# THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

**The College of Medicine**

**Promotion and Tenure (P&T) Instructions for COM:**

* **December 3** is the due date for receipt of all nominations dossiers (Positive AND Negative) from the Memphis Campus Chairs.
* This includes all required documents listed below and applies to nominations for faculty that are full and part-time, limited term, affiliate, volunteer, and joint appointments.\*
* Send documents to Donna Wilkinson, COM Office of Faculty Affairs at 910 Madison 10th Floor.
* Recommendations from Knoxville and Chattanooga campuses (Positive AND Negative) must be in to the Memphis campus Faculty Affairs office by March 1st.
* Only one set of **ORIGINAL** documents, paper clipped together, are required.

\*When faculty are promoted in their primary department, the promotion in a secondary or joint department is not automatic. Promotions in the joint departments are at the discretion of the Chair. It is the responsibility of the faculty member to contact the Chair and request a letter supporting promotion in that department. Please adhere to the UTHSC Faculty Handbook 2018 Section 6.8.1 and COM Bylaws Appendix B, Section 1; page 35

**For Each Faculty the Following are Required for their P&T Package:**

1. **UTHSC Form 5:** Required for every faculty recommendation for promotion and/or tenure (New Form)
2. **Promotion Metric Matrix:** One worksheet is to be completed by the Departmental P&T committee and confirmed by the Chair.  A score of 3 must be justified by statements in the Chair’s letter and by the documentation provided in the candidate’s dossier.  This form is required for all PAID faculty being considered for promotion
3. **Chair Letter:** Necessary information and suggestions for Chair nomination letter is on the website
4. **Department P&T Committee Letter**: Please adhere to the COM Bylaws (Appendix B) in regards to documentation submitted by the Department Committee concerning the outcome of their review:

*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.*

1. **Dissenting Report, if applicable:** Whenever a tenure recommendation of the Chair differs from that of the Department P&T Committee, the Chair must notify the tenured faculty who may meet again to consider whether a dissenting report should be developed, forwarded to the Chair, and attached to Form 5
2. **Reference Letters:** All letters received, positive and negative, must be forwarded to COM Office of Faculty Affairs. Requirements for letters of recommendation are found in the UTHSC Faculty Handbook 2018 Section 4.11.2.1 (New Requirements)
3. **Current CV:** “Sample Format for Preparation of Curriculum Vitae” is posted on the Faculty Affairs website: <http://www.uthsc.edu/Medicine/facultyaffairs/Promotion_Tenure/>

**Mandatory Tenure Review**

Attached is the list of faculty who must be considered for tenure during this P & T cycle.  It should be reviewed by the Department Coordinator/Business Manager for accuracy. Notify Donna Wilkinson (448-5313) if there is a discrepancy.

**Interim Probationary Review of Tenure-Track Faculty**

In addition to promotion and tenure, any faculty into their 3rd year of tenure probation is due an Interim Probationary Review of Tenure-Track Faculty (**Form 2-M attached**) for 2018.  The tenured faculty of your department is required to review the faculty’s dossier and submit their report to the Chair, who in turn will prepare a narrative summary regarding the faculty member’s progress toward tenure consideration.  These documents are due in the Office of Faculty Affairs by December 3rd.  If your department does not have at least three tenured faculty, the candidate’s dossier is to be forwarded to the Office of Faculty Affairs by December 3rd and the College Promotion & Tenure Committee (CAPT) will review and submit a report.

For additional information concerning the process please refer to the UTHSC Faculty Handbook:

  **Procedure for Effecting Promotion in Rank**(spelled out in [**Appendix N of the 2018 UTHSC Faculty Handbook**](https://academic.uthsc.edu/docs/UTHSC-Faculty-Handbook-rev2015.pdf)- see pp. 119-122)

  **Procedure for the Final Probationary Review for the Award of Tenure (**spelled out in [**Appendix L of the 2018 UTHSC Faculty Handbook**](https://academic.uthsc.edu/docs/UTHSC-Faculty-Handbook-rev2015.pdf)- see pp. 108-111**)**

***Discard any old forms you’ve saved to your computer***

***All forms and instructions are on the COM Faculty Affairs website:***

<http://www.uthsc.edu/Medicine/facultyaffairs/Promotion_Tenure/index.php>