Section 6  Faculty Ranks, Classifications of Appointments, and Promotion

6.1  Faculty Ranks, Titles, and Guidelines for Appointment

At UTHSC criteria for appointment to the various faculty ranks are complex. They reflect the rigorous preparation necessary for university teaching, research, service, and, if applicable, patient care. They also reflect the varied expectations directed to the faculty of a major university; and the diversity of missions performed by academic units at a health science center. Given this complexity, it is recognized that each of the colleges within the University of Tennessee Health Science Center will need to review, refine and adapt the following guidelines to best serve their specific needs, while adhering to the general principles described below. The ranks and criteria for appointment of faculty at these ranks are shown below.

6.1.1  Instructor

The rank of Instructor may be granted to tenure track and nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment (Section 4.7.2), a faculty member with the rank of Instructor is usually expected to:

1. hold a terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment;
2. exhibit a commitment to the University’s mission;
3. have obtained an excellent scholastic record as a student; and
4. have the ability to relate effectively to students and/or professional colleagues.

6.1.2  Assistant Professor

The rank of Assistant Professor may be granted to tenure track or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment (Section 4.7.2), a faculty member with the rank of Assistant Professor is expected to:

1. hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment;
2. demonstrate potential for excellence in teaching;
3. demonstrate potential for excellence in research/creative and/or scholarly activity;
4. demonstrate potential for excellence in service;
5. have demonstrated ability to relate effectively to students or professional colleagues;
6. demonstrate potential for excellence in patient care when applicable; and
7. hold board certification in his/her discipline when applicable.

6.1.3  Associate Professor

The rank of Associate Professor may be granted to tenure track or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment (Section 4.7.2), a faculty member with the rank of Associate Professor is expected to:
1. hold the doctorate or other terminal degree of the discipline or equivalent training and experience appropriate to the particular appointment;
2. demonstrate significant contributions as a teacher and a strong likelihood of continuing effectiveness.
3. demonstrate significant contributions as a researcher and/or scholarly or professional attainment, and a strong likelihood of continuing effectiveness;
4. demonstrate significant contributions to service and a strong likelihood of continuing effectiveness;
5. have demonstrated ability to relate effectively to students and professional colleagues;
6. participate actively in professional associations;
7. have held the rank of Assistant Professor at UTHSC or other reputable academic institutions for at least four (4) years. (earlier promotions may be recommended in exceptional cases, however);
8. demonstrate significant contributions to patient care when applicable; and
9. be board certified when applicable.

6.1.4 Professor

The rank of Professor may be granted to tenure track or nontenure track faculty. Depending on the distinctive requirements contained in the letter of appointment (Section 4.7.2), a faculty member with the rank of Professor is expected to:

1. hold the doctorate or other terminal degree of the discipline or have equivalent training and experience appropriate to the particular appointment;
2. demonstrate a clear and convincing record of a high level of sustained effectiveness as a teacher;
3. demonstrate a clear and convincing record of a high level of sustained effectiveness in research and/or scholarly activity;
4. demonstrate a clear and convincing record of a high level of sustained effectiveness in service;
5. demonstrate the ability to relate effectively to students and professional colleagues;
6. have a national or international reputation in the discipline;
7. have held the rank of Associate Professor at UTHSC or other reputable academic institutions for at least five (5) years (earlier promotion may be recommended in exceptional cases, however);
8. demonstrate a clear and convincing record of high level of sustained effectiveness in patient care when applicable; and
9. be board certified when applicable.

6.2 Classification of Faculty Appointments

6.2.1 Tenure Track Appointments

The tenure track is normally reserved for full time faculty who are committed to significant efforts and accomplishments in at least three of the four missions of the University (teaching,
research/scholarly activity, service and patient care where applicable), of which two must be teaching and research/creative/scholarly activity. The base salary is the only portion of a faculty member’s salary that is protected by tenure.

There are two types of tenure track appointments -- traditional appointments and coordinated appointments.

1. **Traditional Appointments.** The total salary of the faculty member is paid from UTHSC funds with outside compensation permitted as specified in the initial and subsequent appointment letter (Section 4.7.2). Appointees are eligible for participation in group insurance, retirement plans, and other standard University benefits.

