



**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:

- 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](#).
- 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). Faculty Associate appointments require an appropriate professional degree, [i.e., Librarians (MLS), Nurse Anesthetists (CRNA), Physician Assistants (PA), Nurse Practitioners (NP)], etc. Exceptions to the above requirements must be approved by the Dean.
- Process Steps.** The following steps should be followed when processing a full-time, part-time paid or non-paid faculty appointment.

Full-Time (.50-1.00 FTE)	Term Appointments with Qualifying Conditions (Paid) (.01-.49 FTE)	Term Appointments with Qualifying Conditions (Non-Paid)
Titles may include: <ul style="list-style-type: none"> • Non-tenure track Instructor; • Non-tenure track or tenure track Assistant Professor, Associate Professor or Professor; • Non-tenure track Faculty Associate, Research Instructor, Research Assistant Professor, Research Associate Professor or Research Professor • Visiting Associate Professor or Visiting Professor 	Titles may include (all non-tenure track): <ul style="list-style-type: none"> • Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor; • Instructor, Assistant Professor, Associate Professor or Professor; • Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor; • Visiting Associate Professor or Visiting Professor 	Titles may include (all non-tenure track): <ul style="list-style-type: none"> • Clinical Instructor, Clinical Assistant Professor, Clinical Associate Professor or Clinical Professor; • Instructor, Assistant Professor, Associate Professor or Professor; • Adjunct Instructor, Adjunct Assistant Professor, Adjunct Associate Professor or Adjunct Professor
1. Need for additional faculty is identified. SOM OP 20.01.B, Request to Recruit , is generated by the recruiting department. The Department sends SOM OP 20.01.B, Request to Recruit , to the Office of Faculty Affairs & Development (OFAD) for processing, (MS 6213). All signatures are obtained by OFAD.		
2. Approved SOM OP 20.01.B, Request to Recruit , is returned to the recruiting department.		
3. Department begins the recruitment process in accordance with HSC OP 60.09, Faculty Recruitment Procedure .		
4. Candidates are identified.	Go to Step 6.	Go to Step 6.

	Full-Time (.50-1.00 FTE)	Term Appointments with Qualifying Conditions (Paid) (.01-.49 FTE)	Term Appointments with Qualifying Conditions (Non-Paid)
5.	<p>Candidates' current curriculum vitae, 3 letters of reference and SOM OP 20.01.E, Interview Comments, indicating the rank and tenure are provided to designated interviewers:</p> <ul style="list-style-type: none"> • At least one (1) member of the Faculty Appointments Committee (FAC) • Other faculty (at least 3) of the recruiting department or other departments • Clinical Research Institute (CRI) Director or staff on the respective campus if clinical faculty (highly encouraged) 		
6.	A single candidate is identified.		
7.	<p>Candidate's packet is submitted by the department to the OFAD and includes: (refer to SOM OP 20.01.J, Faculty Appointment Requirements)</p> <ul style="list-style-type: none"> • Current curriculum vitae (within last 6 months) • Three current letters of recommendation (within last 6 months) • Interview comment forms from designated interviewers (must contain at least one from FAC) and (if applicable, one from the CRI director/staff) • Letter from the Chair of the department to the Chair of the FAC requesting consideration and approval (Memo from the Chair should include rank, tenure option, department/division, a statement of their role in the department and a statement of verification of credentials.) • Copy of: <ul style="list-style-type: none"> – SOM OP 20.01.B, Request to Recruit – TMB license verification printout (if Texas licensed) – Copy of the SOM OP 20.01.A, Faculty Appointments Checklist – Completed and signed HSC OP 60.09 Attachment D, EEO/Affirmative Action Recruitment Summary with candidate/applicant 	<p>Candidate's packet is submitted by the department to the OFAD and includes: (refer to SOM OP 20.01.J, Faculty Appointment Requirements)</p> <ul style="list-style-type: none"> • Current curriculum vitae (within last 6 months) • Three current letters of recommendation (within last 6 months) • Copy of: <ul style="list-style-type: none"> – SOM OP 20.01.B, Request to Recruit – TMB license verification printout (if Texas licensed) – Copy of the SOM OP 20.01.A, Faculty Appointments Checklist • Letter from the Chair of the department to the Chair of the FAC requesting consideration and approval (Memo from the Chair should include rank, department/division, a statement of their role in the department, effective date of appointment and a statement of verification of credentials.) <p>Submission should occur at least one week in advance of the next FAC meeting. Meetings are held the first and third Mondays of each month.</p>	<p>Candidate's packet is submitted by the department to the OFAD and includes: (refer to SOM OP 20.01.J, Faculty Appointment Requirements)</p> <ul style="list-style-type: none"> • Current curriculum vitae (within last 6 months) • Three current letters of recommendation (within last 6 months) • Letter from the Chair of the department to the Chair of the FAC requesting consideration and approval (Memo from the Chair should include rank, tenure option, department/division, a statement of their role in the department and a statement of verification of credentials.) • TMB license verification printout (if Texas licensed) <p>Submission should occur at least one week in advance of the next FAC meeting. Meetings are held the first and third Mondays of each month.</p>

