

INITIAL STEPS AND GENERAL TIMELINE FOR PROMOTION/TENURE PROCESS:

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

1. **Notice from Chair.** The Campus Department Chair notifies the Office of Faculty Recruitment, Affairs and Development (OFRAD) of the candidate(s) being considered for promotion and/or tenure. Notification will be completed through Workflow Manager during **the spring**. Links to the [SOM OP 20.21, Faculty Tenure and Promotion](#), and other document links are provided to the Campus Department Chair and the Faculty candidate.
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. It is the responsibility of the Department Chair to review the names submitted to guarantee they meet the following requirements:
 - A. A minimum of 3 letters, but up to five letters must come from another academician, not employed by TTUHSC, who are at or above the rank desired (if applicant is applying for tenure, the letter must be from a tenured academician).
 - B. All letters must be on letterhead and signed by the author, either as handwritten or authenticated electronic signature. Academic reference letters from the following list are deemed acceptable and are listed in order of regard as determined by the SOM Tenure and Promotion (T&P) Committee:
 1. Letters will be deemed acceptable if the author is established within a medically affiliated college or school (e.g. schools of medicine, health professions, pharmacy, nursing, biological sciences, etc.), at or above the rank aspired, or tenured if applying for tenure.
 2. Blind letters (not known to candidate) from academicians at or above the rank aspired, or tenured if applying for tenure.
 3. Faculty member that has been at an academic institution, including TTUHSC, and left or retired within the last 10 years. During their employment at their affiliated institution, they must have been at or above the rank desired by applicant, or tenured if applying for tenure.

If the letters do not meet the minimum requirements addressed above, a sub-committee of the SOM Tenure and Promotion committee, comprised of the current Chair and/or Vice-Chair and additional members assigned, will review the submitted letters and determine if the letters are acceptable according to the above-mentioned guidelines, or administratively withdraw the applicant's dossier due to lack of required documents.

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.C, Tenure Track Reference Template](#), [SOM OP 20.21.D, Non-tenure Track Reference Template](#), and [SOM OP 20.21.E, Tenure only 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 OFRAD via Workflow Manager by the **deadline**.

3. **Optional Reference Letters.** Three (3) additional Optional Reference Letters can be solicited by the candidate, from colleagues not in the candidate's department who can speak to their area of excellence (clinical, scholarly, OR teaching). Optional Reference Letters are to be addressed to TTUHSC School of Medicine, Office of Faculty Recruitment, Affairs and Development, 3601 4th Street, STOP 6213, Lubbock, Texas 79430, or sent by email to som.facdev@ttuhsc.edu, and must be received no later by the deadline. Only the first three (3) letters received will be included with the candidate's application. A template for requesting these letters may be found at <https://www.ttuhsc.edu/medicine/documents/policies/SOMOP20.21.F.docx>.

4. Candidate Responsibilities. Candidates are provided multiple resources to aid in development and completion of their dossiers, including one-on-one assistance from the Office of Faculty Affairs. Assistance will be provided on a first-come-first-serve basis, and limited to the extent of available staff to help. However, all candidates will be required to complete one of the following:

1. Complete a Mid-Cycle Review since their last attempt at promotion or tenure, regardless of the outcome.
2. Attend one (1) Tenure & Promotion Workshop conducted by the Office of Faculty Affairs. The candidate must attend a workshop within one year of submitting their application.

A. Upon completion of the Application for Tenure and/or Promotion, the candidate will submit their application via Workflow Manager **prior to the deadline** which will include the following in **one .pdf document**:

- a. An electronic version (.pdf) of the completed SOM Application for Tenure and/or Promotion Report run from Faculty Success formerly known as Digital Measures, signature page with candidate's signature and all appendices in the order listed in the appendices section of the application. (these must be one .pdf and not added as separate documents).
- b. Note: For clinical faculty, RVUs for the last five years will be requested from the SOM Business Office by the Office of Faculty Affairs. The RVUs will be provided for review at the Department Chair level.

5. Campus Department Chair Responsibilities. The Campus Department Chair will be notified via email of the candidate's application submission through Workflow Manager. Chair will review and sign the signature page of the Application and upload the following items to Workflow Manager by the **deadline**:

- a. The Application with signed signature page and appendices incorporated into the electronic document in the order listed in the appendices section of the Application.
- b. 3-5 Academic reference letters (referenced in section 2 above).

DEPARTMENT TENURE AND/OR PROMOTION COMMITTEE:

The OFRAD prepares the list of names of the Departmental Tenure and/or Promotion Committee for each candidate. The link to view the candidate's Application with appendices and recommendation letters will be sent via email through Workflow Manager to each departmental tenure and/or promotion committee member. Click here for the [Workflow Manager User Support Guide](#).

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)

If there are fewer than three departmental faculty members (other than the Campus Department Chair), at or above the rank aspired, the School of Medicine Dean or his designate will assist the Department Chair in forming the 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 will be provided to the Ad Hoc Departmental Tenure and/or Promotion Committee by the OFRAD through Workflow Manager.

- a. 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.**

- b. The OFRAD tallies the Departmental Committee votes. The Departmental Committee ballots become a part of the candidate's Tenure and Promotion file, are retained by the OFRAD, and are not disclosable to the candidate.

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.

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 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 will be provided to the Ad Hoc Departmental Tenure and/or Promotion Committee by the OFRAD through Workflow Manager.

- a. 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.**
- b. The OFRAD tallies the Departmental Committee votes. The Departmental Committee ballots become a part of the candidate's Tenure and Promotion file, are retained by the OFRAD, and are not disclosable to the candidate.

CAMPUS DEPARTMENT CHAIR:

1. The application, appendices and all letters for the candidate are reviewed and voted upon by the Campus Department Chair via Workflow Manager.
2. The Campus Department Chair provides a letter to the Tenure & Promotion Committee regarding their level of support for the candidate and uploads the letter to Workflow Manager. 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 clinical service 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.

SOM TENURE & PROMOTION COMMITTEE:

1. All completed forms and letters are added to the candidate's Tenure and Promotion file through Workflow Manager 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 and makes a recommendation to the Dean using [Workflow Manager](#).

SOM DEAN:

1. The Tenure and Promotion Voting Summary, and the Application, appendices and letters of reference are forwarded to the School of Medicine Dean along with the recommendation from the School's T&P Committee.
2. Using Workflow Manager, the School of Medicine Dean reviews the candidate dossier, makes necessary comments and adds their vote to indicate their own recommendation.

TTUHSC PROVOST, PRESIDENT, CHANCELLOR AND BOARD OF REGENTS:

1. All forms and recommendations are forwarded to the HSC Provost and HSC President via Workflow Manager. The Provost and the President reviews and indicates their recommendation by adding necessary comments and casting their vote.
2. The President forwards their 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.