2. **Coordinated Appointment.** Only a portion of the faculty member’s income is paid from UTHSC funds, but UTHSC has knowledge and control over the faculty member’s total income received for academic and professional activities. A Professional Activity Allowance Agreement is executed between the faculty member and The University as specified in the initial appointment letter (Section 4.7.2). Appointees are eligible for participation in standard University benefits with such benefits being calculated on the faculty member’s UTHSC salary only.

### 6.2.2 Nontenure Track Appointments

The nontenure track is normally reserved for faculty whose efforts and accomplishments are limited to one or two of the missions of the University. Nontenure track faculty members are eligible for University benefits but are not eligible for tenure (Section 4.5). As with tenure track appointments, nontenure track appointments may be paid solely from funds administered by UTHSC or by joint funding arrangements in which UTHSC provides part of the funding but has knowledge and control over the remaining portion of the faculty member’s income. Generally, each nontenure track faculty member meets annually with the Chair for the Annual Performance and Planning Review (Section 5.3.2 and Faculty Evaluation Manual).

There are three types of nontenure track appointments – clinician educator appointments, research track appointments and limited-term appointments.

1. **Clinician Educator Appointment** – This appointment is provided to a faculty member whose major contributions to the missions of UT are in clinical care and/or education. The appointment is for one year and may be renewed annually based on need, mutual interest, satisfactory performance, and availability of funding.

2. **Research Appointment** – This appointment is provided to a faculty member whose major contributions are in research. The appointment is contingent upon salary funding for the position that is provided by sources outside the University (e.g., grants, contracts, etc.) When the funding for the position expires, the faculty member’s employment will be discontinued. If the Research faculty member is later appointed to the tenure track (Section 4.8.2), all Equal Employment Opportunity and Affirmative Action requirements must be fulfilled prior to offering a tenure track appointment to this faculty member as this will be considered a
new position. In addition, if the tenure track appointment is proposed at a higher rank than the current appointment, it is considered a promotion and must be processed as such within the college.

3. **Limited Duration Appointment** – This appointment is for a period of at least one month, but not more than one year. Limited Duration appointments may be renewed, but the total length of the initial appointment plus re-appointments cannot exceed three years. A faculty member who has held a Limited Duration appointment for three years is usually not eligible for an additional Limited Duration appointment. At the end of the appointment term, the faculty member’s employment will be discontinued, if the appointment has not been renewed.

### 6.2.3 Part-Time Nontenure Track Appointments

Part-time nontenure track appointments are for those faculty members who devote less than full time effort to the mission and programs of UTHSC. Appointees may be either salaried for routinely recurring service or receive special payments for services performed on an irregular basis. Part-time faculty members may be eligible for some University benefits, depending on their percentage of effort. Each part-time faculty member meets annually with the Chair for the Annual Performance and Planning Review (Section 4.15.3 and Faculty Evaluation Manual). At the end of the appointment term, the faculty member’s employment will be discontinued if the appointment has not been renewed.

### 6.2.4 Administrative Appointments

Administrative appointments are for those individuals who are primarily employed by The University as non-faculty members of the UTHSC executive, administrative, or professional staff, but who also devote a portion of their effort to service on the UTHSC faculty. Appointees must be qualified to hold academic rank based on their qualifications and experience (Section 5.1). Appointees are eligible for University benefits based on their non-faculty positions and are not eligible for tenure (Section 4.5). Individuals with administrative appointments are entitled to the rights and privileges of faculty members only with respect to their faculty activities but not with respect to their non-faculty activities. This faculty appointment is evaluated annually. At the end of the appointment term, the faculty appointment will be discontinued unless it is renewed.

### 6.2.5 Affiliated Appointments

Affiliated appointments are for those faculty members who are employed by an institution that has a formal UTHSC affiliation but who devote a portion of their effort to service on the UTHSC faculty, generally without monetary compensation from UTHSC. Appointees receive group insurance, retirement plans, or other standard benefits through the affiliated institution. Appointees are not eligible for tenure (Section 4.5). Appointees are assigned standard faculty rank based on their qualifications and experience (Section 6.1). If a staff member of an affiliated institution is awarded a faculty appointment at UTHSC, that individual is responsible to the Chair of the appointing department for his or her activities as a faculty member in that department, whether those activities are carried out in the affiliated institution or elsewhere. Each affiliated faculty member is evaluated
and reappointed every three years relative to his or her continuing role in the department. If the faculty appointment is not renewed, the appointment will be discontinued at the end of the appointment term.

