



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

FACULTY APPOINTMENTS REQUIREMENTS

The Committee meets on the 1st and 3rd Monday of each month. Deadline for submission is 5:00 pm on the Tuesday prior to the meeting.

Full or Part-Time Faculty (= or >50% FTE)

- ❖ Letter from Chair requesting rank, tenure option and listing role in the department.
MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED
 - state if the residency is ACGME approved by verifying at:
http://www.acgme.org/adspublic/reports/program_specialty.asp
 - Verify that the board certification is ABMS approved
<https://www.abms.org/WC/login.aspx>
 - Print out the Texas Medical Board Physician Profile (if Texas licensed) at
http://req.tmb.state.tx.us/OnLineVerif/Phys_NoticeVerif.asp and include in packet
- ❖ Current Curriculum Vitae (within last 6 months with date of last update)
- ❖ 3 current letters of recommendation (written within last 6 months)
For Clinical Faculty less than two (2) years out of training, it is suggested that one letter be from the residency/fellowship director. For established Clinical Faculty, it is suggested that at least two letters be from colleagues with whom they have worked in the last 24 months.
- ❖ Interview Comments from:
Two (2) members of the Faculty Appointments Committee (ex-officio excluded)
Departmental members who interviewed

Clinical Faculty: (= or <49% FTE or non-salaried)

- ❖ Letter from Chair requesting rank and listing role in the department.
MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED
 - Print out the Texas Medical Board Physician Profile (if Texas licensed) at
http://req.tmb.state.tx.us/OnLineVerif/Phys_NoticeVerif.asp and include in packet.
- ❖ Current Curriculum Vitae (within last 6 months)
- ❖ 3 current letters of recommendation (written within last 6 months)
For established Clinical Faculty, it is suggested that at least two letters be from colleagues with whom they have worked in the last 24 months.

Guidelines for Visiting Professor:

- ❖ Letter from Chair requesting rank and listing role in the department.
MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED
 - Print out the Texas Medical Board Physician Profile (if Texas licensed) at
http://req.tmb.state.tx.us/OnLineVerif/Phys_NoticeVerif.asp and include in packet.
- ❖ State the term of the appointment in the letter from the Chair
- ❖ Current Curriculum Vitae (within last 6 months)
- ❖ Copy of Visa paperwork (if International)
- ❖ Request to Recruit approved by Dean (if funded)



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Adjunct Appointments: (employed by another institution but having duties at TTUHSC)

- ❖ Letter from Chair requesting rank and listing role in the department.
- ❖ **MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED**
- ❖ Current Curriculum Vitae (within last 6 months)
- ❖ 3 current letters of recommendation (written within last 6 months)

Additional Appointments Instructions

Joint Appointments:

- ❖ One letter from each department chair approving appointment
- ❖ Current Curriculum Vitae (within last 6 months)
(If they already have an appointment at TTUHSC – letter from each department chair approving appointment plus ePAF. CV is not required and does not go through FAC.)

Clinical Faculty Promotions: (non-salaried and < 50% FTE)

- ❖ Letter from the Department Chair to the Dean requesting the promotion and justification for the promotion
- ❖ Updated CV
- ❖ Submit ePAF once promotion letter is completed

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 and Regents’ Rules 04.01.2.**
- ❖ The Department Chair will submit a letter of recommendation and a copy of the nominee’s curriculum vitae to the Dean of the School of Medicine
- ❖ The Dean will ask the SOM Faculty Council Executive Committee 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 of TTUHSC, as appropriate.
***Requires Board of Regents approval*

Chair Appointments

- ❖ The search for a Chair is facilitated by a Search Committee appointed by the School of Medicine Dean.
- ❖ Faculty Appointments Committee members are not required to interview these candidates

All information should be addressed to:

Chairman, Faculty Appointments Committee and forwarded to: Charla Cothrin, Office of Faculty Affairs and Development, School of Medicine, Room 2B113, MS 6213