



**TEXAS TECH UNIVERSITY
HEALTH SCIENCES CENTER.**

School of Medicine
Operating Policy and Procedure

SOM OP: 20.01 SOM Faculty Appointments

PURPOSE: The purpose of this School of Medicine (SOM) Policy and Procedure is to establish procedures and requirements for SOM faculty appointments.

REVIEW: This SOM Policy and Procedure shall be reviewed within each odd-numbered fiscal year by the Faculty Appointments Committee. Revisions will be forwarded to the Office of the Dean for approval and publication.

POLICY/PROCEDURE:

- General.** This policy is intended to provide procedures for acquiring SOM faculty appointments in accordance with [HSC OP 60.09, Faculty Recruitment Procedure](#), [HSC OP 60.01, Tenure and Promotion Policy](#), and [SOM OP 20.21, Faculty Tenure and Promotion](#).
- Qualifications for Faculty Appointments.** Faculty in the ranks of Instructor through Professor in both tenure and non-tenure track positions, paid and non-paid, must possess terminal degrees, (e.g., Ph.D., M.D., D.O., or equivalent). Other, term appointments, non-paid, require an appropriate professional degree, [i.e., Librarians (MLS), Physician Assistants (PA), Nurse Practitioners (NP)], etc. Exceptions to the above requirements must be approved by the Dean.
- Process Steps.** These steps should be followed when processing a full-time, part-time paid or non-paid faculty appointment. For changes in faculty FTE, appropriate documentation should be routed through the Office of Faculty Recruitment, Affairs and Development (OFRAD) prior to the change in FTE.

Full-Time Paid, .50-1.00 FTE Tenure & Non-Tenure Track	Term Appointments with Qualifying Conditions Paid, .01-.49 FTE All Non-Tenure Track	Other term, non-paid appointments with Qualifying Conditions
A full list of titles is located on: HSC OP 60.01		
1. Need for additional faculty is identified, request to recruit is generated by the hiring department and recruiting department.		
2. Request to Recruit is submitted to the Recruiting and Retention Steering Committee, by the Office of Faculty Recruiting, after financial approval is obtained per campus.		
3. Department begins the recruitment process in accordance with HSC OP 60.09 . A. Clinical Department: Top candidate is identified and department submits a request to OFRAD for a Letter of Offer and terms to be sent to the candidate. B. Basic Science: Top candidate is identified and department submits a request to OFRAD for a Letter of Offer and terms to be sent at step 3 or at step 6.		
4.	Candidate's packet is submitted by the department for local Faculty Appointments Process. (For regional campus approvals, approved packed will be routed to the OFRAD). Packet includes: <input type="checkbox"/> Current curriculum vitae <input type="checkbox"/> Written documentation of 2 communications with references. <input type="checkbox"/> Letter from the Chair of the department to FAC Chair requesting consideration and approval of faculty appointment. Letter should include: Dept/Division, Rank, Tenure or Non-Tenure,	Candidate's packet is submitted by the department for local Faculty Appointments Process. (For regional campus approvals, approved packed will be routed to the OFRAD). Packet includes: <input type="checkbox"/> Current curriculum vitae <input type="checkbox"/> Written documentation of 2 communications with references.



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<p>Role in Department and Statement of Verification of Training & Licensure</p> <ul style="list-style-type: none"> <input type="checkbox"/> If EEO Certification has been obtained, Attachment D is NOT required. If it has not been obtained, you must complete and sign HSC OP 60.09 Attachment D with candidate/applicant demographic data <input type="checkbox"/> Interview Comments from Faculty & Executive Administration <input type="checkbox"/> Interview Comments from 1 member of Faculty Appointments Committee. <input type="checkbox"/> If Applicable: Interview Comments Clinical Research Institute Director/Staff are highly encouraged. 		<ul style="list-style-type: none"> <input type="checkbox"/> Letter from the Chair of the department to FAC Chair requesting consideration and approval of faculty appointment. Letter should include: Dept/Division, Rank, Non-Tenure, Role in Department and Statement of Verification of Training & Licensure (printout from TMB website if applicable) <input type="checkbox"/> Current email and mailing address
5.	Candidate is submitted to FAC at the next meeting, and the department is notified of the decision.	
6.	OFRAD will route the appropriate offer letter/physician employment agreement to the department for completion. Once the department completes the required information, the offer letter/physician employment agreement is routed back to OFRAD, MPIP (if applicable) and General Counsel.	
7.	The agreements are sent to the candidate to be signed by candidate and spouse, if applicable.	
8.	Agreements are returned to OFRAD and routed for signatures to the Department Chair, Dean and President.	
9.	Agreements are retained, as necessary, and distributed to the department and HR. Department provides fully executed agreement to candidate.	
10.	An ePAF is generated prior to or upon the start date of the faculty member.	
11.	<p>MANDATORY SACS accreditation required documents to be stored and updated by the department prior to candidate start date.</p> <ul style="list-style-type: none"> • Original (official) transcript, • Certification of equivalency or ECFMG for international graduates, • Board certification certificate (current) • Curriculum Vitae (current) 	

4. Joint Appointments:

- a. For joint appointments within the School of Medicine, one letter from each department chair, or one letter with both department chairs' signatures, to the dean, requesting appointment.
- b. For joint appointments between schools for individuals who are already paid faculty within the HSC, a letter from each department chair, or one letter with both department chairs' signatures, to the dean, requesting appointment.

5. Part-time, Paid Faculty Appointment holding full- or part-time appointment with TTU System affiliate:

For faculty who hold part-time, paid appointments with Texas Tech University Systems affiliates requesting appointment with the School of Medicine, the School of Medicine Dean will confer with the Office of the Provost for necessary letters of appointment based upon documentation and qualifications of the faculty member.



6. **Transition between paid/non-paid appointments, or FTE Change:** Faculty transitions between paid and non-paid appointments or a change in FTE requires the following:
 - a. **Paid to non-paid Appointment:** A letter from the department chair to the SOM Dean requesting non-salaried appointment. Letter should include termination date of paid appointment, requested rank of non-salaried appointment, and current mailing and email address of faculty member.
 - b. **Non-Paid to Paid Appointment:** All steps listed in the check list above for a full time paid (0.50 – 1.00 FTE) tenure and non-tenure track *or* term appointments with qualifying conditions paid (0.01 – 0.49 FTE) should be followed.
 - c. **Change in FTE:** For a faculty change in FTE, a new Employment Agreement or addendum will be required dependent upon the purposed FTE. Faculty change between 0.5 through 1.00 FTE will require an addendum to their current Employment Agreement or Offer Letter. Faculty change between 0.01 through 0.49 FTE will require an addendum to their current Employment Agreement or Offer Letter. Faculty FTE change from 0.01 – 0.49 to 0.5 or greater (or vice versa) will require a new Employment Agreement or Offer Letter.

7. **Emeritus Appointments:** Professor or Associate Professor at retirement and at least 10 years of service conferred as a recognition for long and faithful service or for “very distinguished service”. See [HSC OP 10.12 Emeritus Appointments](#) and [Regents’ Rules 04.01.2](#).

8. **Research Track Faculty Appointments:** Faculty with the rank of Research Assistant/Research Associate Professor, who want to move to an Assistant/Associate Professor, non-tenure track, will need their Department Chair to submit a letter to the Dean requesting this change in track. If approved, the faculty member will remain on the non-tenure track for a minimum of 2-years before switching to the tenure track.

9. **Department Chair Appointments:** A search committee, appointed by the School of Medicine Dean, facilitates the search for a department chair. Faculty Appointment Committee members are not required to interview these candidates. These searches must meet Provost Guidelines.