

# **Bylaws of College of Medicine**

**UTHSC**

**Approved by Council  
College of Medicine  
May 23, 2017**

**Effective July 1, 2017**

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## **Section One**

# **Structure and Function of College of Medicine**

## **COUNCIL ORGANIZATION AND STRUCTURE**

### SECTION I. NAME:

The Council of the College of Medicine Faculty hereafter referred to as “The Council.”

### SECTION II. FUNCTION AND PURPOSE OF THE COUNCIL:

The Council shall be the body of the College of Medicine which collectively reviews, advises, and makes recommendations to the Executive Dean of the College of Medicine on matters relating to policies and programs of the College of Medicine. Reports from the standing committees of the College of Medicine shall be presented to the Council on a regular basis by the Associate Deans, and the Council shall make recommendations to the Executive Dean prior to the implementation of any policy changes, additions, or deletions proposed by the committees.

### SECTION III. MEMBERSHIP OF THE COUNCIL:

- A. Voting Members. The voting members shall include the Executive Dean of the College of Medicine, all departmental chairs in the College of Medicine, the President and President-Elect of the College of Medicine Dean’s Faculty Advisory Committee (DFAC), Directors of College of Medicine programs, and Associate Deans in the College of Medicine.
- B. Non-voting Members. The non-voting members shall include Assistant Deans in the College of Medicine and other persons appointed by the Executive Dean of the College of Medicine.
- C. Officers. The Executive Dean of the College of Medicine will serve as Chair of the Council. A Vice-Chair and a Secretary will be elected from the Council at large.

### SECTION IV. MEETINGS OF THE COUNCIL:

- A. The Council shall meet at a regularly scheduled time to be determined by the Council. Meetings shall be held as necessary to conduct the business of the Council. At least three (3) working days notice of meetings and a copy of a proposed agenda shall be distributed

by the Executive Dean's Office to members of the Council. Council members may request specific agenda items. Requests for agenda items should be submitted in writing to the Executive Dean's Office at least five (5) working days prior to the regular meetings for the items to appear on the printed agenda. In addition, agenda items may be raised from the floor at the meeting.

- B. Special meetings of the Council may be called upon the written request of any five (5) members of the Council or the Council Chairs. Such requests shall be submitted to the Chair of the Council and the special meeting must be held within fifteen (15) working days of the request.
- C. A quorum shall be defined as fifty-one percent (51%) of the voting membership.
- D. The minutes of each meeting of the Council shall be maintained with copies distributed to the membership within ten (10) working days after the meeting. The Council shall vote on their acceptance at the subsequent meeting. The approved minutes shall be available in the Executive Dean's Office and the Office of the President of the DFAC.

## ADMINISTRATIVE ORGANIZATION

### SECTION I. THE EXECUTIVE DEAN OF THE COLLEGE OF MEDICINE:

- A. Duties and Responsibilities. The authority and responsibility for the operation of the College of Medicine has been delegated to the Executive Dean of the College of Medicine by the University.
- B. Appointment. The Executive Dean shall be appointed in accordance with the policy established by the University of Tennessee Board of Trustees.
- C. Reporting Relations. As the chief executive officer of the College of Medicine, the Executive Dean shall report directly to the Chancellor of the University of Tennessee Health Science Center.
- D. Campuses. The College of Medicine is statewide with clinical campuses located in Chattanooga, Knoxville and Memphis. In addition, some aspects of the educational program are available in Nashville, Jackson and almost every city/town in Tennessee where preceptors for the Family Medicine clerkship are located. The three campuses - College of Medicine - Chattanooga; College of Medicine - Knoxville; and College of Medicine - Memphis - all have a regional Dean who is responsible for the operating functions at those locations. Department Chairs and other administrative personnel at these locations report to the respective regional Deans. In turn, each regional Dean reports to the Executive Dean of the College of Medicine who is the Chief Academic Officer for the College.

### SECTION II. DEPARTMENTAL ORGANIZATION:

- A. Departments. The College of Medicine shall be organized into departments relating to the various clinical and biomedical science disciplines. The departments shall be responsible for the teaching, research, and service programs within the specific disciplines at the respective campuses.

- B. Department Chairs. Each department shall be directed by an administrative official with the title of Department Chair. This position shall be responsible to the Dean of each campus (Regional Dean) for the total operation of the department as it relates to teaching, research, service, and patient care. This includes responsibility for the financial and personnel affairs of the department. Upon consultation with and approval by the Regional Dean, the department chair may organize the department into various divisions and sections as may be necessary to carry out the function of the department.
  
- C. Appointment of Department Chairs. The appointment of each department chair shall be the responsibility of the Regional Dean with concurrence of the Executive Dean, the Vice Chancellor for Academic, Faculty and Student Affairs and the Chancellor. He/she shall be advised by a committee which shall be appointed and charged with the responsibility of studying and advising on the needs relative to the department, interviewing applicants, and recommending candidates. Further specifics are outlined in Section 2.3.7.6 of the 2015 UTHSC Faculty Handbook <https://academic.uthsc.edu/docs/UTHSC-Faculty-Handbook-rev2015.pdf> .
  
- D. Interdepartmental Functions. Interdepartmental programs shall be established by the Executive Dean of the College of Medicine after consultation with the Council and with concurrence of the Chancellor. The Director of the program shall be appointed by the Executive Dean in consultation with appropriate personnel, including department chairs, and the Vice Chancellor of Academic, Faculty and Student Affairs. The Director shall report directly to the Executive Dean on matters relating to the program. The program will come under the auspices of the College of Medicine and the appropriate standing committee.

### SECTION III. ACADEMIC PROGRAMS IN THE COLLEGE OF MEDICINE

- A. Doctor of Medicine Degree: M.D.
- B. Masters of Medical Sciences Physician Assistant: MMS-PA

#### SECTION IV. COMMITTEES OF THE COLLEGE OF MEDICINE:

- A. General Purpose and Function of the Committees. Appropriate standing committees shall be established by the Executive Dean of the College of Medicine and charged with responsibilities in the areas of (1) review and recommendations of policies and programs and (2) implementation and evaluation of activities within the purview of each committee.
- B. Reporting Relations. Each standing committee will report directly to the Executive Dean of the College of Medicine through the appropriate Executive Associate Dean, some of whom are the Associate Deans on the Memphis campus (<http://www.uthsc.edu/Medicine/about/administration/COMOrgChart.pdf> ). Reports from the committees will also be presented to the Council by the Associate Deans on a regular basis so that the Council can make recommendations to the Executive Dean prior to the implementation of any policy changes, additions, or deletions proposed by the committees.
- C. Composition of the Committees. The membership of the standing committees of the College of Medicine shall be appointed by the Executive Dean of the College of Medicine with the advice of the President of DFAC, DFAC's Nominating Committee, and the appropriate Associate Deans some of whom serve as chairs of the various standing committees. The membership of the various standing committees will be made up by members of the faculty of the College of Medicine. In addition, the Committee on Admissions, the Committee on Student Affairs, and the Committee on Undergraduate Medical Education and its Biomedical Sciences, Clinical Sciences Subcommittees and Evaluation and Assessments Subcommittees shall include student representation. The membership of other committees may include student and staff representation as deemed appropriate by the Executive Dean. Whenever necessary, subcommittees shall be appointed by the Executive Dean of the College of Medicine in consultation with the chair of the appropriate standing committee to deal with specific policies or program activities. All subcommittees shall report through the appropriate standing committee or Associate Dean to the Executive Dean of the College of Medicine. Where appropriate, staff support for these committees will be appointed by the Executive Dean. Membership on all committees shall be reviewed annually. In addition to the basic voting membership of

committees and subcommittees, appropriate non-voting (ad hoc) members may be appointed by the Executive Dean with the advice of the appropriate committee or subcommittee chair.

