



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™
School of Medicine

Policy and Procedure

Non-Salaried SOM Faculty Appointment

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

REVIEW: This SOM Policy and Procedure will be reviewed on June 1 of each even-numbered year by the Office of Faculty Affairs and Development and the Faculty Appointments Committee, with recommendations for revision forwarded to the Dean by June 30.

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 Procedures, Board of Regents Policy 04.03 and SOM Guidelines for Tenure and Promotion.

2. Procedures

- a. The need for additional volunteer faculty is identified.
- b. As soon as a single candidate is identified, the candidate's packet should be submitted to the Office of Faculty Affairs and Development for submission to the Faculty Appointments Committee (FAC). The packet includes the following: current curriculum vitae (within last 6 months), three current letters of recommendation (within last 6 months), TMB license verification printout (if Texas licensed) and a letter from the Chair of the department to the Chair of the FAC requesting consideration and approval. The memo from the Chair should include rank, department/division, an effective date, a statement of their role in the department and a statement of verification of credentials. This submission should occur at least one week in advance of the next Faculty Appointments Committee meeting. Meetings are held the first and third Mondays of each month.
- c. Once the candidate has been approved by the FAC, the department will be notified of the decision.
- d. The Office of Faculty Affairs and Development will prepare a letter of appointment for the Dean's signature. Once the letter is signed by the Dean, it is mailed to the candidate along with the *Guidelines for Clinical Faculty Appointment/Reappointment* and a *Clinical Faculty Identification Card*.

- e. An ePAF should be generated prior to or upon the effective date of their appointment.
- f. Once the appointment is non-renewed or terminated, the department should submit an ePAF for termination of the clinical appointment.