SON OP: 20.005 APPOINTMENT/Promotion/Tenure/Reappointment of Faculty

PURPOSE: This policy establishes the review processes used by faculty and administrators to develop guidelines regarding the appointment/promotion/tenure and reappointment of faculty.

REVIEW: This section of the handbook shall be reviewed by the Professional Development Council and Dean by September 1st on odd-numbered years. With revisions approved by the faculty and presented to the President of TTUHSC.

POLICY/PROCEDURE

1. General Considerations

   a. The school of nursing is comprised of a community of scholars dedicated to teaching, scholarship, clinical service and service to the institution through participation in faculty governance, community work, and professional organizations in addition to other activities. These activities contribute to fulfilling the mission of the school of nursing and TTUHSC.

   b. Faculty members are entitled to academic freedom in teaching students the subject for which he/she is responsible, but should refrain from introducing controversial topics which do not relate to the subject being taught. As a member of the academic community, the faculty member is responsible to demonstrate competence in the area of specialization, teaching and scholarship, to engage in scholarly activities, including dissemination through presentations and publications, and participation in professional organizations and meetings.

   c. The appointment, promotion, tenure, and reappointment process is used to evaluate the professional expertise of faculty, ensure professional development of faculty, protect academic freedom, encourage professional engagement of faculty, and promote faculty in recognition of evolving competence and achievements.

   d. Initial faculty appointments take into consideration needs of the school of nursing, ranks of expertise and competence of the faculty, focus area of the faculty, and opportunity to be assigned to a tenure or non-tenure track.

      i. Assignment to a particular rank and focus area are based on the faculty member’s educational preparation, specialization, length of time in service and teaching, and prior rank in an academic setting, as appropriate.

      ii. The Faculty Council, Program Faculty, Associate Deans, and Associate Dean/Department Chairs make recommendations regarding initial appointment to the Dean through participation in the faculty candidate interview process.

      iii. Letters of appointment identify designation of tenure or non-tenure track, focus area and rank in accordance with Guidelines for Qualification of Faculty Rank, and credit for time in rank and eligibility for time in rank and promotion eligibility.

   e. Faculty members participate in an annual evaluation in accordance with OP 20.075, which reflect the faculty member’s job description, rank and focus as outlined in the Guidelines for Qualification of Faculty Rank.
i. Annual reappointment recommendations, based on faculty performance evaluation are made to the dean by the Associate Dean/Department Chair and the Regional Dean, as appropriate.

ii. Notification to faculty regarding appointment status is made by letter on dates consistent with those listed in HSC-OP 60.01.

f. The timing of each faculty member’s eligibility for promotion or tenure are established at the time of initial appointment based on rank, time in rank, and designation of tenure and non-tenure track status.

i. Faculty applying for promotion or tenure are expected to complete an in-depth self-evaluation prior to formally applying for promotion or tenure.

ii. Faculty must meet criteria for rank by the date of submitting his/her application for promotion or tenure. Time in rank must be met by the date of promotion (see item #2 below).

g. In accordance with HSC OP 60.01, page 6, faculty in tenure seeking track has a probationary period of seven years. SON OP 20.080, Pre-tenure Review of Faculty Progressing Toward Tenure, outlines requirements and processes for this probationary period.

2. Time in rank for the purposes of promotion begins on the date of hire. Faculty may apply for promotion to the next rank one year prior to completing the required time in rank if the Guidelines for Qualification of Faculty Rank are met prior to submission of the application.

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