	Full-Time (.50-1.00 FTE)	Term Appointments with Qualifying Conditions (Paid) (.01-.49 FTE)	Term Appointments with Qualifying Conditions (Non-Paid)
	<p>demographic data (get from HR recruitment office)</p> <p>Submission should occur at least one week in advance of the next FAC meeting. Meetings are held the first and third Mondays of each month.</p>		
8.	OFAD submits packet to the Faculty Appointments Committee (FAC).		
9.	Candidate is approved by the FAC and the department is notified of the decision.		
10.	<p>Department prepares a request for faculty offer (letter addressed to the Dean) from the department Chair and submits to OFAD.</p> <ul style="list-style-type: none"> • The letter should include: <ul style="list-style-type: none"> – Candidate’s current address – Starting salary – Tenure option – Rank – Hire date – Length of stay for visiting professors • Attached to the letter should be: <ul style="list-style-type: none"> – Copy of SOM OP 20.01.B, Request to Recruit – SOM OP 20.01.C, Request to Hire – Appropriate employment agreement, if applicable (SOM OP 20.01.F, Physician Employment Agreement, Non-Tenure Track, SOM OP 20.01.G, Physician Employment Agreement, Tenure Track, or SOM OP 20.01.K Physician Employment Agreement, J-1 Waiver) which should include the candidate benefits/compensation statement, special power of attorney and assignment and plan agreement 	Go to Step 12.	
11.	Complete packet is routed by OFAD through the SOM Finance & Administration Office for final approval on the funding (SOM OP 20.01.C, Request to Hire).		
12.	OFAD prepares a letter of offer/appointment for the Dean’s signature with the employment agreement (if applicable) attached.		
13.	Dean signs the letter of offer/appointment.		
14.	Offer letter and employment agreement are mailed overnight to the candidate. (A return FedEx envelope with pre-paid return postage is included in the packet.)	Appointment letter is mailed to the candidate and e-mailed to the Department Chair and administrator.	
15.	Employment agreement (SOM OP 20.01.F, Physician Employment Agreement, Non-Tenure Track , SOM OP 20.01.G, Physician Employment Agreement, Tenure Track , or SOM OP 20.01.K Physician Employment Agreement, J-1 Waiver), and all other necessary forms are signed by the candidate and spouse (if applicable).		Go to step 20.
16.	Entire package is returned to the OFAD.		
17.	Employment agreement (SOM OP 20.01.F, Physician Employment Agreement, Non-Tenure Track , SOM OP 20.01.G, Physician Employment Agreement, Tenure Track , or SOM OP 20.01.K Physician Employment Agreement, J-1 Waiver), assignment and plan agreement, and special power of attorney are routed for signatures of the Department Chair, MPIP Director, Dean and President.		

	Full-Time (.50-1.00 FTE)	Term Appointments with Qualifying Conditions (Paid) (.01-.49 FTE)	Term Appointments with Qualifying Conditions (Non-Paid)
18.	Original employment agreement is retained by the OFAD.		
19.	Electronic copies are e-mailed to the Department Chair, Administrator and Faculty Records.		
20.	An ePAF should be generated prior to or upon the start date of the faculty member. (Refer to the SOM OP 20.01.D, Faculty Position Class Codes and Titles.)		
21.	<p>The following items are to be requested from the new faculty member no later than the first day of employment. (These documents are maintained in the department and are necessary for accreditation.)</p> <ul style="list-style-type: none"> • Original (official) transcript, • Certification of equivalency or ECFMG (notarized copy--if applicable) for international graduates, • board certification certificate (notarized copy) • Current Curriculum Vitae 		

4. Promotions.

- a. 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.

Faculty with .00-.49% FTE may be promoted by submitting the following packet to OFAD for approval by the Dean:

- 1) Letter from the Department Chair to the Dean requesting the promotion and justification for the promotion.
 - 2) Updated CV
 - 3) Submit an ePAF once the promotion letter is received by the department.
- b. Faculty with .50-100% FTE. Individuals seeking promotion and/or tenure may follow the procedures as outlined in [SOM OP 20.21 Faculty Tenure and Promotion](#).
- c. Research Associate Professor. Faculty with the rank of Research Associate Professor, non-tenure track, who want to move to Associate Professor, non-tenure track, and then switch to the tenure track, will be reviewed by the Faculty Appointments Committee with a recommendation to the Dean. The Faculty member will submit to the Faculty Appointments Committee the same documents as required for a new appointment.

ATTACHMENTS

[SOM OP 20.01.A – Faculty Appointments Checklist \(Word\) \(PDF\)](#)

[SOM OP 20.01.B – Request to Recruit \(Word\) \(PDF\)](#)

[SOM OP 20.01.C – Request to Hire \(Word\) \(PDF\)](#)

[SOM OP 20.01.D – Faculty Position Class Codes and Titles](#)

[SOM OP 20.01.E – Interview Comments \(Word\) \(PDF\)](#)

[SOM OP 20.01.F – Physician Employment Agreement, Non-Tenure Track](#)

[SOM OP 20.01.G – Physician Employment Agreement, Tenure Track](#)

[SOM OP 20.01.H - Guidelines for Clinical Faculty Appointment-Reappointment-Promotion](#)

[SOM OP 20.01.I - Guidelines for Adjunct Faculty Appointment-Reappointment-Promotion](#)

[SOM OP 20.01.J - Faculty Appointment Requirements](#)

[SOM OP 20.01.K – Physician Employment Agreement, J-1 Waiver](#)