6.2.6 Volunteer Appointments

The University of Tennessee Health Science Center has had a strong and long established tradition of volunteer faculty participation in its missions. Indeed, volunteer faculty play a major role in educating our students in their chosen professions. UTHSC recognizes that our students would be less proficient in their chosen field without exposure to these practicing clinicians. Volunteer appointments are for faculty members who devote a portion of their effort to serve on the UTHSC faculty without monetary compensation or benefits from UTHSC or from an affiliated institution. If an individual is awarded a volunteer faculty appointment at UTHSC, that individual is responsible to the Chair of the appointing department for his or her activities as a faculty member in that department. Volunteer faculty are not eligible for tenure, but are eligible for appointment and promotion to the various faculty ranks with the prefix of “Clinical” for those with a professional degree or “Adjunct” for those not eligible to treat patients (e.g., Clinical Associate Professor or Adjunct Associate Professor). Appointments to the Volunteer faculty will be evaluated for renewal no less frequently than every 3 years. A Volunteer faculty appointment that is not renewed within 3 years after being granted is deemed terminated without the need for notice or other action by UTHSC.

6.2.6.1 Appointment Criteria for Voluntary Faculty

Given the diversity of roles, qualifications and expectations of the voluntary faculty who contribute to the academic missions of the colleges of UTHSC, it is difficult to establish specific criteria for the appointment and promotion of Volunteer faculty that would be appropriate in every division/department or college. Thus, discretion is left to each academic unit as to the appointment, continuation, and promotion of Volunteer faculty in order meet the individual needs of the unit while conforming to established guidelines for faculty appointments and titles.

Criteria for appointment of Volunteer faculty at the various ranks are included below. Since the criteria for promotion of volunteer faculty are less well defined than for full-time paid faculty, the initial rank should be carefully considered when the individual is appointed.

1. **Instructor** – The qualifications and potential for supporting at least one of the missions of the University must be used for evaluating appointments.

2. **Assistant Professor**
   a. For basic science faculty, postdoctoral experience or equivalent experience is required.
   b. Except under extraordinary circumstances, physicians and other health professionals are required to maintain an active license and obtain board certification.
   c. There must be demonstrated interest and participation in the goals of the division/department and/or college.
3. **Associate Professor**  
   a. There must be demonstration of continued interest in and commitment to the division/department or college and to UTHSC prior to consideration.  
   b. Candidates should demonstrate exceptional leadership qualities and achievements so as to be valued highly by colleagues at the local and/or state level.

4. **Professor**  
   a. There must be demonstration of continued interest in and commitment to the division/department and/or college and to UTHSC prior to consideration.  
   b. The primary consideration for promotion to Professor is substantial evidence of regional, national, and/or international recognition in one of the three areas of teaching, research/creative and other scholarly activities, or patient care. There should be a long-term record of distinguished university service/outreach and/or contributions locally.

6.2.6.2 **Promotion of Volunteer Faculty**

Recommendation for promotion will be made by the Chair and approved by the Dean of the college prior to proceeding to the Chief Academic Officer and higher administrators. The impetus for such recommendations should be provided by the Chair and be based on the needs of the department and the candidate’s desire and ability to advance the teaching, research/creative and other scholarly activities, patient care, and university service/outreach missions of UTHSC. Specific areas of review for promotion shall include an assessment of the candidate’s success in accomplishing his/her assigned duties. The magnitude and the quality of the contributions, and/or specific services rendered shall be considered, and the evaluations of students, residents, patients, and peers shall be taken into consideration when applicable. General University rules apply to these faculty members so that, for example, the interval between promotions in the volunteer faculty track should be at least the same as full-time paid faculty, and promotion should be based primarily on accomplishments since appointment or last promotion.