D. Standing Committees. The following shall be standing committees of the College of Medicine:

For the Program leading to the Doctor of Medicine: 1-4 (below)

1. The Committee on Undergraduate Medical Education (MD).

a. Function. The Committee shall be responsible for (1) reviewing and recommending policies and programs regarding undergraduate medical education to the Executive Dean of the College of Medicine and (2) implementing and evaluating the undergraduate curriculum of the College of Medicine. Subcommittees of the Committee on Undergraduate Medical Education shall be established to coordinate and implement the educational program in specific areas. These subcommittees shall be:

(1.) Biomedical Sciences Subcommittee. This subcommittee is responsible for (1) reviewing and recommending policies and programs in the biomedical sciences portion of the curriculum to the Committee on Undergraduate Medical Education and (2) implementing and evaluating the biomedical sciences curriculum. Membership of the Biomedical Sciences Subcommittee shall be named as provided in Section IV-C. Included in its membership shall be at least one medical student.

(2.) Clinical Sciences Subcommittee. This subcommittee is responsible for (1) reviewing and recommending policies and programs regarding the third-year core clerkships to the Committee on Undergraduate Medical Education, (2) managing the implementation and evaluation of the clerkship curriculum, (3) reviewing for approval new elective and senior clerkship proposals from faculty members and (4) implementing and evaluating the clinical elective

curriculum. Membership of the Clinical Sciences Subcommittee shall be named as provided in Section IV-C. Included in its membership shall be at least one medical student.

(3.) Evaluation and Assessment Subcommittee. This subcommittee is responsible for (1) overseeing curriculum evaluation strategies, (2) reviewing all evaluation data, and (3) making recommendations for improvement to the CUME based on the data. The committee has a major role in providing guidance to the CUME on continuous curriculum improvement. Membership of the Subcommittee on Evaluation and Assessment shall be named as provided in Section IV-C. Included in its membership shall be at least one medical student.

b. Membership. Membership on the Committee on Undergraduate Medical Education shall be named as provided in Section IV-C, and the membership shall include at least one medical student. The Senior Associate Dean for Medical Education will serve as the Chair. Membership on the subcommittees will be determined by the function of the committee, except that the chair of each subcommittee is appointed by the Executive Dean.

2. Progress and Promotions Committee for a Medical Class 2XXX (MD). This committee is responsible for monitoring student progress and making recommendations to the Executive Dean through the Senior Associate Dean for Medical Education concerning the results of student performance in the undergraduate curriculum. Membership of the Progress and Promotions Committee shall be named as provided in Section IV-C.

3. The Committee on Admissions (MD).

a. Function. The Committee shall be responsible for (1) reviewing and recommending policies and programs on admission of applicants to the College of Medicine to the Executive Dean of the College of Medicine and (2) implementing and evaluating

the admissions process and (3) reviewing and accepting the applicants for admission to the College of Medicine.

- b. Membership. The membership shall be determined as provided in Section IV-C. A faculty member chosen by the Executive Dean will serve as the Chair. Student representation shall be included.

4. The Committee on Professionalism and Student Affairs (MD).

- a. Function. The Committee shall be responsible for (1) reviewing and recommending policies and programs regarding student affairs to the Executive Dean of the College of Medicine and (2) implementing and evaluating various aspects of the student campus life supportive of the academic programs.
- b. Membership. The membership shall be appointed as provided in Section IV-C. A faculty member chosen by the Executive Dean will serve as the Chair. Student representation shall be included.

5. The Committee on Appointment, Promotion and Tenure (CAPT)

- a. Function. The committee at each clinical campus shall be responsible for (1) reviewing and recommending policies and programs in the area of appointments, promotions, and tenure of the faculty of the College of Medicine to the Executive Dean of the College of Medicine, (2) implementing and evaluating procedures on appointments, promotions, and tenure of faculty, (3) reviewing and recommending to the Executive Dean action on all individual nominations by department chairs for appointment, promotion, and award of tenure, and (4) other matters (i.e. assessment) as assigned by the Executive Dean.

- b. Membership. The membership shall be appointed as provided in Section IV-C. A faculty member chosen by the Executive Dean will serve as the Chair. The committee will function under the guidance of the Associate Dean of Faculty Affairs.
- c. Each clinical campus will have a Committee for Appointment, Promotions and Tenure. The Committee will be responsible for functions at the campus or as delineated in paragraph 5a. Campus committees are to be chaired by a faculty member who is not a departmental chair.

6. The Committee on Graduate Medical Education.

- a. Function. The committee shall be responsible for (1) reviewing and recommending policies and programs in graduate medical education to the Executive Dean of the College of Medicine, and implementing and evaluating policies, programs, and procedures relating to graduate medical education for the College of Medicine.
- b. Membership. The membership shall be appointed as provided in Section IV-C. The Associate Dean for Graduate Medical Education will serve as the Chair.

For the Program leading to the Masters of Medical Sciences Physician Assistant: MMS-PA 8-11  
(below)

7. Admission Committee (PA)

- a. Function. The committee reviews and selects applicants and makes admissions recommendations to the Senior Associate Dean of Medical Education and ultimately the Executive Dean of the COM.

b. Membership. The entire PA Department faculty, including the Chair of the department and Program Director participate in the admissions process. The Executive Dean of the COM will appoint the chair of the committee.

8. Progress and Promotions Committee Class of 20XX (PA)

a. Function. The committee is responsible for evaluating student performance and documenting any remedial instruction. The committee makes recommendations to the Senior Associate Dean of Medical Education and ultimately the Executive Dean of the COM.

b. Membership. The Committee is comprised of the entire PA Department faculty, the Department Chair, and Program Director. The executive Dean of the COM will appoint the chair of the committee.

9. Curriculum Committee (PA)

a. Function. The committee is responsible for designing, implementing, coordinating and evaluating the curriculum. The committee makes recommendations to the Senior Associate Dean of Medical Education and ultimately the Executive Dean of COM.

b. Membership. The faculty of the PA Department, the Department Chair, the program director and the medical director are members of the curriculum committee. The Executive Dean of the COM will appoint the chair of the committee.

10. Committee on Professionalism and Student Affairs (PA)

a. Function. The committee will be responsible for reviewing and recommending policies and programs regarding student affairs and addressing questions of professionalism. The committees reports to the Senior Associate Dean of Medical Education and ultimately the Executive Dean of the COM.

b. Membership. The committee will be comprised of the entire PA Department faculty, Department Chair, Program Director and Medical Director. The Executive Dean will appoint the chair of the committee.

E. Ad Hoc Committees. Ad Hoc Committees of the College of Medicine may be appointed as deemed necessary by the Executive Dean of the College of Medicine. Generally, these committees will be assigned clear and specific duties for a limited period of time. At least one member of these committees shall be a member of the Council.

SECTION V. ADMINISTRATIVE OPERATION OF THE OFFICE OF THE EXECUTIVE DEAN:

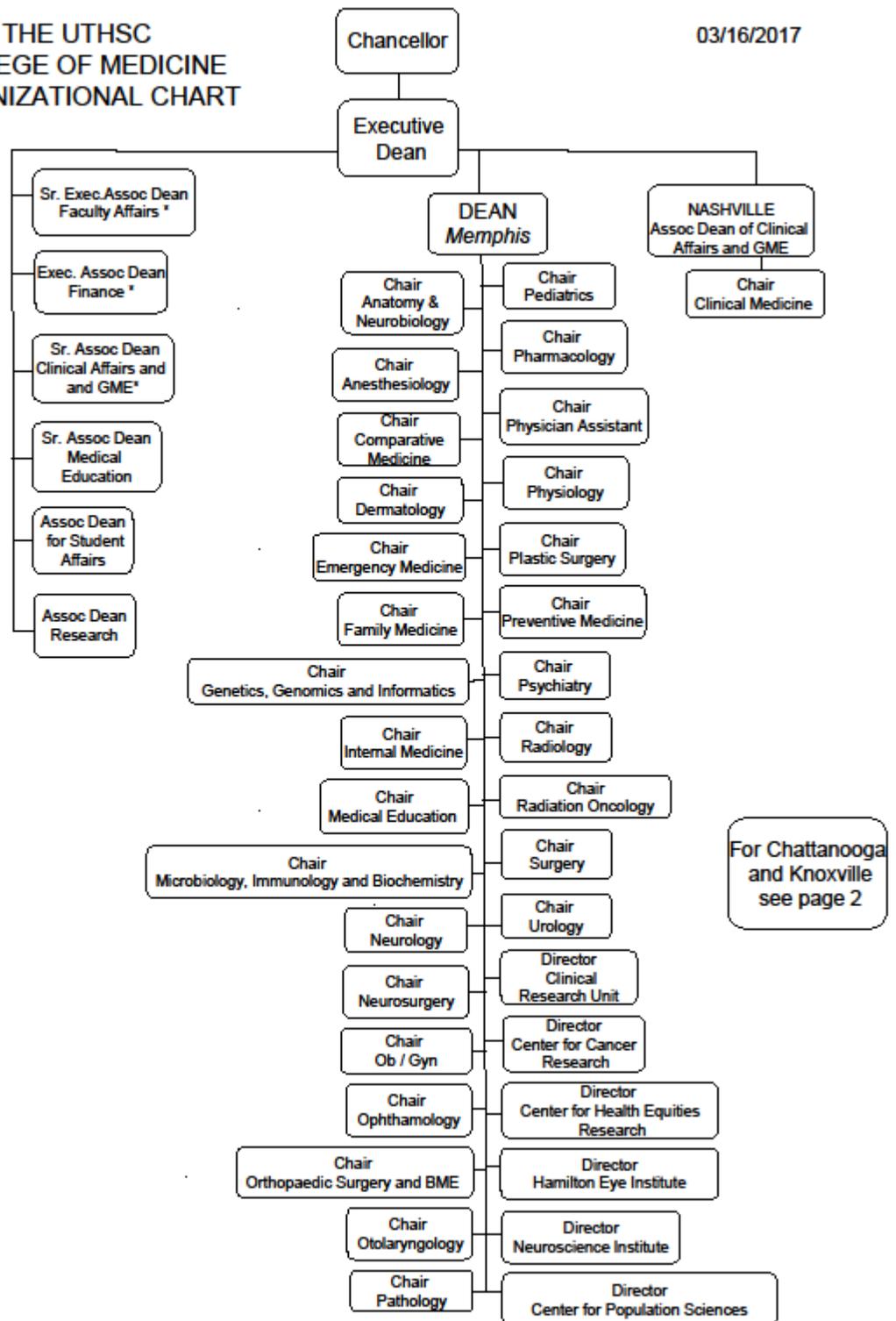
The Executive Dean of the College of Medicine shall establish and appoint various staff officers and officials to assist in the daily operation of the College of Medicine. These officers and officials shall be assigned specific areas of responsibility by the Executive Dean.

Functions and structure of a medical school are found in the “Accreditation Standards” of Medical Education Programs Leading to the MD Degree” found at the Liaison Committee on Medical Education (LCME) website at <http://www.lcme.org/standard.htm>

Accreditation Standards for Physician Assistant Education (fourth edition) are found at the ARC-PA website at <http://www.arcpa.org>

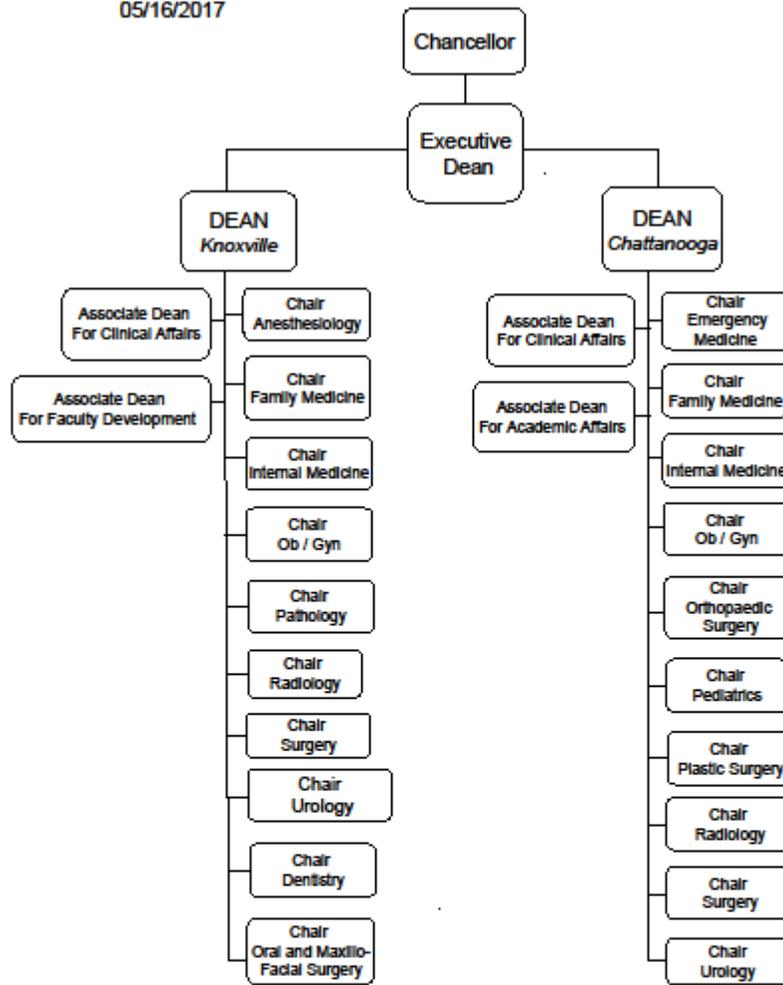
THE UTHSC  
COLLEGE OF MEDICINE  
ORGANIZATIONAL CHART

03/16/2017



For Chattanooga  
and Knoxville  
see page 2

05/16/2017



# Section Two

## Faculty Bylaws

### **Bylaws of the Faculty Organization of the College of Medicine University of Tennessee Health Science Center**

<http://www.uthsc.edu/Medicine/DFAC/bylaws.php>

#### ARTICLE I. NAME

The name of this organization shall be the Faculty Organization of the College of Medicine of the University of Tennessee Health Science Center, hereinafter referred to as FCM.

#### ARTICLE II. PURPOSE

The purposes of the organization are to:

- Promote and facilitate communication among the members of the faculty and the College of Medicine administration
- Afford faculty members opportunities to review and discuss policies and programs of the College of Medicine
- Allow faculty a voice relative to the policies of the College of Medicine through designated faculty representation on the Dean's Faculty Advisory Committee (DFAC)
- Periodically advise the Dean concerning the efficacy of the committee structure in the College of Medicine
- Make recommendations through the DFAC concerning the membership and Chairpersons to the standing committees of the College of Medicine
- Make recommendations through the DFAC concerning the membership of any ad hoc committees whose membership includes representatives from the faculty

#### ARTICLE III. MEMBERSHIP

- Voting Members - Membership in FCM shall be open to all persons holding regular Full-Time or Part-Time faculty appointments (i.e., instructor, assistant professor, associate professor, professor) in the College of Medicine in Memphis
- Non-voting Members - Emeritus faculty and volunteer faculty with a faculty appointment are eligible for non-voting membership
- Ad Hoc Membership - The President of the Faculty Senate of the Health Science Center in Memphis is given an ad hoc membership to the DFAC
- Membership Dues - There shall be no dues assessment for FCM membership

#### ARTICLE IV. MEETINGS AND VOTING

##### Meetings

1. General meeting - There shall be one general meeting of FCM per year, held in the Spring. The time and place of the meeting will be designated by the Dean's Faculty Advisory Committee, and notice of the meetings must be given at least two weeks in advance.
2. Special meetings - Special meetings may be called by the president, or may be held in response to a written request by twenty (20) members of FCM, or in response to a request by the Dean of the College of Medicine. Written notice of the special meetings stating the time and place and purpose of the meeting must be given at least five (5) working days prior to the meeting.
3. Dean's Faculty Advisory Committee (DFAC) meetings
  - a. Regular Meetings - The DFAC shall hold no fewer than eight (8) monthly meetings per year at a regular time and place selected by the DFAC
  - b. Called Meetings - Called meetings may be held at the request of the president, in response to a request of the majority of the members of the DFAC, or in response to a request by the Dean of the College of Medicine. The purpose of the meeting shall be stated and no other business shall be transacted at such called meetings

##### Voting

1. For general meetings a quorum shall consist of 40 members of FCM
2. Issues before FCM shall be decided by a simple majority vote of the members present. There will be no proxy voting at the General Meeting, although faculty votes may be accepted prior to the meeting by mail or email.

