



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

SOM OP: 20.03 SOM Faculty Temporary License

PURPOSE: The purpose of this School of Medicine (SOM) policy is to establish procedures and provide guidance for faculty needing a Faculty Temporary License.

REVIEW: This SOM Policy and Procedure will be reviewed within each even-numbered fiscal year by the Office of Faculty Affairs and Development. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

General. A Faculty Temporary License (FTL) may be issued to a full-time salaried physician appointed as an assistant professor, associate professor, or professor by the TTUHSC School of Medicine (SOM) Dean. Physicians appointed as Instructors are not eligible to hold a FTL. The FTL makes it possible for a physician to practice medicine within a specified department. Information regarding applications can be obtained from the chair of the department or the TTUHSC SOM Office of Faculty Affairs and Development.

A faculty member is expected to obtain a permanent license within two years of their start date. Under extraordinary circumstances, the Dean or his designee may extend the two-year requirement.

Guidelines. The following guidelines for a Faculty Temporary License have been approved by the Texas Medical Board for use at the TTUHSC SOM. The board may issue a faculty temporary license to practice medicine to a physician appointed by TTUHSC in accordance with the following:

1. The faculty temporary license shall be issued for a period of one year. The holder of a faculty temporary license may apply for one or more successive years as approved by the TTUHSC SOM Dean.
2. The physician must have passed the Texas medical jurisprudence examination with a score of 75 or better.
3. The physician must sign an oath on a form provided by the board swearing the applicant has read and is familiar with board rules and the Medical Practice Act; will abide by board rules and the Medical Practice Act in activities permitted by this chapter; and will subject themselves to the disciplinary procedures of the Texas State Board of Medical Examiners.
4. The faculty temporary license holder's practice of medicine shall be limited to the employment conditions of the applying medical school as a part of duties and responsibilities assigned by the school to the physician.
5. The physician may participate in clinical, patient care and teaching activities as assigned, and apply for, and obtain hospital privileges according to the individual's approved scope of medical practice.
6. The physician and the school shall file affidavits with the board-affirming acceptance of the terms, limitations, and conditions imposed by the board on the medical activities of the physician.
7. The physician must hold a salaried faculty position of assistant professor-level or higher working full-time at the TTUHSC SOM.



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8. The initial application and fee for the faculty temporary license (or the renewal thereof) shall be presented to the executive director of the board at least **90 days** prior to the effective date of the employment of the physician.
9. The application shall be endorsed by the dean of the medical school or by the president of the institution.
10. Two years in a teaching faculty position at TTUHSC may be equivalent to two years of approved postgraduate training if, at the conclusion of this two-year period, the physician presents recommendations on his or her behalf from the chief administrative officer and the president of the institution.

Procedure. The application shall be made by the chair of the department in which the physician will be employed and provide such information and documentation to the board as may be requested. The following must be received by the TTUHSC SOM Office of Faculty Affairs and Development in order for the FTL to be processed.

- (a) Completed application.
- (b) A letter of offer from the Dean of TTUHSC School of Medicine.
- (c) A copy of your residency certificate
- (d) A check, money order, or cashier's check made out to the Texas Medical Board to cover the application fee.

Failure to include all requested items will result in unnecessary delays.

If the physician holds a FTL, an Institutional DEA number will be assigned. Contact the TTUHSC SOM Office of Faculty Affairs and Development to obtain an Institutional DEA number. The holder of the FTL will also use the Institutional DPS certificate.