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://reg.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://reg.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://reg.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)
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