##### Elections

1. Nominating Committee - A nominating committee consisting of no fewer than 3 DFAC members shall prepare a slate of candidates for officers of the organization with no fewer than 2 candidates per position. The slate of candidates shall be distributed with the notice of the Spring meeting, two weeks prior to the date of the meeting. Nominations will be accepted from the floor.
2. Voting - New officers of FCM shall be elected by majority vote and will assume their duties at the close of the Spring meeting.

##### Rules of Order

ROBERTS RULES OF ORDER shall govern at all meetings of FCM, unless they conflict with the Bylaws of FCM.

## ARTICLE V. OFFICERS AND THEIR DUTIES

### Officers

1. The officers of FCM shall be a president, vice president/president-elect, and secretary
2. Officers shall be elected by majority vote of FCM members at the Spring General Meeting per Article IV, C
3. An administrative term shall be twelve (12) months. The President may not serve consecutive terms.

### Duties of the Officers

The president shall:

- preside at all meetings
- interpret the Bylaws with the parliamentarian
- cast the deciding vote in case of a tie (president may not abstain in a tie situation)
- with the collaboration and approval of DFAC, appoint a nominating committee, also known as the Committee-on-Standing-Committees (CoSC), and appoint the nominating committee chairman
- supervise the affairs of the organization
- be empowered to appoint a replacement for a vacated elected officer of FCM (to fill the unexpired term) with approval of the DFAC
- be an ex officio member of the Faculty Senate

The president-elect shall:

- become president if the president vacates
- preside at meetings if the president is absent
- accept any administrative responsibility requested by the president or Dean
- be an ex officio voting member of the College of Medicine Council

The secretary shall:

- keep minutes of all sessions of the DFAC and general membership meetings
- record attendance at meetings in books for this purpose
- notify the DFAC of any meetings, and prepare notices of general meetings for distribution
- keep the official minutes book and original Bylaws of FCM
- be responsible for publication of the Minutes of DFAC and the General Faculty Meetings

The Dean shall be parliamentarian.

## ARTICLE VI. COMMITTEES

There shall be two (2) committees of FCM:

1. Committee-on-Standing-Committees (CoSC): The Committee-on-Standing-Committees will be appointed by the DFAC president with the collaboration and approval of DFAC. The CoSC will provide the Dean with at least two names of faculty for each vacancy on College and/ or Campus-wide-Committees
2. Dean's Faculty Advisory Committee (DFAC): The DFAC will be composed of the elected officers - president, vice president/president-elect, secretary, and elected members from each College of Medicine department/division/or unit designated by the Dean of the College of Medicine that has full or part-time faculty members. Past presidents shall be ex officio members of the DFAC for the two years following their term of office (this is not intended to replace the elected member of the committee from the past president's department).

### Election of Dean's Faculty Advisory Committee members

Each department and other eligible unit shall elect one representative to the FCM Dean's Faculty Advisory Committee. The election of such representative will be held around the time of the annual spring meeting. The term of office of Dean's Faculty Advisory Committee members elected by departments/divisions/units shall be two (2) years and renewable.

### Duties of Dean's Faculty Advisory Committee members

- to ascertain and represent the viewpoints of the faculty of their departments or units at Dean's Faculty Advisory Committee meetings
- to suggest topics for inclusion on the agenda of the College of Medicine Executive Committee or Council or both
- to determine faculty viewpoints on prospective College of Medicine policies and programs and to inform the FCM
- to transmit to their department members information concerning FCM Dean's Faculty Advisory Committee meetings and other matters
- to select an alternate to attend meetings of the Dean's Faculty Advisory Committee when the elected member is unable to attend

## ARTICLE VII. AMENDMENTS

These Bylaws may be amended by a majority of those present and voting at any General meeting, provided notice of the proposed change(s) is given at least two weeks (14 days) prior to such meeting. Changes are subject to approval by the Dean, the Chancellor of the University of Tennessee Health Science Center, and the University of Tennessee Board of Trustees.

## ARTICLE VIII. LOGISTICAL SUPPORT

The secretary of DFAC shall be responsible for preparing notices of meetings. The Dean's office will be responsible for distribution of meeting notices and other necessary information, and may provide secretarial or staff support to FCM for limited periods of time.

#### ARTICLE IX. AUTHORIZATION OF FCM

FCM is reinstated and organized according to the document - Organization and Structure of the College of Medicine, dated March 5, 1985, issued by the Dean of the College of Medicine, and approved by the Chancellor of the University of Tennessee Health Science Center.

#### ARTICLE X. DISSEMINATION OF INFORMATION

The minutes of the FCM meetings, after approval by the Dean's Faculty Advisory Committee, will be distributed to the COM faculty and posted on DFAC Web Site.

The president of DFAC will prepare an Annual Report that will be disseminated among faculty and published on the DFAC web site.

( Bylaws, April 2013)

## **Section Three**

### **: Appointment, Promotion and the Award of Tenure**

**This document is superceded by the UTHSC Faculty Handbook:**

**<https://academic.uthsc.edu/docs/UTHSC-Faculty-Handbook-rev2015.pdf>**

## **CRITERIA FOR APPOINTMENT IN OR PROMOTION TO SPECIFIC ACADEMIC RANKS**

Appointment to the Faculty is based on the past demonstration and/or promise of excellence in teaching, clinical care, research/scholarly activity, and/or service. Proper credentials will be the prime criterion for appointment. The original appointment of an individual to a specific faculty rank must be based on credentials documented through the Institutions at which they were obtained (degrees verified by providing an official transcript, postdoctoral training, residency, fellowship, etc.). Each candidate will be evaluated with respect to past performance in academic and scholarly activities appropriate to his/her fields.

A description of Faculty Ranks can be found in Section 6.1 of the 2015 UTHSC Faculty Handbook. A description of the various Faculty appointments can be found in Section 6.2 of the 2015 UTHSC Faculty Handbook.

There are two types of regular appointments: tenure track and non-tenure track. Academic rank and the award of tenure are separate at the University of Tennessee. In a following section entitled, "Criteria for Award of Tenure to Faculty," details of the tenure processes are outlined. As described in the 2015 UTHSC Faculty Handbook, the appointment of a faculty in the non-tenure track is contingent upon the availability of salary funds either from sources not controlled by the University, e.g., grants, contracts, clinical practice, etc., or from University-controlled funds.

Individuals may be appointed to the non-tenure track at any rank for which they qualify, including Instructor, Assistant Professor, Associate Professor, and Full Professor.

Renewal of non-tenure track appointments will be based on availability of funds, documentation of continued excellence in performance, and contribution to the goals of the College and the faculty member's departments. Non-tenure track faculty may be appointed for one, two or three year initial terms, which may be renewable afterward as one year terms. Whereas a faculty member in the tenure track must attain tenure by a specified mandatory tenure date (usually within 7 years) or be terminated, faculty members on the non-tenure track may be reappointed for as long as funds are available and performance is acceptable. The faculty titles for non-tenure track appointments are the same as for tenure appointments; both are without tenure distinction. Non-tenure track faculty may participate in faculty governance at the same level as tenured or tenure track faculty, with the exception that they will not be able to vote in decisions regarding the award of tenure.