6.2.7 **Emeritus Appointments**

UTHSC may award emeritus status to faculty members at or after the time of retirement. A faculty member with emeritus status holds an honorary faculty appointment at a specified rank. Emeritus status is granted to those individuals who have distinguished themselves in service to UTHSC and who have received recognition for their academic contributions. The status is not granted automatically upon retirement of a faculty member but rather upon the recommendation of the faculty member's Chair, with the endorsement of the Dean, and subsequent approval of the Chancellor. The status is usually reserved for individuals retiring at the rank of full professor and such individuals are designated as Emeritus Professor. An administrator retiring with the rank of dean or above usually is designated Dean Emeritus, etc. An individual retiring at a lower rank may be granted the status of emeritus at that rank, this award being based on the length and quality of service to UTHSC.
6.3 Joint Appointments

6.3.1 Interdepartmental or Intercollegiate Joint Appointments

Joint appointments involve the faculty member’s participation in the activities of two or more departments. The "base" department is the principal department to which the faculty member is attached. The "primary" appointment is the appointment to the base department. Any appointment in another department or academic unit is called a "secondary" appointment. Thus, a faculty member may have faculty appointments in two or more departments; collectively, these appointments are called "joint" appointments. On personnel matters for a faculty member with joint appointments, there must be appropriate consultation between the base department and the Chair(s) and faculty of the secondary academic unit(s). In the unusual situation where joint appointments involve equal time divided between two or more departments, the faculty member must elect one of the departments to be the base department.

In the case of joint appointments, the faculty member who is to receive joint appointments should have documented credentials in the discipline of each department. In addition, the joint appointee should have a documented bona fide role in each department. The Chairs of the departments involved have shared responsibilities to reach an agreement on the joint appointments and should work in concert in developing recommendations to the Dean(s) concerning such appointments, with the agreement of the faculty member involved. The academic rank need not be the same in each department and, if different, generally is higher in the base department. In considering joint appointments, each Chair should bear in mind the value of the faculty member’s contribution to UTHSC or the college, not just his or her own department. An individual, holding joint appointments in two or more departments, should be evaluated regularly by the respective Chairs for his or her contributions to each respective department, with the frequency of such evaluations depending on the classification of the joint appointments (Section 6.2).

6.3.2 Intercampus Joint Appointments

Intercampus academic appointments are joint faculty appointments, involving UTHSC and either another UT campus or a non-UT college or university. Intercampus academic appointments are sometimes authorized when a faculty member at one university campus has expertise that qualifies him/her for participating in the work of a department on another university campus and when the other department has need of his/her services. The definition and extent of such intercampus participation is determined by mutual agreement among the faculty member, the Department Chairs in consultation with appropriate faculty of the academic units involved, and the respective deans or other campus officers. In such cases, the following guidelines are observed:

1. The appointment is usually without salary or tenure in the cooperating or second department (i.e., the unit awarding the intercampus appointment), and tenure status (if any) and salary continue to be linked with the base department.

2. In the cooperating department on the other campus, the title of the faculty member is determined by mutual agreement between that Department Chair and the faculty member, subject to approval by the appropriate campus officers.
3. Following informal discussion or negotiation, the Department Chair of the base department recommends the intercampus appointment to the Department Chair of the cooperating department.

4. The appointment is made by the cooperating department, subject to the standard approvals of the other campus.

6.4 Adjunct Appointments at Other Institutions

A UTHSC faculty member may accept an adjunct or volunteer faculty appointment in a non-UT college or university. An adjunct appointment must be approved by the faculty member’s Chair.

6.5 Graduate Faculty Appointments

The Graduate Faculty is composed of faculty members at UTHSC who direct graduate courses, serve on graduate advisory committees, or direct master’s theses or doctoral dissertations in the College of Graduate Health Sciences. The criteria and appointment process for a faculty member to join the graduate faculty are available on the Internet home page of the College of Graduate Health Sciences.

6.6 Visiting Professors

A Visiting Professor is an individual whose appointment is necessary in a specific college because of exceptional professional qualifications. Visiting Professor appointments are handled as limited-term faculty appointments. The term of appointment may not be less than one month and, generally, does not exceed one year in duration.

Distinguished Visiting Professorships are created in accordance with stipulations set forth in the Memorandum of Agreement establishing an endowment fund for that purpose. Thus, a Distinguished Visiting Professor is an individual appointed to a designated professorship in accordance with the respective Memorandum of Agreement and administrative provisions. Such professorships involve a minimum stay of two days by the visiting professional and publication of the lecture delivered by the visiting scholar.

