



PROCEDURES FOR PROMOTION

IMPORTANT NOTIFICATION

In accordance with decisions issued by the State of Texas Office of the Attorney General regarding privacy of documents, Paul L. Foster School of Medicine acknowledges and maintains that all materials collected or generated as part of the Tenure and Promotion Application file constitute medical peer review documents. As such, this confidential information is not available to others outside the Tenure and/or Promotion process, including the Faculty candidate. The prohibition against disclosing medical peer review information includes, but is not limited to, the dossier, letters of reference, communications regarding the Tenure and/or Promotion process, votes, and recommendations by the Department T&P Committee and Chair, the School Tenure and/or Promotion Committee, the President, and Regents, respectively.

Generally, the procedure for promotion will be initiated by the department chair after a careful evaluation of the faculty member. However, if a faculty member has held a given rank for a number of years and has not been recommended for promotion, and the faculty member feels that he/she is qualified for promotion, the promotion evaluation process will be initiated at the faculty member's request through that faculty member's chair.

STEPS FOR PROMOTION PROCEDURE

1. **Promotion Cycle Materials:** The Office of Faculty Affairs will send the promotion packet, including the application for promotion, guidelines, procedures and timeline to department chairs and any faculty candidates identified in step 2 below.
2. **Notice of Intent to Participate:** The department chair notifies the Office of Faculty Affairs in writing of the name(s) of the candidate(s) being considered for promotion. Notification should be emailed to the associate dean for faculty affairs by the date specified on the timeline. Department chairs are encouraged to review the candidate's annual faculty evaluation and Pre-Promotion Executive Summary Report (if applicable) and review whether the candidate has fulfilled report recommendations to assess the candidate's readiness for promotion.
3. **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 Paul L. Foster School of Medicine and who are 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 chair along with the candidate can identify academicians at other institutions and ask them to evaluate the candidate's application for promotion using the appropriate criteria as specified in the *PLFSOM Guidelines for Faculty Appointment*.** It is the responsibility of the department chair 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 department chair, 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 deadline specified on the timeline. The Office of Faculty Affairs will provide department chairs with a template to be used at each chair's discretion.

4. **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.
5. **Application Deadline:** The candidate furnishes the following items to the Office of Faculty Affairs by **5:00 p.m. on the date specified on the timeline:**
 - a. an electronic PDF version (via e-mail, USB, or CD copy) of the signed completed application for promotion with all appendices.
6. **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 department chair 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 department chair. 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 cycle. Disqualification is not subject to any appeal or reconsideration.
7. **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, CFAPTA members, department chairs, 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.
8. **Withdrawal:** Promotion 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 date on the timeline for the departmental promotion committee review. Once an application has been submitted for review by the Departmental Promotion Committee, it can no longer be withdrawn.
9. **Departmental Promotion Committee:** The department chair will be provided with a list of names by the Office of Faculty Affairs of the eligible departmental promotion committee members for review of each candidate by the date specified on the timeline. The department chair appoints a departmental promotion committee chair and provides that name to the Office of Faculty Affairs

by the date specified on the timeline. All appointed departmental promotion committee members are expected to participate in the review process unless conflict of interest is identified.

For candidates being considered for promotion from:

- a. Assistant professor to associate professor - all faculty in department holding ranks higher than assistant professor (except the department chair)
- b. Associate professor to professor - all faculty in department holding rank of full professor (except the department chair)

If there are fewer than three departmental faculty members (other than the Chair) of the rank higher than the proposed rank for the candidate, the associate dean for faculty affairs will assist the departmental chair with the names of additional eligible faculty from closely related areas.

8. **Departmental Promotion Committee Voting:** The signed ballots of the departmental promotion committee members are returned, in confidence, directly to the Office of Faculty Affairs by the date specified on the timeline. Faculty will be expected to justify their vote with specific strengths and/or weaknesses of the applicant. Department chairs are not to see the individual signed ballots.
9. **Voting Ballot Summary:** The Office of Faculty Affairs tallies the Departmental Promotion Committee votes and records them on the promotion voting summary form. The individual ballots and voting summary will become a part of the candidate's promotion file and are retained by the Office of Faculty Affairs. The individual ballots will not be disclosed to the candidates or to the department chair.
10. **Department Chair Vote:** The Promotion Voting Summary, the Application for Promotion, appendices and letters of reference will be forwarded to the department chair by the Office of Faculty Affairs. The department chair adds his/her signature and vote to the voting summary form and provides a letter to CFAPTA regarding his/her recommendation. The packet, including the promotion voting summary form and department chair's letter, is submitted to the Office of Faculty Affairs by the date specified on the timeline.
11. **CFAPTA Review:** All completed forms and letters are added to the candidate's promotion file by the Office of Faculty Affairs and made available to all eligible CFAPTA members. CFAPTA members review the candidate's promotion file and cast their vote. The CFAPTA 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 timeline.
12. **Dean's Review:** The Office of Faculty Affairs tallies the CFAPTA members' votes on the promotion voting summary form and adds the individual votes along with the executive summary to the promotion file. The dean adds his signature along with his recommendation and forwards his recommendation to the president.
13. **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.

14. **Chancellor's Review:** The chancellor will forward his recommendation to the Board of Regents by the date specified on the timeline.
15. **Board of Regents' Review:** Formal action on the granting of promotion will be taken at the Board of Regents meeting on the date specified on the timeline.
16. Notice of final action will be communicated to the candidate and their department chair in writing.