Duties of non-tenure track faculty will be specifically listed in the initial and annual appointment letters. Individuals with duties primarily in clinical practice and teaching will be identified as Clinician/Educators; those with duties primarily in collaborative research and teaching will be identified as Research faculty.

A current faculty in either track is eligible to apply for any advertised UTHSC faculty position whether tenure track or non-tenure track. If the current faculty member is selected for the new position, this in effect could lead to a change in his or her current track from non-tenure to tenure or vice versa. However, each faculty member would normally be permitted to change tracks only once. All posted and advertised faculty positions are filled in accordance with University guidelines that include a review by appropriate departmental recruitment, appointment, and promotion committees as well as college committees, such as the COM CAPT. The intent is to select the most qualified person for the new position whether tenure or non tenure-track.

Decisions regarding the actual awarding of tenure and further promotions will be based on the time of the initial appointment in the tenure track.

Appointment or promotion in the non-tenured track requires demonstrable scholarship. For Clinician/Educators, there should be evidence of excellent teaching and professional service. For Researchers, there should be evidence of excellent teaching and outstanding research, either individual or collaborative in nature.

Scholarly achievements readily identifiable in the traditional realms of endeavor of the faculty member (teaching, clinical care [if appropriate], research/scholarly activity, and/or service) are the major criteria for promotion.

The following criteria will be applicable for all faculty appointments including tenure track, non-tenure track, adjunct, affiliated, and volunteer. Criteria to support appointment or promotion to Assistant Professor, Associate Professor, or Professor must be considered with the realization that not all candidates for appointment or promotion will excel in all of the relevant categories of scholarly achievement. The categories that best demonstrate the strengths of each candidate must be prioritized independently for that candidate. For example, individuals whose primary appointment and function is to be a clinician educator may or may not perform clinical or basic research. For non-tenure track appointments and promotions, particularly for basic science appointments, individuals may not be expected to either obtain independent extramural funding or maintain an independent research program. The requirement for documented scholarly achievement to support promotion, however, will be no less important, regardless of the type of appointment.

Further details about the requirements for each rank are indicated in Section 6, 2015 UTHSC Faculty Handbook.

## **Criteria for the Different Academic Ranks:**

The metric for promotion can be found in the 2015 UTHSC Faculty Handbook. General requirements for appointment or promotion to the faculty are as follows:

### **I. Instructor**

#### **A. Training**

- 1.) Medical Doctor Degree, Doctoral degree or terminal degree in one's discipline.
- 2.) Residency training or postdoctoral research training (1-3 yrs.).

**B. Potential Commitment to excellence in teaching, patient care (if appropriate), research, and/or service.**

Documentation of the appropriate education and experience will be provided to the Dean of the College of Medicine by the Chair of the department in which the appointment is to be recommended. The rank of Instructor is considered transient. The credentials of the individual are not yet adequate to judge whether he/she will merit a more permanent faculty appointment in this institution; thus, appointment will be on an annual basis with careful review of continuation each year. For regular faculty, the chair is urged to make a critical decision on retention (and generally, thus, promotion) of an instructor no later than three (3) years after original appointment.

### **II. Assistant Professor**

Appointment or promotion to Assistant Professor implies completion of training, during which the faculty member has already demonstrated that he/she has an adequate background to develop a career in academic medicine.

#### **A. Training**

- 1.) Medical Doctor Degree, Doctoral degree or their equivalent.
- 2.) For physicians, certification by the American Board or foreign equivalent certifying body in his/her basic medical specialty is required. Only a physician whose role is in teaching, research and/or service without a patient care component is exempted from seeking certification. The requirement for certification may also be temporarily waived if the subspecialty requires a year of clinical practice before being eligible for the Boards. This waiver will be particularly relevant for disciplines that necessitate a delay in completing Board certification.
- 3.) For biomedical scientists with a Ph.D. degree, at least two years post-doctoral training and 1 first author publication is generally expected.
- 4.) Normally the expected time line for training prior to appointment as assistant professor is as follows:
  - a) For individuals with a Ph.D. the average time between graduation with a Bachelor's degree and appointment as Assistant Professor is six to eight years, four to six years in graduate school and two to four years post-doctoral training.
  - b) For individuals with a M.D. who will assume a position that will be 80% or more clinical service with teaching responsibility but no research, the average time between completion of a Bachelor's degree and appointment to Assistant Professor will also be six to eight years, four in medical school, and a minimum of two to four years residency to achieve Board certification.
  - c) For individuals with an M.D. or M.D./Ph.D. who will assume a position that will include basic or clinical research, the time between completion of a Bachelor's degree and appointment to Assistant Professor will also be six to

eight years, but will likely tend more toward eight years to encompass residency training and a fellowship for research training.

## B. Potential

- 1.) Promise of excellence in teaching.
- 2.) Promise of excellence in research/scholarly activity and/or clinical care and promise for continued productivity such as by one of the following:
  - a) High quality performance in a clinical or research fellowship or graduate training as documented by directors of these programs.
  - b) Collaborative or independent research leading to publication and /or presentation.
  - c) Outstanding performance in patient care activities.
- 3.) Promise of excellence in service to the Department, College, University and/or Community.

The question of fulfillment of these criteria will be reviewed by the Committee on Appointment, Promotion and Tenure of the College of Medicine and by the Associate Dean for Faculty Affairs who will then make recommendations to the Executive Dean. The actual appointment will be a matter between the chair of the department in which the appointment is to be made and the Executive Dean of the College of Medicine, the Vice Chancellor of Academic, Faculty and Student Affairs and ultimately, the Chancellor.

## III. Associate Professor

While the years in the rank of Assistant Professor are a period in which a faculty member is given the opportunity and is expected to develop skills and expertise relative to his/her role in

the department (in one of the usual academic arenas--teaching, patient care, research, and/or service), an appointment in or a promotion to the rank of Associate Professor signifies considerable accomplishment of these goals with definite promise of continued productivity and development. A promotion to the rank of Associate Professor signifies an expectation of eventual promotion to the rank of Professor. A period of four (4) years is usually the minimum time in the rank of Assistant Professor after which promotion to Associate Professor could be made.

#### A. Training

- 1.) Any recommendation for appointment or promotion to the rank of Associate Professor must extensively and specifically document the nominee's contributions and accomplishments. These include all those required for Assistant Professor rank and demonstrated excellence in teaching, patient care, research and/or service, and promise of continued productivity therein.
- 2.) In addition, certification by the American Board or equivalent credentials is expected for faculty with an MD degree who have clinical responsibilities.

#### B. Accomplishments

- 1.) Scholarly achievement for individuals with a Ph.D. and a basic sciences appointment may include the following in order of priority and importance:
  - a) peer reviewed publications that have significant scientific impact based on the citation index factor for the top five publications produced as an Assistant Professor
  - b) consistent extramural grant support
  - c) evidence of national recognition of success in the candidate's area of expertise such as chairing or co-chairing sessions at national meetings, invitations to

speak at national meetings or at other institutions, presentations at national meetings, manuscript reviews or appointment on editorial boards, invited book or journal reviews, and service on study sections or other invitations for grant reviews

- d) success of trainees in obtaining academic positions
- e) demonstrable proficiency in teaching determined by the number of hours committed and student and peer faculty evaluations
- f) service on University and Departmental committees
- g) Demonstrated willingness to participate in collaborative research both inside and outside the candidate's Department
- h) professional consulting services and service on educational or directory boards outside the University
- i) operation and direction of a core research facility to provide research service and training

2.) Scholarly achievement for individuals with a M.D. and an appointment that is primarily clinical service with teaching may include the following:

- a) Board certification in the relevant specialty is required
- b) excellence in clinical service as demonstrated by the development or implementation of innovative clinical or diagnostic procedures and technologies
- c) success of trainees in obtaining board certification
- d) demonstrable proficiency in teaching determined by student and peer faculty evaluations

- e) excellence in the development and implementation of standard clinical procedures and in training residents and fellows in the application of those procedures
- f) publications including peer reviewed publications, invited publications, reviews of clinical procedure, textbook chapters on clinical procedure, case studies, and clinical reports
- g) international, national, and regional presentations
- h) service on University committees and boards
- i) service on hospital committees and boards

3.) Scholarly achievement for M.D. or M.D./Ph.D. with both clinical and research commitments will include a combination of both of the above categories with priority assessed according to percent of appointment allocated to each of the two main areas

Accomplishments in all areas are considered. However, one's outstanding accomplishments in a particular area, as determined by one's primary role(s), may overcome limited accomplishments in other areas. For further clarification with respect to criteria for volunteer faculty and educators, see the 2015 UTHSC Faculty Handbook, Section 6.2.6.