Both types of visiting professorships are approved by the Dean in response to a letter of recommendation from the department chair or faculty member who is serving as host for the visiting professor.

6.7 Guidelines for Promotion in Rank

Promotion in rank is not only an acknowledgement of past achievement but also an expression of confidence that the individual will continue to provide meritorious service and assume increasing campus responsibilities. The policy of UTHSC is to grant promotions objectively, equitably, impartially, and in recognition of merit.
In general, the guidelines for promotion in rank are the same as those for appointment to the various ranks (Section 6.1) and the activities that are evaluated for promotion are the same as those described above for the annual faculty evaluation (see list of activities below and the Faculty Evaluation Manual). Generally promotion from one rank to another requires evidence of sustained contributions in the faculty member’s assigned areas; thus a minimum period of service in rank is normally required before consideration for promotion to the next rank. Colleges may establish more specific criteria for promotion to various ranks; these criteria must be consistent with the UTHSC guidelines and be published in the collegiate bylaws (Section 4.4.2). If a department establishes any more-specific criteria for promotion than those of UTHSC or the department’s college, these must be published in the department’s bylaws, after approval by the Dean (Section 4.4.2).

The evaluation process involves a systematic collection, analysis, and interpretation of information about the activities and outcomes of an individual faculty by faculty peers and administrators to make judgments about specific and overall aspects of what and how an individual faculty is progressing toward agreed-upon goals and, when appropriate, how he/she can improve performance.

One of the most important functions of a Chair is to maintain program excellence and to attract quality faculty. The Chair is obligated to assess the progress and performance of faculty members and to decide, with the appropriate advice from faculty peers, whether they should be promoted or rewarded for their past performance or apprised that their performance needs improvement.

The evaluation of each faculty member must be based on the minimum criteria for rank and the level of accomplishment of the goals and objectives that were agreed-upon at the time of appointment or at the last annual performance and planning review. Evaluations must specifically assess performance in each of the following missions: teaching, research/creative and other scholarly activities, along with, where applicable, patient care and university service/outreach.

In addition to individual efforts, each faculty member is expected to function as part of a departmental team and to demonstrate a sense of collegiality. As such, he/she should show an interest in the success of the department as a whole by accepting assignments, actively serving on departmental, college, University, or national committees; attending departmental/college functions; and actively participating in community-based service projects. In addition, each faculty member should demonstrate the ability to relate, cooperate, and interact well with peers. The value of such attributes is difficult to assess tangibly, but their importance is without question. Thus, these collegial contributions as well as contributions in the missions of teaching, research/creative and other scholarly activities, patient care, and service/outreach activities are all important in assessing faculty performance.

The activities outlined below are to be used as examples of criteria in evaluating all full-time tenured/tenure track and nontenure track faculty.
6.7.1 Teaching Performance

Examples of criteria that should be used to evaluate teaching performance are:

1. Actively participates in the teaching of students (e.g., lecturing, laboratory, conferences, counseling, experiential oversight, student committees);
2. Communicates information and concepts in a clear and well organized manner;
3. Provides timely updates to teaching materials;
4. Accepts criticism and responds appropriately to feedback regarding quality and effectiveness of teaching;
5. Maintains broad, detailed, and current knowledge of the subject matter;
6. Serves as a formal or informal mentor for students;
7. Participates in interdepartmental / interprofessional teaching activities when requested;
8. Experiments with new and innovative teaching approaches;
9. Encourages innovation;
10. Writes clear test questions designed to assess major concepts and prepare students for professional careers;
11. Provides evidence of the success of former students when applicable (e.g. residents, post-doctoral fellows, graduate students); and
12. Serves as a professional role model for students.

