavioral metrics identified in this section (2b). Candidates will provide evidence from sources such as course syllabi or other material, peer-review results, participation in the quality of instruction program, reports of final letter grade distributions, student evaluations of instruction, and other sources. Student evaluations of instruction will be considered corroborating or indirect sources of evidence and as such should not be the primary basis for asserting that a behavioral criterion was met.

- Treated students with respect
- Demonstrated thorough knowledge of course content
- Well prepared to teach each class
- Integrated course competencies into instructional strategies, as demonstrated by mastery outcomes in Canvas and student feedback on competencies
- Clearly communicated learning goals to students
- Responsive to student needs in and outside the classroom
- Content of courses was aligned with learning outcomes
- Used varied and multiple assessment methods
- Provided performance feedback to students early and throughout the semester
- Provided students with authentic grades and honest performance feedback on course competencies
- Applied measures equitably to assess the performance of all students
- Followed relevant institutional policies around instructional practices

The Committee will weigh the consistency of the evidence in determining whether the behavioral metrics identified above were met, e.g., across courses taught. The Committee will consider the objectivity of the evidence, e.g., a statement in the course syllabus about grading versus student comments about grading. The Committee will also weigh evidence regarding the behavioral effectiveness of the faculty member, e.g., a high level of enthusiasm for teaching versus a moderate level of enthusiasm.

Evidence of Quality (proficient) teaching can also be demonstrated by student reports of faculty investment in their success under advisement, such as internal or external awards, post-graduation success, passing the CPH examination, and other documented student success indicators. Furthermore, developing new courses or adapting existing courses for different learning delivery methods will weigh favorably in meeting criteria for Quality (proficient) teaching performance.

3. Service Performance

Service or the scholarship of application is a part of academic life and competent and meaningful participation is expected of faculty members at all ranks. The scholarship of application is more than just doing good in a University role, the community, or for one's profession. For service to rise to the level of scholarship, the faculty member must demonstrate that the activities are connected to their area of expertise or professorial role.

The Candidate's performance in service will be evaluated using the behavioral metrics identified below.

a. Criteria for Outstanding Performance in Service

It is expected that the candidate can demonstrate that completion of service in a non-academic setting or research setting was: (a) possible only because of the specialized knowledge of the faculty member and (b) that the service involved intellectual and demanding work utilizing their public health or health management expertise.

Types of outstanding service in non-academic settings in may include:

- Conducting high quality community needs assessments for local public health departments
- Preparing technical assistance reports for Federal and State government agencies
- Developing evidence-based training programs for private foundations and industry
- Other public health or health management technical assistance provided to organizations with a mission of serving the public good

However, outstanding service in research settings is limited to:

- Participating on NIH study section or an equivalent grant review process
- Editorship of an indexed international or national peer-reviewed journal of respected scientific quality
- Elected to a leadership position in a respected international or national research society
- Other service to national or international research organizations

b. Criteria for Quality (proficient) Performance in Service

To meet criteria for Quality (proficient) performance in service, it is expected that the Candidate fulfills service roles identified in their annual Faculty Expectations Memo provided by their Department Chair as well as types of other service activities identified below.

- Service on University, School, or department committees (e.g., faculty search committee, curriculum committee, RAD reviewer/judge)
- Service in advising student organizations
- Participation in UNTHSC outreach activities (e.g., participation in student recruiting events)
- Participation in professional society meetings and committees
- Reviewer for refereed journals
- Service on local advisory boards or review groups, or other community service provided as an SPH representative
- Service as peer reviewers for grant or contract applications at local or state level

Promotion to Professor

In many cases, an applicant may apply for promotion to the rank of Professor after five years of successful service at the rank of Associate Professor. However, the primary consideration is applying the "when ready" principle. In all cases, faculty should consult with their Department Chair or Dean before deciding to apply for promotion to the rank of Professor. Faculty should expect that favorable promotion decisions will depend heavily on earning "outstanding" ratings in their End of Year Performance Reports. There is no penalty for applying for promotion and

receiving an adverse decision. Furthermore, if denied promotion, this outcome will not prejudice subsequent P&T Committee decisions.

Faculty members being considered for initial appointment at, or promotion to, the rank of Professor must have met all requirements for appointment at the lower ranks (see above, and the Faculty Bylaws of the UNTHSC). In line with Faculty Tenure and Promotion Policy (6.003), Candidates must be rated as Outstanding in two of the three performance (teaching, research, or service).

As this is the highest academic level a faculty member can achieve, the Candidate must demonstrate that they have made a significant contribution to the School's community of scholarship. Professors are stewards who possess a vision for advancing the mission of the School. This leadership is evidenced by mentoring early career faculty and students, such as providing opportunities for scholarship and developing projects which facilitate collaboration and scholarly productivity. The Professor contributes to the intellectual climate of the School by envisioning and introducing curricular innovations, collaborating with leaders in other Colleges and Schools to develop inter-professional education initiatives, leading inter-disciplinary research, supporting infrastructure development, building data resources, supporting student internships, developing academic-community partnerships, promoting public health workforce development, and authoring publications with other faculty, students, and staff.

