

PROCEDURES FOR TENURE

IMPORTANT NOTIFICATION – *In accordance with decisions issued by the State of Texas Office of the Attorney General regarding privacy of documents, the Woody L. Hunt School of Dental Medicine acknowledges and maintains that all materials collected or generated as part of the Tenure and/or Promotion packet constitute reports of a medical committee and/or medical peer review documents. As such, this confidential information is available solely to persons who are involved in the deliberative Tenure and/or Promotion process or those who review documentation at the behest of the Tenure and Promotion Committee. Once the faculty candidate submits the dossier, s/he shall not have access to the tenure packet. The prohibition against disclosing reports of a medical committee and/or medical peer review information includes, but is not limited to, the dossier, ballots, letters of reference, communications regarding the Tenure and/or Promotion process, recommendations by the Department Tenure and Promotion Committee and Chair, the School Tenure and Promotion Committee, the Dean, the President, and Regents, respectively.*

Each faculty member on the tenure track must be considered for tenure no later than during the **next to the last** probationary year of that faculty member's appointment. For the purposes of tenure and computation of probationary years accrued, each faculty member's appointment is considered to have begun on the 1st day of September of the **calendar year** during which the initial appointment was made. **The maximum probationary periods for assistant professor, associate professor and professor are seven years.** Under exceptional circumstances, faculty may be considered for early tenure (HSC OP 60.01, 7.b.).

STEPS FOR TENURE PROCEDURE

1. **Tenure Cycle Materials:** The Office of Faculty Affairs will send the tenure packet, including the application for tenure, guidelines, procedures and time line to center directors and any faculty candidates considered for **mandatory** tenure review.
2. **Letters of Reference:** The candidate furnishes the Office of Faculty Affairs with the names of five academic clinicians, educators and/or investigators (not employed by Woody L. Hunt School of Dental Medicine who are tenured and at the rank or higher than the candidate), or an equivalent nationally recognized expert, e.g. NIH Director, who can be contacted for letters of reference. **If the candidate does not know five colleagues at other academic institutions, the department chairs along with the candidate can identify additional academicians at other Institutions and ask them to evaluate the candidate's Application for tenure using the appropriate criteria as specified in the WLHSDM Guidelines for Faculty Appointment, Tenure and Promotion.** It is the responsibility of the center director to obtain letters of reference from at least three scholarly/academic peers and confirm that the referees meet the criteria stated above. In the instance that the applicant is a center director, the associate dean for faculty affairs will assume responsibility for requesting letters of reference. The letters must be submitted to the Office of Faculty Affairs no later than the date specified on the time line. The Office of Faculty Affairs will provide center directors with a template to be used at each director's discretion.
3. **Applicant Responsibilities:** It is the responsibility of the applicant to follow all application form instructions and to submit a complete and signed application which adheres to these procedures and deadlines.

4. **Application Deadline:** The candidate furnishes the following items to the Office of Faculty Affairs by **5:00 p.m.** the date specified on the timeline.
 - a. an electronic PDF version (via e-mail, usb, or CD copy) of the signed completed application for tenure with all appendices.

5. **Disqualification:** An applicant may be disqualified for failure to submit a complete application and/or failure to comply with any of the procedures described herein, including, but not limited to the following:
 - failure to accurately identify anticipated rank/title on application
 - failure to correctly identify all applicable primary areas of responsibility on application
 - failure to submit the application form and all required sections including the personal statement, appendices or letters of reference by the deadline
 - Failure to provide a minimum of three letters of reference from referees meeting the stated qualifications
 - Failure by center director to accurately identify anticipated rank/title in letter of recommendation

In the event of disqualification, the associate dean for faculty affairs will notify the applicant and his/her center director. If an applicant is disqualified, the applicant is not eligible to re-apply in the current promotion cycle but may re-apply in the next year's review cycle. Disqualification is not subject to any appeal or reconsideration.

6. **Confidentiality:** All information associated with the review (i.e., application, materials submitted by the candidate for review, or generated by the review process, letters of recommendation, and voting ballots) must be regarded as strictly confidential by any and all persons involved in reviews at any stage and in any capacity. At all sequential steps in the tenure and promotion process, reviewers participate with the understanding that all matters related to their deliberations and recommendations remain confidential. Candidates under review are prohibited from approaching departmental committee reviewers, external reviewers, Committee on Faculty Appointment and Advancement (CFAA) members, unit directors, dean, president, chancellor, or members of the Board of Regents at any time concerning the disposition of their review and will understand that inquiries of this type are deemed entirely inappropriate. Confidentiality of the tenure and promotion process is to be respected indefinitely, not just during that particular year of review.

7. **Withdrawal:** Tenure applicants may withdraw their application by submitting a written request to the associate dean for faculty affairs. All requests for withdrawal must be submitted to the associate dean for faculty affairs prior to the tenure committee review. Once an application has been submitted for review by the tenure committee, it can no longer be withdrawn.

8. **Departmental Tenure Committee:** The center director will be provided with a list of names by the Office of Faculty Affairs of the eligible center tenure committee members for review of each candidate by the date specified on the time line. The faculty appoints a tenure committee chair and provides that name to the Office of Faculty Affairs by the date specified on the time line. All appointed tenure committee members are expected to participate in the review process unless conflict of interest is identified.

The tenure committee consists of **ALL TENURED** members of the faculty **EXCEPT** the center director(s). Please note that only **tenured** faculty may serve on a tenure committee.

If there are fewer than three tenured faculty members (other than the department chair), the associate dean for faculty affairs will assist the chair with the names of additional eligible tenured faculty from closely related areas.

9. **Tenure Committee Voting:** The signed ballots of the tenure committee members are returned, in confidence, directly to the Office of Faculty Affairs by the date specified on the time line. Faculty will be expected to justify their vote with specific strengths and/or weaknesses of the applicant. Center directors are not to see the individual signed ballots.
10. **Voting Ballot Summary:** The Office of Faculty Affairs tallies the tenure committee votes and records them on the tenure voting summary form. The ballots will become a part of the candidate's tenure file and are retained by the Office of Faculty Affairs. The individual ballots will not be disclosed to the candidates and/or the center directors.
11. **Chair Vote:** The tenure voting summary and the application for tenure, appendices and letters of reference will be forwarded to the center director by the Office of Faculty Affairs. The center director adds his/her signature and vote to the voting summary form and provides a letter to CFAA regarding his/her recommendation. The packet, including the tenure voting summary form and center director's letter, is submitted to the Office of Faculty Affairs by the date specified on the time line.
12. **CFAA Review:** All completed forms and letters are added to the candidate's tenure file by the Office of Faculty Affairs and made available to the CFAA members. The CFAA members review the candidate's tenure file and cast their vote. The CFAA chair will prepare and submit an executive summary with the committee's recommendation to the Office of Faculty Affairs by the date specified on the time line.
8. **Dean's Review:** The Office of Faculty Affairs tallies the CFAA members' votes on the tenure voting summary form and adds the individual votes along with the executive summary to the tenure file. The dean adds his signature along with his recommendation and forwards his recommendation to the president.
9. **President's Review:** The president adds his signature along with his recommendation and forwards his recommendation to the chancellor prior to the Spring Board of Regents Meeting in the current tenure and promotion cycle year.
13. **Chancellor's Review:** The chancellor will forward his recommendation to the Board of Regents by the end of the date specified on the timeline.
14. **Board of Regents' Review:** Formal action on the granting of tenure will be taken at the Board of Regents meeting on the date specified on the timeline.

15. Notice of final action will be communicated to the candidate and their department chair in writing.