#### IV. Professor

Attainment of the rank of Professor is an indication that, in the opinion of colleagues, the individual has made, and continues to make, outstanding contributions in teaching, patient care (if appropriate), research, and/or service, as defined under the Associate Professor rank; has achieved a high level of creative productivity in the academic arena, and has earned national and in most cases international recognition. The higher one's rank, the more he/she should be

recognized for sharing his/her knowledge, skills, expertise and talents beyond the institution. It should be stressed that appointment in or promotion to this rank is recognition of outstanding accomplishments rather than of longevity of service. However, a period of five (5) years is usually the minimum time at the rank of Associate Professor after which promotion to Professor is made. As with other ranks, the following criteria should not be considered all-inclusive, but as guidelines. Any recommendation for appointment or promotion to the rank of Professor must be accompanied by explicit documentation.

Candidates must meet the requirements for Associate Processor rank, and in addition, the following are considered:

A. National recognition by peers as an authority in his/her particular field of clinical and/or scientific endeavor.

B. Effective and devoted leadership in the educational sphere and recognition as an effective and stimulating teacher.

C. Maintenance of an active research program with continuity for prolonged periods, that has produced significant scientific contributions and/or young scholars who themselves have become productive and capable of independent investigation.

D. Innovative and significant contributions in clinical medicine and its sub-specialties which signify advancements in health care.

E. Contributions to academic life by service and leadership on College and/or UTHSC academic committees.

F. Overall academic accomplishments and contributions, including:

- 1.) Membership and perhaps leadership in scientific (professional) organizations on regional and national levels.
- 2.) Recognition outside the institution such as through honors, invited professorships, peer-reviewed publications, participation on study sections or peer review panels, and/or appointments to qualifying specialty and subspecialty boards.
- 3.) Recognition within the institution through involvement on a leadership level in administration and policy-making functions.
- 4.) Significant contributions to public service.

## **CRITERIA FOR AWARD OF TENURE TO FACULTY**

Academic rank and the award of tenure are separate at the University of Tennessee Health Science Center. For a person appointed on tenure track formal review of the accomplishments of the individual is to be undertaken by the chair annually with the faculty member's evaluation and at the mid-point of the probationary period by the senior faculty of the department.

Specific information on the award of tenure is located in Section 4, 2015 UTHSC Faculty Handbook. The awarding of tenure is based not only on the individual's professional excellence but also includes consideration of the anticipated needs of the academic programs of UTHSC.

### **Probationary Period and Interim Tenure Review:**

When an individual is appointed to the faculty on a tenure track, the length of the probationary period is determined in agreement among the individual, the chair of the department and the Executive Dean of the College. Normally, this is a period of seven years, although shorter probationary periods are utilized for more senior faculty with one full year normally being the shortest length permitted (see Section 4.8.1 of the 2015 UTHSC Faculty Handbook).

For each faculty member on a tenure track, an interim tenure review shall be conducted at the end of the year at the mid-point of the probationary period for all individuals with 4,5,6, or 7 year probationary periods in accordance with Section 4.14.3.3 of the 2015 UTHSC Faculty Handbook. For 3 year and shorter probationary periods, there is no mandatory interim tenure review . The review shall be conducted by the departmental promotion and tenure advisory committee and by the chair of the faculty member's department at the same time as the annual

faculty performance assessment. The departmental chair shall certify in the annual performance assessment that the review has been completed and note the results thereof. The purpose of the interim review is to establish a mutual understanding between the faculty member and the departmental leadership regarding his/her progress towards attainment of tenure. A negative interim review does not preclude the award of tenure but should place the candidate on notice of deficiencies which must be corrected before tenure could be recommended. A negative interim review should be accompanied by a definite plan whereby the faculty member can meet the departmental expectations which would allow a favorable recommendation at the end of the probationary period. Alternatively, an unfavorable review may lead to a notice of non-reappointment of the faculty member. This will be undertaken in keeping with the 2015 UTHSC Faculty Handbook. A favorable interim tenure review does not commit the department to a subsequent recommendation for tenure nor the college to the award of tenure.

Some faculty may be recommended for the award of tenure earlier than one year before the end of their probationary period. However, this is an exception. Individuals recommended for the award of tenure at this time will be evaluated primarily on their accomplishments at the University of Tennessee Health Science Center, and on the value of the faculty member to the institution in the future.

Further specifics pertaining to the award of tenure to and promotion of faculty are in Sections 4 and 5, 2015 UTHSC Faculty Handbook. Annual deadlines for various reviews will be provided to academic units as guidance is received from the campus Chief Academic Officer.

## **Termination**

For termination for Adequate Cause of tenured or tenure-track track faculty, the bylaws shall provide for participation by the tenured faculty of the department as described in the 2015 UTHSC Faculty Handbook, Section 8.3 .

**APPENDIX A**  
**PROCEDURES FOR INITIATING AND PROCESSING**  
**RECOMMENDATIONS FOR APPOINTMENT TO THE FACULTY**

1. A recommendation for appointment to the faculty of the College of Medicine is ordinarily initiated by the chair of the department(s) to which the faculty member is appointed. If a faculty member is to be appointed jointly in two or more departments, such nominations must be submitted, individually or jointly, by the chairs of all departments in which appointment is requested. Appointments may be made at any time during the academic year. The level of initial appointment will be determined by mutual agreement among the departmental chairs, the faculty candidate and the Executive Dean of the College of Medicine. The criteria for appointment at any given rank are identical to those stated previously.
2. When the departmental chair submits a nomination for new appointment to the Executive Dean, the following additional documents must also be submitted:
  - a. For documentation of degree work and experience, these documents need to be official transcripts or, in the case of degrees completed at international institutions, a credential evaluation performed by a UTHSC-approved credentials evaluation agency.
  - b. An up-to-date curriculum vitae constructed according to the format outlined in the 2015 UTHSC Faculty Handbook , .
  - c. At least two external supporting letters of recommendation are required. Guidelines for these letters are described in the 2015 UTHSC Faculty Handbook, y Evaluation Manual, Section 3.1.2 .
  - d. For faculty whose native language is not English, a completed “Certification of Effective Communication in English” will be submitted as required by the 2015 UTHSC Faculty Handbook, Section 4.6.5 and for nontenure track faculty, Section 5.1.6.

**APPENDIX B  
PROCEDURES FOR  
INITIATING AND PROCESSING RECOMMENDATIONS  
FOR PROMOTION AND AWARD OF TENURE TO  
FACULTY**

1. A recommendation for promotion of or award of tenure to a faculty member of the College of Medicine is ordinarily initiated by the chair of the department(s) in which the faculty member is appointed. An individual faculty member has the privilege of requesting his/her own promotion or award of tenure. Such a request should conform to the relevant stipulations of this document and to those in Appendix C, and it should be directed ordinarily to the departmental chair(s). In the case of a faculty member who holds a joint appointment in two or more departments, promotion may take place in one department without its occurrence in the other department(s). In any case, nominations must be submitted, either individually or jointly, by the chairs of all departments in which a promotion is requested. Award of tenure is recommended by the chair of the jointly appointed faculty member's base department, although tenure is an institutional responsibility.
  