6.7.2 Research/Creative and Other Scholarly Activities

All faculty at UTHSC are expected to contribute to their professional discipline by participating in research/creative and other scholarly activities. Such activities can be broadly defined and encompass a wide range of activities, as can be seen in the examples below. The results of such activities must be disseminated to the wider community through discipline-specific/discipline-related publications. Examples of criteria that should be used to evaluate research/creative and other scholarly activities:

1. Demonstrates ability to conceive, execute, and report on research investigations (from proposal to publication);
2. Exhibits a creative and innovative approach to research and scholarship;
3. Publishes research in appropriate discipline-specific/discipline-related journals;
4. Collaborates with other faculty members in research projects;
5. Develops and disseminates practice guidelines and/or health policy briefs;
6. Publishes clinical case studies, reports for the lay press, patient brochures;
7. Shows continuity in research and perseverance in achieving research goals;
8. Obtains and maintains adequate external and/or internal funding for scholarly activities;
9. Responds appropriately and in a timely manner to grant reviews;
10. Pursues opportunities to convert results of research into practical applications having societal or commercial value (e.g., obtains patents);
11. Serves as an invited expert at agencies, institutes, study sections, other universities, etc.;
12. Participates as an invited speaker for research symposia, seminars, and special lectures.
6.7.3 **Service to the Department, College, University, and Community Outreach**

Examples of criteria that should be used to evaluate service are:

1. Serves on departmental, college, and University committees;
2. Serves on local, regional, national, or international committees;
3. Serves on committees to review research grant proposals in the area of expertise (e.g., NIH, American Cancer Society, American Heart Association);
4. Serves as a journal editor, on editorial boards of journals or as a referee for manuscripts;
5. Participates in department, college, and University activities (e.g., seminars, conferences, faculty meetings);
6. Speaks to local/regional external groups (e.g., civic groups) on issues in health care;
7. Participates in departmental functions;
8. Is a member of, and holds offices in, professional societies;
9. Participates in interdepartmental/interprofessional teaching, research, and seminar programs;
10. Makes special contributions as recognized by peers and Chair;
11. Participates in local health care boards or provides leadership for local health-related volunteer organizations; and
12. Serves as a member of boards/committees for on-hospitals or other health care organizations.

6.7.4 **Patient Care**

Examples of criteria that should be used to evaluate patient care effectiveness are:

1. Manages patient care responsibilities to meet agreed-upon expectations as to the numbers of patients and procedures expected in the discipline and in the particular setting;
2. Provides clinical care that is viewed as competent by peers and other health care providers;
3. Acquires and maintains board certification and applicable professional licensure in his/her field, where appropriate;
4. Participates in relevant professional societies;
5. Participates regularly in continuing education activities to remain current in his/her specialty; and
6. Provides “in service” education at a clinical practice site.

6.8 **Process for Effecting Promotions**

The process for reviewing candidates and making recommendations for promotion is similar to that for the award of tenure; the absence of mandatory reviews of negative departmental recommendations at higher levels is the major difference. Each college may establish and implement a process for effecting promotions in rank, provided that process is consistent with the UTHSC process described below and the procedure contained in the Faculty Evaluation Manual.

6.8.1 **Departmental Faculty’s Recommendation**

Recommendations for promotion are usually initiated by the Chair, followed by a review of the candidate’s qualifications and achievements by departmental faculty peer reviewers (Section 4.4.2).
In the case of a faculty member who holds joint appointments in two or more departments, promotion may take place in one department without its occurrence in the other department(s). In the case of a Chair’s promotion, the recommendation is initiated by the Dean, followed by a review of the candidate’s qualifications and achievements by the CPT Committee (Section 6.9.3). Bylaws of colleges or departments should limit peer reviewers to members of the faculty holding rank(s) equal or higher than that to which the candidate is seeking promotion (Sections 4.4.2). When permitted by the bylaws of colleges or departments, nontenure track, part-time, affiliated, or voluntary faculty with appointments in that department may also serve as reviewers on promotions (in addition to the tenured departmental faculty, if any) (Section 4.4.2). Such faculty must be at the same or higher rank as that being sought by the candidate for promotion.

Details as to the process for review at the level of the departmental faculty can be found in the Faculty Evaluation Manual; this manual also details the types of materials that should be included in the faculty member’s dossier and provides guidelines for evaluation by external peers.

