Process for Post-Tenure Review Committee Nomination, Requirements, and Composition

A. Nomination of PTR Committee members

1. Each PTR Committee shall include three (3) members.

    a. The faculty member under review nominates three (3)
        i. one from within the division/department
        ii. two from outside the division/department – either from another department in the college or outside the college

    b. The department chair, in consultation with the dean and the division chief, if applicable, nominates six (6)
        i. two from within the division/department
        ii. four from outside the division/department – either from another department in the college or outside the college

2. PTR Committees are appointed by UTHSC's Chief Academic Officer (CAO) from the nominees provided by the faculty member under review and that faculty member's department chair.

3. The only purpose for which the PTR Committee is appointed is to conduct PTR.

B. Requirements for Nominees

The faculty member under review and the department chair may jointly prepare their list of nominees or prepare their lists independently.

Nominees must meet all of the following specifications. If not, the names of different nominees must be submitted.

Required characteristics of nominees to serve on a faculty member's PTR Committee	Faculty Member's Nominees			Department Chair's Nominees					
	Nominee #1	Nominee #2	Nominee #3	Nominee #1	Nominee #2	Nominee #3	Nominee #4	Nominee #5	Nominee #6
Tenured?									
Full-time?									
Same or higher rank than faculty member being reviewed?									
Locus of tenure at UTHSC?									
Have sufficient expertise in the field of and/or similarity of activities to the faculty member being reviewed?									
Light green shading indicates nominee from within the division/department									
Light orange shading indicates nominee from outside the division/department									

Nominees may not be relatives of the faculty member under review (as defined in the HR0115: Employment of Relatives policy).

If the lists of nominees are prepared independently, the department chair must share his/her list of nominees with the faculty member under review, who may ask that one of the nominees from the department chair's list be removed.

After the faculty member's review of the department chair's list, the department chair shall forward the list of nominees to the Associate Vice Chancellor for Faculty Affairs (Cindy Russell), who serves as the CAO's designee for managing the PTR process.

Information to be submitted by the department chair includes the following:
1. Full name of each nominee
2. Department (and, if applicable, division) assignment of each nominee

C. **Composition of the PTR Committee**

In composing the PTR Committee, the CAO will ensure that the following requirements are met.

Faculty member under review is in a department that does not have recognized divisions	Faculty member under review is in a department with recognized divisions (College of Medicine-specific)

One and only one PTR Committee member must hold an appointment in the same department
    Unless there is no such faculty member eligible to serve, in which case this PTR Committee member must come from the college
	One and only one PTR Committee member must hold an appointment in the same division
	    Unless there is no such faculty member eligible to serve, in which case this PTR Committee member must come from the department – provided no other PTR Committee members may hold an appointment in the same division

At least one PTR Committee member must hold an appointment in a different department, but from the same college	At least one PTR Committee member must hold an appointment in a different division, but from the same college
The final PTR Committee member may hold an appointment in a different college. If this PTR Committee member is in the same college, they must hold an appointment in a different department.	
For purposes of PTR Committee membership, College of Medicine basic science and clinical departments are considered as different colleges.	
One of the three PTR Committee members must be selected from the faculty member's list of nominees.	