2. **Anonymous Voting for Promotion and Tenure**  
The COM requires a procedure of anonymous voting by faculty members during deliberations of all tenure and promotions decisions. This method ensures that these important decisions remain free from bias and influence.
  
3. **A. Promotion**  
For requests for promotion, the chair of any department must convene a promotion advisory committee consisting of at least five members. The promotion advisory committee may have more members as long as each member is a faculty member (full-time, part-time, affiliated, or volunteer) of that department with a majority of the members holding a full-time appointment in that department. The promotion advisory committee should consist of faculty members of equal or higher academic rank than the rank of faculty being proposed for promotion. The chair shall not be a voting member of this committee, but may be present to hear the discussion of the committee members. This committee will review all properly documented recommendations for promotion, and submit its recommendation and vote with a simple majority constituting a positive recommendation to the department chair. The committee may review a request from the department chair, initiate such recommendations itself, or review a request from a faculty member regarding his/her own promotion. The chair of the departmental committee must write a letter summarizing the departmental committee's recommendations (including both the majority and minority opinions) and votes on all nominees considered by the departmental committee and forward it to the department chair. Each nominee should have an individual letter written by the departmental committee to preserve confidentiality. A copy of this letter must accompany all promotion requests forwarded to the Executive Dean's Office.

## **B. Tenure**

For requests for the award of tenure, the chair of any department consisting of at least five tenured faculty, in addition to the chair, must convene a tenure advisory committee. The committee may have more members as long as all members are tenured within UTHSC and are members of that department. A majority of the members must hold a primary appointment in the department. The chair shall not be a voting member of this committee, but may be present to hear the discussion of the committee members. This committee will review all properly documented recommendations for the award of tenure, and submit its recommendation and vote with a simple majority constituting a positive recommendation to the department chair. The committee may review a request from the department chair, initiate such recommendations itself, or review a request from a faculty member regarding his/her own tenure. The chair of the departmental committee must write a letter summarizing the departmental committee's recommendations (including both the majority and minority opinions) and votes on all nominees considered by the departmental committee and forward it to the department chair. A letter should be written for each individual candidate to preserve confidentiality. A copy of this letter must accompany all requests for the award of tenure forwarded to the Executive Dean's Office.

Departments may convene separate advisory committees for promotion or tenure requests or have the same committee consider both, as long as only tenured faculty vote for the award of tenure requests.

4. The department chair reviews and considers the recommendations of the departmental promotions advisory committee. On the basis of these recommendations, he/she then formulates a letter of nomination, according to the format in Appendix C, to be forwarded to the Associate Dean of Faculty Affairs. The chair should include in his/her letter of nomination a statement regarding the opinion and vote of the departmental advisory committee, if one was convened. Should the chair nominate an individual for promotion or the award of tenure in contrast to a negative recommendation of the departmental advisory committee, this fact must be noted in the chair's nominating letter and the reasons for the chair's action must be justified. With respect to tenure, the departmental committee may forward a dissenting report to the Executive Dean.
5. Individuals whose request for promotion is denied at the department level may appeal this action to the Dean and/or via procedures outlined in the Faculty Handbook. All tenure recommendations from the Department, whether positive or negative shall be reviewed by the Executive Dean.
6. The nomination letter from the department chair or division chief, constructed according to the format in Appendix C, must be accompanied by:

- a An up-to-date curriculum vitae constructed according to the format in the 2015 UTHSC Faculty Handbook, . This is required before any request can be considered by the Committee on Academic Appointments and Promotions.
  - b Letters of endorsement are required for recommendations for promotion of and award of tenure to faculty. Additional information on letters of endorsement is provided in Appendix D.
7. All recommendations and supporting documents will be forwarded by the departmental chair to the Associate Dean for Faculty Affairs of the College of Medicine by each stipulated annual deadline
8. Each recommendation will be presented to Committee on Appointments, Promotions and Tenure (CAPT). The CAPT will make a positive or negative recommendation on each nomination to the Associate Dean for Faculty Affairs, for transmittal to the Dean. The recommendation of the Committee will represent the will of the majority of those present, but the minority views may also be transmitted. Further specifics about the structure and charge of the CAPT are indicated in Appendix F.
9. The Dean will make a decision on each recommendation based on the advice of the CAPT, on the advice of the Associate Dean for Faculty Affairs, and on the basis of other circumstances. On those recommendations in which the Dean concurs, he will so advise the chair making the recommendation. The recommendation with all supporting documents will then be forwarded to the Vice Chancellor for Academic, Faculty and Student Affairs and the Chancellor for further processing.
10. If the CAPT renders a negative recommendation, the Department Chair is informed in writing of the reason(s) for the recommendation. The Department Chair may appeal back to the CAPT or directly to the Executive Dean before the decision at the college level is made by the Executive Dean. The ultimate decision on the promotion of or award of tenure to a faculty member at the college level should be largely the result of negotiations between the Dean and the departmental chair with the Dean having the final responsibility. In the case of a negative decision by the Executive Dean on a request for promotion or the award of tenure, the individual faculty member will be informed in writing of the decision prior to or at the same time as the Executive Dean forwards the recommendation to the Vice Chancellor for Academic, Student and Faculty Affairs.

Notification for negative recommendations will follow the 2015 UTHSC Faculty Handbook , Section 4.15.2 and 4.15.3.

## **APPENDIX C PREPARATION OF PROPOSAL LETTER**

A letter nominating a faculty member for promotion or award of tenure must include the following:

- a. Name of individual
- b. Date of original appointment
- c. Date of each prior promotion, if applicable
- d. Date of award of tenure, if applicable
- e. Date on which promotion or tenure is to become effective
- f. Individual's discipline or field
- g. Information in the outline below

In preparation of the letter, the chair should be aware that the letter of proposal will be read by members of the CAPT, and may be read by the candidate and other appropriate individuals associated with the University of Tennessee.

The following outline describes some examples of important, specific information of which a department chair may be more knowledgeable than the CAPT. Provision of this and other academically-related data is needed for a fair and detailed evaluation by the CAPT and may be of decisive value. The use of this outline in preparation of the proposal letter will facilitate consideration by the CAPT. All items may not be applicable to every faculty member. Therefore, the items contained herein need not be addressed rigidly, but serve only as a guide to aid the chair in writing the strongest possible letter of nomination. The letter must be accompanied by an up-to-date curriculum vitae on the individual, constructed according to the format in the 2015 UTHSC Faculty Handbook .

### **A. TEACHING**

1. Specific role(s) in:
  - a. Curriculum and/or course planning
  - b. Active participation in teaching students
  - c. Active participation in extramural educational activities
2. Peer review of nominee's teaching performance
3. Information derived from students regarding teaching competence and effectiveness. This applies in particular to teaching by example and by word while carrying out clinical duties, and stimulating and effective contributions to departmental conferences, seminars and other academic discussions
4. Special teaching accomplishments and skills
  - a. Founded a course or developed a manual, etc.
  - b. Innovative seminar or conference leader
  - c. Teaching award(s)

5. Number and names of trainees (Graduate Students, Post-doctoral Fellows, etc.) and their accomplishments in mentor's lab and subsequent to leaving the mentor's lab (usually recorded in the curriculum vitae)
6. Special contributions:
  - a. Role in Grand Rounds, intra and/or extramurally
  - b. Invited participant in conferences of other departments/divisions
7. National educational activities:
  - a. Editor, on editorial board of, or expert consultant to, refereed publications
  - b. Visiting professorships, named lectureship, significant participation in educational programs or medical societies
8. Academic rank and educationally-related accomplishments at other institutions in which previously appointed
9. Individual honors and recognitions

#### B. CLINICAL ENDEAVORS

1. Document significant clinical accomplishments:
  - a. Development of new or improved methods of practice or the administration related thereto, etc.
2. Peer status
  - a. Board and/or subspecialty certification (usually already recorded in the curriculum vitae)
  - b. Department "expert" on a given area
  - c. Recognition of clinical expertise
3. Individual honors and recognitions

