



## INITIAL STEPS AND GENERAL TIMELINE FOR PROMOTION/TENURE PROCESS:

*\*\*Refer to specific dates on [SOM 20.21.B, SOM Tenure and Promotion Timeline](#)\*\**

1. **Notice from Chair.** The Campus Department Chair notifies the Office of Faculty Affairs and Development (OFAD) in writing (by letter or e-mail in **the spring**) of the name(s) of the candidate(s) being considered for promotion and/or tenure. [SOM OP 20.21, Faculty Tenure and Promotion](#), with attachments, is provided to the Campus Department Chair and the Faculty candidate by the OFAD.
2. **Required Academic Reference Letters.** As indicated in the SOM Timeline, the candidate furnishes the Campus Department Chair with five names from which the Chair can contact for letters of reference that address academic credentials. Academic reference letters from the following list are acceptable and are listed in order of preference as determined by the SOM Tenure and Promotion (T&P) Committee:
  - a. Another academician, not employed by TTUHSC at or above the rank desired,
  - b. Blind letters from academicians (not known to applicant),
  - c. Someone who works with academicians (AMA, etc.) at a state or national level,
  - d. Faculty member that has been at TTUHSC and left.

It is the responsibility of the Campus Department Chair to obtain **confidential** letters of reference from at least three, but no more than five individuals. **If the candidate does not know three (3) to five (5) academic colleagues, the Campus Department Chair along with the candidate can identify individuals who can be asked to evaluate the candidate's CV using the appropriate table from the SOM Faculty Tenure and Promotion policy. Required Academic Reference Letter** templates ([SOM OP 20.21.E, Tenure Track Reference Template](#), [SOM OP 20.21.I, Tenure only Reference Template](#) and [SOM OP 20.21.F, Non-tenure Track Reference Template](#)) may be used when requesting a reference letter. These letters will need to be modified to fit the candidate. (Please remember to include the candidate's current CV and the SOM policy [[SOM OP 20.21, Faculty Tenure and Promotion](#)]). It is the responsibility of the Campus Department Chair to submit electronic copies of these letters to the OFAD by the **deadline**.

3. **Optional Clinical Letters.** For clinical faculty who wish to demonstrate clinical service as their area of excellence, three (3) **additional** letters can be solicited. The **candidate** may request up to three (3) **confidential** letters from TTUHSC physicians (**not in the candidate's department**) or community physicians who can speak to their clinical excellence. An **OPTIONAL CLINICAL LETTER Template** is available ([SOM OP 20.21.G, Clinical Excellence Reference Template](#)). Letters are to be addressed to TTUHSC School of Medicine, OFAD, 3601 4<sup>th</sup> Street, STOP 6213, Lubbock, Texas 79430, and must be received by OFAD by the **deadline**. Only the first three (3) letters received will be included with the candidate's application.
4. **Candidate Responsibilities.** Upon completion of the Application for Tenure and/or Promotion, the candidate furnishes the following items to their Campus Department Chair prior to the **deadline**:
  - a. An electronic version of the completed SOM Application for Tenure and/or Promotion Report run from Digital Measures.
  - b. All appendices in one PDF file format in the order listed in the appendices section of the Application.
  - c. A hard copy of the signature page with the applicant's signature.

5. **Campus Department Chair Responsibilities.** The Campus Department Chair signs the signature page of the Application once reviewed and forwards the following items to the OFAD by the **deadline** all in electronic format:

- a. The Application with signed signature page incorporated into the electronic document (pdf format).
- b. All appendices in the order listed in the appendices section of the Application (pdf format).
- c. An electronic version (pdf format) of the 3-5 Academic reference letters.

## **DEPARTMENT TENURE AND/OR PROMOTION COMMITTEE:**

The OFAD prepares the list of names of the Departmental Tenure and/or Promotion Committee for each candidate. The Lubbock Department Chair may appoint a Departmental Tenure and/or Promotion Committee Chair. The link to view the candidate's Application with appendices, recommendation letters, and instructions for submission of the ballot will be e-mailed to each departmental tenure and/or promotion committee member by the OFAD.