### 6.8.2 Department Chair’s Recommendation

The Chair reviews the recommendation(s) of the departmental faculty reviewers. Then, the Chair makes a recommendation on each faculty member under consideration. If the departmental faculty reviewers and the Chair recommend the candidate for promotion, the Chair prepares a letter of nomination to the Dean containing the following items:

1. Name of the faculty member;
2. Date of the original appointment;
3. Date of any prior promotion;
4. Date on which the promotion would become effective, if endorsed;
5. The faculty member’s professional discipline or field;
6. The recommendations (positive or negative) of the departmental faculty committee and the Department Chair; and
7. For positive recommendations, examples of important and specific accomplishments in teaching, scholarly activities, service, and/or patient care, as appropriate for the individual faculty member.

If the Chair recommends an individual for promotion in contrast to a negative recommendation of the departmental faculty reviewers, this fact must be noted in the Chair’s nominating letter and the reason(s) for the Chair’s action must be explained. If recommendation of the Chair is negative, the Chair does not send a letter to the Dean; however, the Chair must inform the candidate in writing of the decision, stating that the faculty member may appeal a negative decision to the Dean. In any case in which the recommendation of the Chair differs from that of the departmental faculty reviewers, the Chair will notify the departmental faculty reviewers of reasons for a decision contrary to their recommendation. In addition, UTHSC requires a record of the name, sex, and race of any candidate not recommended by the Chair to the Dean for promotion; explanations must be provided, if requested. In the case of a faculty member who holds appointments in two or more departments, nominations must be submitted, either individually or jointly, by the Chairs of all departments in which a promotion is requested.
Some faculty members may be recommended early for promotion in rank. However, this is an exceptional request that must be accompanied by letters of explanation from the Chair to the Dean and from the Dean to the UTHSC Chief Academic Officer.

6.8.3  Recommendation of the College Promotion and Tenure Committee

All required documents (see Faculty Evaluation Manual) of candidates for promotion must be forwarded to the collegiate academic officer and the College Promotion and Tenure (CPT) Committee. College bylaws specify what documents are required by the Dean and the CPT Committee. Recommendations (see Faculty Evaluation Manual for the appropriate forms) are presented by the collegiate academic officer to the CPT Committee (Faculty Handbook, Section 6.10.3). The committee will vote on each candidate, thereby making a positive or a negative recommendation on each candidate to the Dean. A quorum for voting shall be fifty percent (50%) of the faculty eligible to vote on a given candidate or issue; and a positive or negative recommendation shall be decided by a simple majority of those faculty members present (Faculty Handbook, Section 4.4.3). This summary vote must be included with the supporting documents and forwarded to the Dean, the UTHSC Chief Academic Officer, and the Chancellor. If the CPT Committee renders a negative recommendation, the Departmental Chair will be informed in writing of the reason(s) for the recommendation. The Chair may appeal to the Dean before the decision at the college level is made.

6.8.4  Dean’s Recommendation

The Dean will make a decision on each recommendation based on the advice of the CPT Committee, the Departmental Chair, and the departmental faculty reviewers and on the basis of other circumstances, including personal knowledge of individuals. In the case of a positive decision by the Dean, he or she will advise the Chair. In a case of any negative decision by the Dean, the Dean will provide the individual faculty member and the Chair with written notice of the decision, stating that the faculty member may appeal a negative decision through the Faculty Senate in accordance with provisions in Section 7.

6.8.5  Recommendation of the UTHSC Chief Academic Officer

After making an independent judgment on the candidates for promotion, the Dean shall forward all recommendations and required supporting documents to the UTHSC Chief Academic Officer. The UTHSC Chief Academic Officer, in consultation with the Chancellor, will specify what documents are required. The UTHSC Chief Academic Officer, in consultation with the Chancellor, evaluates the college recommendations in light of general knowledge of individuals. During March and April, the Office of the UTHSC Chief Academic Officer prepares a consolidated report.

6.8.6  Chancellor’s Recommendation

All recommendations for promotion by the UTHSC Chief Academic Officer are reviewed by the Chancellor, who forwards positive recommendations to the President by the beginning of May. Summary information on each faculty member being considered for promotion should be sent to the System Vice President with responsibility for Academic Affairs.
6.8.7 The President’s Recommendation and Action by the Board of Trustees

The President forwards his recommendations for promotions to the Board for final action. The Chancellor and Dean are responsible for notifying the Chair and faculty member in writing of action taken on a recommendation for promotion by the Board.