#### C. RESEARCH

1. Specific accomplishments and significance thereof, keyed where possible to specific published work
2. Grant Support:
  - a. Subjects and extent of
  - b. Candidate's role in the projects
3. Work in progress
4. As regards a candidate's published scholarly contributions:
  - a. Designate by number(s) or title(s) those specific publications which are:

- i) Particularly significant
    - ii) Particular contributions to the knowledge of a field or specialty
  - b. Identify candidate's role(s) as co-author
  - c. Identify the status (peer reviewed or not) of journal(s) and other publications to which the candidate has contributed; impact factors of journals are useful.
  - d. Indicate papers or other contributions accepted for publication or in advanced stages of preparation
  - e. Indicate abstract activity (evident when bibliography is complete)
5. NIH Study Section or equivalent extramural appointment(s)
  6. Individual honors and recognitions

**D. SERVICE AND ADMINISTRATIVE RESPONSIBILITIES**

1. Role in different Departmental committees
2. Role in different College committees and/or subcommittees
3. Role in UTHSC committees or activities
4. Significant administrative responsibilities, especially those which may not be well known outside of the department
  - a. Vice or Deputy Chair
  - b. Chair (or member) of Departmental or Divisional committees for education, research, practice, advanced trainees' admissions, etc.
  - c. Director and/or developer of Departmental units, special clinics, etc.
5. Role in extramural administrative activities

**E. OTHER INDIVIDUAL ACCOMPLISHMENTS**

1. Significant election to a society
  - a. Status of the society in the field
  - b. Criteria for election
  - c. Relevance to academic rank (membership in the senior society (ies) with restricted membership strengthens proposals for promotion to senior ranks)
2. Activities in societies, foundations, or similar local, regional or national professional organizations
  - a. Officer
  - b. Committee member or Chair
3. Special awards, e.g., from Universities, Societies, etc.

**APPENDIX D**  
**LETTERS OF ENDORSEMENT**

- 1 . Consideration of letters of endorsement for promotion or tenure must follow the guidelines set forward in Section 4.11.2 and 4.14.3.4 of the 2015 UTHSC Faculty Handbook .
2. For letters which are solicited in support of a candidate's tenure decision, the referee writing the letter must be tenured at the rank of Assoc. Professor or higher at his/her institution.
3. The letter of endorsement is governed by the Open Records Law of the State of Tennessee and may be reviewed by the faculty member.

**APPENDIX E**  
**POLICY AND PROCEDURES REGARDING FACULTY APPOINTMENTS OF**  
**A SPECIAL NATURE**

This appendix on appointments deals with nine areas of a special nature:

1. Appointment of non-physician health care professionals, at less than a doctoral level.
2. Appointment of persons who are not biomedical or related scientists (secondary appointment) and who hold professional administrative positions.
3. Appointment of staff in interdisciplinary programs.

Further specifics on appointments can be found in Section 6 of the 2015 UTHSC Faculty Handbook at: <https://academic.uthsc.edu/docs/UTHSC-Faculty-Handbook-rev2015.pdf>

**Point 1 (Appointment of Faculty Without Terminal Degrees):**

Relative to academic faculty appointments for people with less than a doctoral level degree, and for non-physician health care professionals (this is defined as medical social workers; nurses, including nurse practitioners, midwives and other nurses in physician-extender roles; audiologists; physical therapists; occupational therapists, and others), these persons are ordinarily not eligible for faculty appointments, but may be appointed to another category (such as “Research Associate”). There is a personnel policy for this category and these guidelines must be followed as well. Faculty appointments should ordinarily be sought in the appropriate other colleges that make up UTHSC, i.e., in the College of Nursing or College of Allied Health Sciences.

In any specific case, a department chair may petition the Dean for exception to the above policy and request a faculty appointment based on special credentials demonstrated by the appointee. The role undertaken by the appointee cannot substitute for credentials for faculty appointment, but may be taken into consideration.

**Point 2 (Secondary Appointment as Faculty):**

A professional-administrative staff member of the College of Medicine may be nominated for a secondary academic appointment in an appropriate department on the basis of appropriate credentials.

**Point 3 (Interdisciplinary Programs):**

The portion of the policy regarding staff of interdisciplinary programs deals with clarification in the College of Medicine for individuals recruited primarily to positions in interdisciplinary programs.

- 1) A faculty appointment for a person appointed to the staff of an interdisciplinary program must be in an existing department of the College.

- 2) As in all other categories of appointments, the primary criterion for the faculty appointment of a member of the staff of an interdisciplinary program is credentials. An additional criterion is the participation of the person in the academic program of the department in which he or she holds a faculty appointment or is to be appointed. For that participation, the faculty member must be responsible to the chair of that department.
  
- 3) The joint appointment of a person in an interdisciplinary program and in a department is, in general, in the best interest of the appointee, the interdisciplinary program, the department, the College of Medicine, and UTHSC, and is to be encouraged. However, it requires a spirit of close cooperation between the director of the interdisciplinary program and the department chair. They should jointly plan the roles to be carried out by the appointee in the interdisciplinary program and in the department, as well as levels and sources of compensation. They should jointly recruit for the position and work closely together to make the joint appointment a success.

**APPENDIX F**  
**COLLEGE OF MEDICINE**  
**COMMITTEE ON APPOINTMENTS, PROMOTIONS AND TENURE**  
**STRUCTURE AND CHARGE**

The Committee on Appointment, Promotion and Tenure (CAPT) is responsible for (1) reviewing and recommending policies, procedures and programs in the area of appointments, promotions, and tenure of the faculty of the College of Medicine to the Executive Dean of the College of Medicine; (2) implementing and evaluating procedures on appointments, promotions, and tenure of faculty; (3) reviewing and recommending to the Dean action on all individual nominations by department chairs for appointment at the level of assistant professor or above, promotion, and award of tenure (The Associate Dean for Faculty Affairs reviews nominations for appointment at the instructor level and, at his/her discretion, may seek a recommendation from the CAPT, before making recommendations to the Dean).

Members of the CAPT are appointed by the Executive Dean of the College of Medicine on the recommendation of the Associate Dean for Faculty Affairs and in consultation with the President of the DFAC. The Executive Dean will appoint a faculty member to serve as chair.

Members of the CAPT assume a weighty responsibility in reviewing the academic credentials of present and aspiring faculty colleagues. Because of the importance of this task and the confidential nature of the material under consideration, College of Medicine faculty members chosen to serve on the CAPT should be individuals whose own academic accomplishments and personal qualities have earned them a high level of respect among their peers. In addition to the chair, the Committee shall consist of a minimum of twelve members, and shall ordinarily include:

At least three tenured faculty members from basic science departments on the Memphis campus

At least three tenured faculty members from the clinical science departments on the Memphis campus

A faculty member from the VAMC

A faculty member from St. Jude Children's Research Hospital

A minority tenured faculty member

A female tenured faculty member

Two members elected by the faculty of the College of Medicine

A volunteer faculty member

The categories listed are not intended to be mutually exclusive. In general, members of the CAPT should be drawn from the tenured faculty in the College of Medicine. This will not be possible in the case of the volunteer faculty member, and certain other members (e.g., St. Jude, VAMC) who may not have been awarded tenure. Members shall serve three-year terms and, in general, shall not be eligible for reappointment within three years of the expiration of the original appointment. The CAPT shall meet regularly, and in special session as required, to consider nominations for appointment, promotion and tenure or other matters of concern to the committee. For both promotion and tenure requests, a simple majority, in addition to the chair will be present for each meeting. For requests for the award of tenure, only tenured members

will vote. A simple majority is necessary to approve a recommendation with the chair only voting in cases of a tie vote. Committee members from the same Department as a faculty member who is being nominated will leave the room during the discussion and vote by the committee.