1. Research Performance

Promotion to Professor requires a strong and consistent record as an independent investigator with a well-developed scholarly research program, sustained high-quality contribution to the candidate's field of research, and demonstrated impact on academic public health or public health practice. There should be evidence that the candidate has a national, or, if appropriate, international scientific reputation. Impact can be demonstrated with citation indices, invitations to speak at conferences, consultant-ships, advisor-ships, task force assignments, and study section and grant review panel memberships.

a. Criteria for Outstanding Performance in Research

For the Candidate to achieve Outstanding performance in research as a Professor, it is essential that they demonstrate evidence of satisfying the four criteria identified below.

- External research funding that has had a significant impact on mission of the School, public awareness, policy, practice, or population and community health
- Published at least 60 articles in national and international peer-reviewed journals and on at least 20 of the articles they will be first author or senior author (senior author status will be justified by the candidate). If a paper is published in a journal with an impact factor of less than 1.0 or no impact factor at all, the faculty member will have to justify the publication outlet. The papers must be able to be retrieved through the Web of Science, Scopus, or PubMed. A scholarly book and book chapter written to advance the field of public health can be substituted for one to two peer reviewed papers. Preparation of textbooks and chapters in textbooks that are designed primarily for use in university courses, is considered service activity – not research.
- Exceeded the 30% level of external salary support for a substantial period of time at the rank of Associate Professor
- Outstanding mentorship for graduate students and early career faculty in grant and/or manuscript writing as indicated by funded grants, funded support, peer-reviewed publications, conference presentations, etc.

b. Criteria for Quality Performance in Research

For faculty members to achieve Quality (proficient) Performance in research as a Professor, it is essential that they demonstrate evidence of satisfying the three criteria identified below.

- Published at least 45 articles in national and international peer-reviewed journals and on at least 15 of the articles they will be first author or senior author if justified by the candidate
- Maintained 30% level of external salary support at rank of Associate Professor
- Provided mentorship for graduate students and early career faculty in grant and/or manuscript writing as indicated by peer-reviewed publications, conference presentations, etc.

2. Teaching Performance

a. Criteria for Outstanding Performance in Teaching

The teaching requirements are the same as those required for Associate Professor. However, more weight will be given to the development of new advanced courses, or updating existing courses, with higher order learning strategies and assessment tools, and sustained mentoring and success of PhD students and early career faculty.

b. Criteria for Quality Teaching Performance

The teaching requirements are the same as those required for Associate Professor. However, more weight will be given to the development of new courses, or updating existing courses.

3. Service Performance

a. Criteria for Outstanding Performance in Service

The service requirements are the same as those required for Associate Professor. It is expected that the Candidate can demonstrate that completion of service in a non-academic setting or research setting was: (a) possible only because of the specialized knowledge of the faculty member and (b) that the service involved intellectual and demanding work utilizing their public health or health management expertise. However, at the rank of Professor, more weight will be given to activities and appointments that are highly visible at the national and international levels, and those that demonstrate substantial impact on public or community health.

b. Criteria for Quality (proficient) Performance in Service

The service requirements are the same as those required for Associate Professor. However, it is expected that the Candidate will have served for at least three years in a significant University service role as an Associate Professor.

Conferral of Tenure

In all cases, the conferral of tenure is limited to tenure-track faculty who: (a) have professional trajectories that suggest career-long productivity in teaching, research, and service is likely, (b) are exemplars for early career faculty, and (c) who possess the character and vision necessary for serving as a steward of the University and the School.

Specific University procedures exist to grant tenure to new hires at the rank of Associate Professor and Professor, when they did not have tenure at their previous institution. Department

Chairs, P&T Committee Chairs, and Search Committee Chairs play important roles in the hiring process of such faculty and thus shall be familiar with 6.003 Faculty Tenure and Promotion Policy.

Post-Tenure Review

Tenured faculty members are expected to fulfill all responsibilities required by their rank. Tenured faculty will receive a post-tenure review in accordance with the UNTHSC Policy on Evaluation of Tenured Faculty (6.004). The P&T Committee will rely on materials located in the Interfolio Faculty Information System in conducting post-tenure reviews.

Three-Year Review for Tenure Track Faculty

The three-year review for tenure track faculty is an SPH requirement rather than a UNTHSC policy. Tenure-track faculty will have a three-year review at the start of their fourth and seventh years of service, following the first full year joining the School's faculty on September 1. Reviews will continue to be performed following each third full year of service until tenure is conferred or the end of the probation period (see 6.003 Faculty Tenure and Promotion Policy and P6.002 Faculty Appointment, Reappointment, and Probationary Period Procedure).

Three-year reviews are requested by the Department Chair. It is the faculty member's responsibility to update their Faculty Profile in Interfolio and upload all needed documents into the Interfolio Faculty Information system as required by the SPH Promotion and Tenure Process and Guidelines and following technical guidance provided by the Dean's Office. By August 15 of the third year of service, the Candidate's Faculty Profile and supporting documents will be available for the P&T Committee to review in Interfolio. The Chair of the P&T Committee will deliver the Committee's report to the Department Chair and the Dean no later than the subsequent date of March 15. The Department Chair will deliver the review to the Candidate no later than March 30.