### **1. Membership of Departmental Promotion Committee.**

For candidates being considered for promotion from:

- a. *Assistant Professor to Associate Professor.* All faculty in department from all three regional campuses holding ranks higher than Assistant Professor (except the Campus Department Chair)
- b. *Associate Professor to Professor.* All faculty in department from all three regional campuses holding rank of full Professor (except the Campus Department Chair)

### **2. Membership of Departmental Tenure Committee.**

The Departmental Tenure Committee consists of **ALL TENURED** members of the department from all three regional campuses EXCEPT the Campus Department Chair. Please note that only **tenured** faculty may serve on a Departmental Tenure Committee.

- a. If there are fewer than three departmental faculty members (other than the Campus Department Chair), of the rank higher than the proposed rank for the candidate or three tenured departmental faculty for tenure decisions, the Dean or his designate will assist the Department Chair/Committee in forming an Ad Hoc Departmental Tenure and/or Promotion Committee of three persons consisting of all eligible departmental faculty and the necessary additional faculty from closely related areas. The link to view the candidate's Application with appendices and recommendation letters, and instructions for submission of the ballot will be provided to the Ad Hoc Departmental Tenure and/or Promotion Committee by the OFAD.
- b. Faculty are encouraged to justify their vote with specific strengths and/or weaknesses of the candidate. **Campus Department Chairs are not to see the individual ballots.**
- c. The OFAD tallies the Departmental Committee votes and records them on the Tenure and Promotion Voting Summary form. The Departmental Committee ballots become a part of the candidate's Tenure and Promotion file, are retained by the OFAD, and are not disclosable to the candidate.

## **CAMPUS DEPARTMENT CHAIR:**

1. The application from the candidate is reviewed and voted upon by the Campus Department Chair. The Tenure and Promotion Voting Summary (paper form), and the Application, appendices and letters of reference (via a SharePoint link) will be forwarded to the Campus Department Chair.

2. The Campus Department Chair adds his/her signature to the Voting Summary form to indicate his/her recommendation and provides a letter to the Tenure & Promotion Committee regarding his/her level of support for the candidate. This letter should be addressed to the current Tenure and Promotion Committee Chair and indicate the candidate's area of excellence and area(s) of meaningful participation, i.e., teaching, scholarship, and/or patient care with substantiation as appropriate. The T&P Committee does not allow Chairs to address the T & P Committee regarding their level of support for their candidates. Therefore, the Chair's letter should contain all the information needed to convey the Chair's level of support to the T&P Committee.
3. These documents are forwarded to the OFAD in Lubbock.

### **SOM TENURE & PROMOTION COMMITTEE:**

1. All completed forms and letters are added to the candidate's Tenure and Promotion file by the OFAD and made available to the School's Tenure and Promotion Committee.
2. The School's T&P Committee reviews the departmental recommendation in detail, records their vote on the Tenure and Promotion Voting Summary form and makes a recommendation to the Dean.

### **SOM DEAN:**

1. The Tenure and Promotion Voting Summary (paper form), and the Application, appendices and letters of reference are forwarded to the Dean along with the recommendation from the School's T&P Committee.
2. The Dean adds his/her signature to indicate his/her own recommendation and forwards the Tenure and Promotion Voting Summary form and the Application with appendices and letters of reference to the President of the Health Sciences Center.

### **TTUHSC PRESIDENT, CHANCELLOR AND BOARD OF REGENTS:**

1. All forms and recommendations are forwarded to the HSC President. The President reviews and indicates his/her recommendation by signing the Tenure and Promotion Voting Summary form.
2. The President forwards his/her recommendation to the Chancellor and then to the Board of Regents.
3. Consideration is given by the Board of Regents at the February/March Board meeting.
4. Notice of final action is provided to all directly interested individuals.