



## FACULTY APPOINTMENT REQUIREMENTS

*The Lubbock 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.*

### Non-Tenure Track Term Appointments & Tenure/Tenure Track Appointments

**Full or Part-Time Faculty (≥ 50% FTE)—(Includes tenure track, non-tenure track, faculty associates & research appointments)**

1. Letter from Chair requesting rank, tenure option and listing role in the department.  
**MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**
  - a. State if the residency is ACGME approved by verifying at:  
<https://apps.acgme.org/ads/Public/INTL>
  - b. Verify that the board certification is ABMS approved: [www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx](http://www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx)
  - c. Print out and include in packet, the Texas Medical Board Physician Profile (if Texas licensed) at:  
<http://www.tmb.state.tx.us/page/look-up-a-license>
2. Current Curriculum Vitae (within last six months with date of last update on the CV).
3. Three (3) current letters of recommendation (written within last six 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. The committee reserves the right to request additional letters if necessary.*
4. Interview Comments from:
  - a. One (1) member of the Faculty Appointments Committee (ex-officio excluded).
  - b. Other faculty (at least 3) who interviewed.
  - c. One from the CRI director/staff (if applicable)
5. Copy of SOM OP 20.01.B, Request to Recruit and a copy of the SOM OP 20.01.A, Faculty Appointments Checklist.
6. Copy of the completed and signed HSC OP 60.09 Attachment D, EEO/Affirmative Action Recruitment Summary with the candidate/applicant demographic data (get from HR recruitment office).

### Non-Tenure Track Term Appointments with Qualifying Conditions

**Clinical Appointments & Non-clinical Appointments: (≤ 49% FTE or non-salaried)**

1. Letter from Chair requesting rank and listing role in the department.  
**MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**

Print out and include in packet, the Texas Medical Board Physician Profile (if Texas licensed) at  
<http://www.tmb.state.tx.us/page/look-up-a-license>
2. Current Curriculum Vitae (within last six months).

3. Copy of SOM OP 20.01.B, Request to Recruit and a copy of the SOM OP 20.01.A, Faculty Appointments Checklist. (For paid positions only)
4. Three (3) current letters of recommendation (written within last six months). (Required letters should address their commitment to education.)  
*For established Clinical Faculty, at least two of the three required letters are to be from colleagues (e.g., MD, DO, PhD) with whom they have worked in the last 24 months. The committee reserves the right to request additional letters if necessary.*

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

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

**Visiting Appointments (Associate Professor & Professor only):**

1. Letter from Chair requesting rank and listing role in the department. **MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**  
Print out and include in packet, the Texas Medical Board Physician Profile (if Texas licensed) at <http://www.tmb.state.tx.us/page/look-up-a-license>
2. State the term of the appointment in the letter from the Chair.
3. Current Curriculum Vitae (within last six months).
4. Three (3) current letters of recommendation (written within last six months).
5. Copy of Visa paperwork (if international).
6. Request to Recruit approved by Dean (if funded).

## Additional Appointments Instructions

**Joint Appointments:**

1. One letter from each department chair approving appointment.
2. Current Curriculum Vitae (within last six months)  
*If faculty already have an appointment at TTUHSC – letter from each department chair approving appointment plus ePAF. CV is not required and does not go through Faculty Appointments Committee.*

**Emeritus Appointments(\*\*):**

1. 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](#).
2. The Department Chair will submit a letter of recommendation with sufficient justification and a copy of the nominee’s curriculum vitae to the Dean of the School of Medicine.
3. 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.
4. The Dean will forward a formal letter of recommendation to the President of TTUHSC, as appropriate.  
*\*\*Requires Board of Regents approval.*

**Chair Appointments**

1. A Search Committee appointed by the School of Medicine Dean facilitates the search for a Chair. Faculty Appointments Committee members are not required to interview these candidates.

**All information for the Lubbock Campus should be addressed to:**

**Chairman, Faculty Appointments Committee** and forwarded to:

Charla Cothrin  
Office of Faculty Affairs and Development  
School of Medicine, Room 2B113, STOP 6213

**All documents for faculty appointments for the Amarillo and Permian Basin Campuses should go to their respective Faculty Appointments Committee and once approved will be sent to the Lubbock Office of Faculty Affairs and Development for processing and mailing of the offer letter, employment agreement, etc.**