



**TEXAS TECH UNIVERSITY  
HEALTH SCIENCES CENTER.**

School of Medicine  
Operating Policy and Procedure

**SOM OP: 20.01 SOM Faculty Appointments**

**PURPOSE:** The purpose of this School of Medicine (SOM) Policy and Procedure is to establish procedures and requirements for SOM faculty appointments.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Faculty Appointments Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

**POLICY/PROCEDURE:**

1. **General.** This policy is intended to provide procedures for acquiring SOM faculty appointments in accordance with [HSC OP 60.09, Faculty Recruitment Procedure](#), [HSC OP 60.01, Tenure and Promotion Policy](#), and [SOM OP 20.21, Faculty Tenure and Promotion](#).
2. **Qualifications for Faculty Appointments.** Faculty in the ranks of Instructor through Professor in both tenure and non-tenure track positions, paid and non-paid, must possess terminal degrees, (e.g., Ph.D., M.D., D.O., or equivalent). Other, term appointments, non-paid, require an appropriate professional degree, [i.e., Librarians (MLS), Physician Assistants (PA), Nurse Practitioners (NP)], etc. Exceptions to the above requirements must be approved by the Dean.
3. **Process Steps.** These steps should be followed when processing a full-time, part-time paid or non-paid faculty appointment. For changes in faculty FTE, appropriate documentation should be routed through the Office of Faculty Recruitment, Affairs and Development (OFRAD) prior to the change in FTE.

Full-Time Paid, .50-1.00 FTE Tenure & Non-Tenure Track	Term Appointments with Qualifying Conditions Paid, .01-.49 FTE All Non-Tenure Track	Other term, non-paid appointments with Qualifying Conditions
A full list of titles is located on: <a href="#">HSC OP 60.01</a>		
1. Need for additional faculty is identified, and the <a href="#">request to recruit</a> and <a href="#">ProForma</a> are generated by the hiring department and submitted to the Office of Recruitment.		
2. Request to Recruit and ProForma are submitted to the Recruiting and Retention Steering Committee by the Office of Faculty Recruitment after financial approval is obtained per campus.		
3. Department begins the recruitment process in accordance with <a href="#">HSC OP 60.09</a> . A. <u>Clinical Department</u> : Top candidate is identified and department submits a request to OFRAD for a Letter of Offer and terms to be sent to the candidate. B. <u>Basic Science</u> : Top candidate is identified and department submits a request to OFRAD for a Letter of Offer and terms to be sent at step 3 or at step 6.		

Checklist continues on next page



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<p>4. Candidate's faculty appointment packet is submitted by the department for local faculty appointments process. (For regional campus approvals, approved packet will be routed to the OFRAD in 1 combined .pdf). Packet includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Letter from the Chair of the department to FAC Chair</a> requesting consideration and approval of faculty appointment. Letter should include: Dept/Division, Rank, Non-Tenure, Role in Department and Statement of Verification of Training &amp; Licensure, and current email and mailing address               <ul style="list-style-type: none"> <li>• Residency verification site: <a href="https://apps.acgme.org/ads/public/INTL">https://apps.acgme.org/ads/public/INTL</a></li> <li>• Board certification site: <a href="http://www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx">www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx</a></li> <li>• Texas Medical License site: <a href="http://www.tmb.state.tx.us/page/look-up-a-license">http://www.tmb.state.tx.us/page/look-up-a-license</a></li> </ul> </li> <li><input type="checkbox"/> Current curriculum vitae (within last six months)</li> <li><input type="checkbox"/> Written documentation of 2 communications with references (within last six months)</li> <li><input type="checkbox"/> Interview Comments from Faculty &amp; Executive Administration</li> <li><input type="checkbox"/> Interview Comments from 1 member of Faculty Appointments Committee (if applicable)</li> <li><input type="checkbox"/> Printout from TMB website (if currently licensed; if not currently licensed reach out to OFRAD for instruction)</li> <li><input type="checkbox"/> If EEO Certification has been obtained, Attachment D is <b>NOT</b> required. If it has not been obtained, you must complete and sign <a href="#">HSC OP 60.09 Attachment D</a> with candidate/applicant demographic data</li> <li><input type="checkbox"/> If Applicable: Interview Comments Clinical Research Institute Director/Staff are highly encouraged.</li> </ul> <p>Upon submission of the packet to the OFRAD, the department may request the appropriate offer letter agreement (basic science)/physician employment agreement (clinical) template. Once the department completes the required information, the offer letter agreement/physician employment agreement is routed back to OFRAD. The OFRAD will route the reviewed document to MPIP or the Office of the Dean, and General Counsel for review and approval.</p>		<p>Candidate's faculty appointment packet is submitted by the department for local faculty appointments process. (For regional campus approvals, approved packet will be routed to the OFRAD in 1 combined .pdf). Packet includes:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> <a href="#">Letter from the Chair of the department to FAC Chair</a> requesting consideration and approval of faculty appointment. Letter should include: Dept/Division, Rank, Non-Tenure, Role in Department and Statement of Verification of Training &amp; Licensure, and current email and mailing address               <ul style="list-style-type: none"> <li>• Residency verification site: <a href="https://apps.acgme.org/ads/public/INTL">https://apps.acgme.org/ads/public/INTL</a></li> <li>• Board certification site: <a href="http://www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx">www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx</a></li> <li>• Texas Medical License site: <a href="http://www.tmb.state.tx.us/page/look-up-a-license">http://www.tmb.state.tx.us/page/look-up-a-license</a></li> </ul> </li> <li><input type="checkbox"/> Current curriculum vitae (within last six months)</li> <li><input type="checkbox"/> Written documentation of 2 communications with references (within last six months)</li> <li><input type="checkbox"/> Printout from TMB website (if applicable)</li> </ul>
<p>5. Candidate is submitted to FAC at the next meeting, and the department is notified of the decision. If not completed in step 4, the OFRAD will route the appropriate offer letter/physician employment agreement template to the department for completion. Once the department completes the required information, the offer letter/physician employment agreement is routed back to OFRAD. The OFRAD will route the reviewed document to MPIP or the Office of the Dean, and General Counsel for review and approval.</p>		



