



TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER™

School of Medicine

Operating Policy and Procedure

OM 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 Recruitment, 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 an 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 Recruitment, 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. The rules for a Faculty Temporary License have been approved by the Texas Medical Board for use at the TTUHSC SOM and may be found on their website [here](#)

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 Recruitment, Affairs and Development in order for the FTL to be processed.

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

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

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