# THE UNIVERSITY OF TENNESSEE HEALTH SCIENCE CENTER

**The College of Medicine**

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

* **December 1** is the due date for receipt of all nomination’s dossiers (Positive AND Negative) from the Memphis Campus Chairs.
* This includes all required documents and applies to nominations for faculty that are full and part-time, limited term, affiliate, volunteer, and joint appointments. \*
* Scan each P&T packet – One e-mail per candidate – to Donna Wilkinson [dwilkin1@uthsc.edu](mailto:dwilkin1@uthsc.edu)
* Recommendations from Knoxville and Chattanooga campuses (Positive AND Negative) must be into the Memphis campus Faculty Affairs office by March 1st.
* High quality scan of **ORIGINAL** documents is 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

**Required Documents for Promotion and Tenure with Explanation:**  See “Required Documents with Descriptions” at <https://www.uthsc.edu/medicine/faculty-affairs/index.php>

**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 2022.  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 1st.  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 1st 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:** <https://academic.uthsc.edu/docs/2018-August-UTHSC-Faculty-Handbook-final.pdf>

* **Procedure for Effecting Promotion in Rank**(Appendix N)
* **Procedure for the Final Probationary Review for the Award of Tenure (**Appendix L**)**

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

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

<https://www.uthsc.edu/medicine/faculty-affairs/index.php>