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6.	The agreements are sent by the OFRAD to the candidate for required signatures.	
7.	Agreements are returned to OFRAD and routed for additional administrative signatures.	
8.	Agreements are retained and distributed to the department and HR. Department provides fully executed agreement to candidate.	Appointment letter is retained and distributed to the department and HR.
9.	An ePAF is generated prior to or upon the start date of the faculty member.	
10.	MANDATORY SACS accreditation required documents to be stored and updated by the department prior to candidate start date. <ul style="list-style-type: none"> <li>• Original (official) transcript,</li> <li>• Certification of equivalency or ECFMG for international graduates,</li> <li>• Board certification certificate (current)</li> <li>• Curriculum Vitae (current)</li> </ul>	

4. **Joint Appointments:**
  - a. For joint appointments within the School of Medicine: One letter from each department chair, or one letter with both department chairs' signatures, to the dean, requesting appointment.
  - b. For joint appointments between schools for individuals who are already paid faculty within the HSC: A letter from each department chair, or one letter with both department chairs' signatures, to the dean, requesting appointment.
  
5. **Part-time, Paid Faculty Appointment holding full- or part-time appointment with TTU System affiliate:** For faculty who hold part-time, paid appointments with Texas Tech University Systems affiliates requesting appointment with the School of Medicine, the School of Medicine Dean will confer with the Office of the Provost for necessary letters of appointment based upon documentation and qualifications of the faculty member.
  
6. **Transition between paid/non-paid appointments, or FTE Change:** Faculty transitions between paid and non-paid appointments or a change in FTE requires the following:
  - a. **Paid to non-paid Appointment:** A letter from the department chair to the SOM Dean requesting non-salaried appointment. Letter should include termination date of paid appointment, requested rank of non-salaried appointment, and current mailing and email address of faculty member.
  - b. **Non-Paid to Paid Appointment:** A change from non-paid to paid appointment must go through the faculty appointments committee. All steps listed in the faculty appointments check list above for a part time or full time paid (0.01-1.00 FTE) tenure and non-tenure track must be followed.
  - c. **Change in FTE:** For a faculty change in FTE, a new Employment Agreement or addendum will be required dependent upon the proposed FTE. Faculty change between 0.5 through 1.00 FTE will require an addendum to their current Employment Agreement or Offer Letter. Faculty change between 0.01 through 0.49 FTE will require an addendum to their current Employment Agreement or Offer Letter. Faculty FTE change from 0.01 – 0.49 to 0.5 or greater (or vice versa) will require a new Employment Agreement or Offer Letter.



7. **Faculty Retirement and Rehire/Reappointment:** Faculty who have a 0.5 – 1.00 FTE appointment with TTUHSC-SOM and retire, then wish to return in a part-time or non-paid capacity must follow all hiring processes listed in the check list above. If the faculty member has been gone for a period of six months or less, they do not have to go back through the faculty appointments process for approval of rank. The rank must be consistent with rank requirements for the requested FTE. If the period is greater than six months, the faculty appointments process must be followed.
8. **Promotion criteria and process for Clinical and Adjunct Faculty:** Clinical and adjunct (non-paid) faculty should refer to [SOM OP 20.01.H, Guidelines for Clinical \(Non-Salaried\) Faculty Appointment-Reappointment-Promotion](#), and [SOM OP 20.01.I, Guidelines for Adjunct Faculty Appointment-Reappointment-Promotion](#), for criteria. Both non-paid and faculty with 0.01 – 0.49% FTE may be promoted by submitting the following packet to the OFRAD for approval by the Dean:
  - a. Letter from the department chair to the dean requesting the promotion. This letter should contain both the qualifications of the faculty member and the justification for the promotion.
  - b. Updated CV
9. **Emeritus Appointments:** Professor or Associate Professor at retirement and at least 10 years of service conferred as a recognition for long and faithful service or for “very distinguished service”. See [HSC OP 10.12 Emeritus Appointments](#) and [Regents’ Rules 04.01.2](#). Must be professor or associate professor level at retirement and at least ten years of service.
  - a. **Department Chair:** The department chair will submit a letter of recommendation with sufficient justification and a copy of the nominee’s curriculum vitae (current within the last six months) to the Dean (via the OFRAD).
  - b. **Dean:** The Dean will review recommendation and documents sent by the department chair and request the SOM Faculty Council Executive Committee (FCEC) to review the request and the nominee’s qualifications, and advise the Dean regarding further, appropriate action. The Dean will forward a formal letter of recommendation to the president, as appropriate.
  - c. **Board of Regents:** Final approval and granting of Emeritus status requires Board of Regents approval.
10. **Research Track Faculty Appointments:** Faculty with the rank of Research Assistant Professor/Research Associate Professor, who want to move to an Assistant Professor/Associate Professor, non-tenure track, will need their Department Chair to submit a letter to the Dean requesting this change in track. If approved, the faculty member will remain on the non-tenure track for a minimum of two-years\* before switching to the tenure track.
  - a. \*School of Medicine faculty who apply for a nationally searched tenure track position in a different department, and are selected as the final candidate are exempt from the two-year waiting period.
11. **Department Chair Appointments:** A search committee, appointed by the School of Medicine Dean, facilitates the search for a department chair. Faculty Appointment Committee members are not required to interview these candidates. These searches must meet Provost Guidelines.