



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER.

School of Medicine

## ***Procedures for Tenure and Promotion Committee***

1. **Tenure and Promotion Committee (T&PC).** The T&PC is advisory to the Dean of the School of Medicine in the matter of recommendations for promotion and/or tenure of faculty members.
2. **Committee Membership, Vice-Chair and Chair.**
  - a. The T&PC members are appointed by the Dean.
  - b. Generally, the Dean appoints T&PC members to provide representation from different campuses, clinical and basic sciences, and Professors and Associate Professors. The responsibilities and role of Departmental Chairs and Regional Chairs are considered administrative in the T&P process.
  - c. The Dean also appoints the Chair and Vice-Chair for a two-year term, which commonly alternates between clinical and basic science faculty. The Chair and Vice-Chair usually have attained the rank of Professor.
  - d. T&PC members who have an application before the T&PC are recused for the year from the T&PC.
  - e. The Associate Dean for the Office of Faculty Recruitment, Affairs and Development (OFRAD) may be present during T&PC meetings along with a staff member from OFRAD.
3. The candidate applications and recommendations of T&PC are confidential. In recognition of the confidential nature of the applications and recommendations, the members of the T&PC will indicate the notification of, acceptance of and compliance with the conflict of interest and confidentiality statement by electronic acknowledgement via Workflow Manager. Members who do not maintain Confidentiality may be removed from the T&PC.
4. Based on promotion and tenure criteria the T&PC establishes the format in which information will be provided to the T&PC and the Dean.
  - a. The Candidate will provide the information either through electronic mail or web-based format as may be available at the time of submission.
  - b. Departmental faculty will review applications.
    - 1) All faculty at or above the rank sought by the applicant will review the application and applicants seeking tenure will be reviewed by tenured faculty of the department.
    - 2) Faculty may justify their vote with specific strengths and/or weaknesses of the applicant.
5. **T&PC Procedures for Review of Applications.**
  - a. Applications received by the T&PC will be assigned by the OFRAD in conjunction with the T&PC Chair to three reviewers (Primary, Secondary and Reader).
  - b. Assignment of reviewers will consider the clinical or non-clinical responsibilities of the applicant and assign primary and secondary reviewers with similar responsibilities and a reader with dissimilar responsibilities.
  - c. Conflict of interest or the appearance thereof.
    - 1) The T&PC recognizes conflict of interest or the appearance thereof, if T&PC members review or vote on an applicant from the same department. The T&PC member will have participated in review of the

applicant as part of the departmental review process. During discussion and voting on an applicant from the same department, the T&PC member will be recused and leave the room. The final vote of the T&PC on a candidate will be announced to only those participating in the deliberation of that candidate and while department members are out of the room.

- 2) Members should also recognize other conflicts of interest or the appearance of conflicts, such as but not limited to, close personal ties, scientific collaboration, and recuse themselves from the review process for that applicant.
  - a. The reviewers will prepare a written review using the format adopted by the T&PC at the time of the review.
  - b. During the T&PC meeting each reviewer will present their evaluation followed by open discussion.
  - c. Where applicants are seeking both a promotion and tenure, the T&PC will vote on each separately.
  - d. T&PC members vote on the applications based on rank and tenure. Members vote on promotion of applicants at the same or lower academic rank and tenured T&PC members vote on tenure recommendations.
  - e. The vote of each member is confidential. The ballot tally of the recommendations will be shared with T&PC members.
  - f. A written summary of recommendation for the applicant will be prepared by the primary reviewer (or as assigned by the Chair) based on the reviews and committee discussion. The Chair and Vice-Chair will review the summaries to ensure similarity among reviews of applicants with similar recommendations.
  - g. The Chair will forward the T&PC recommendation, tally and summary, to the Dean.

**6. Changes in Procedures.** The T&PC may change procedures as deemed necessary by the T&PC, provided the changes are consistent with the SOM and HSC T&P policy. Policy changes that affect the evaluation of applications should occur prior to review of applications.