FACULTY APPOINTMENTS, PROMOTIONS AND TENURE COMMITTEE POLICY

PURPOSE

It is the policy of The University of Texas MD Anderson Cancer Center (MD Anderson) to provide an objective evaluation of faculty candidates for:

- Academic appointments;
- Promotions;
- Placement on the tenure track; and
- Award and renewal of term tenure.

POLICY STATEMENT

The purpose of this policy is to define the responsibilities and composition of committees that review such actions.

SCOPE

The policy covers appointment, promotion, and tenure actions for faculty at the ranks of Assistant Professor, Associate Professor and Professor, on non-tenure track, tenure track, and with term tenure.

Compliance with this policy is the responsibility of all faculty, trainees/students, and other members of MD Anderson’s workforce.

DEFINITIONS

Clinical Faculty Review Committee (CFRC): Composed of three (3) Clinical Department Chairs and nine (9) full-time clinical faculty, the majority of whom are non-tenure track, at the rank of Professor, appointed by the Provost and Executive Vice President.

For the first year, six (6) Clinical Department Chairs and six (6) Professors (NTCA, tenure track or term tenured) will be appointed with staggered terms.

During this initial transition period, Department Chairs will serve the following terms:

- 2 will serve 1 year; after the 1st year, 2 will rotate off and 1 will be replaced.
- 2 will serve 2 years; after the 2nd year, 2 will rotate off and 1 will be replaced.
- 2 will serve 3 years; after the 3rd year, 2 will rotate off and 1 will be replaced.
At the end of the 3rd year and thereafter, 3 Department Chairs will remain.

Clinical Professors who are not Department Chairs will serve the following terms:

- 2 will serve 1 year; after the 1st year, 2 will be replaced and 1 will be added.
- 2 will serve 2 years; after the 2nd year, 2 will be replaced and 1 will be added.
- 2 will serve 3 years; after the 3rd year, 2 will be replaced and 1 will be added.

At the end of the 3rd year and thereafter, 9 Clinical Professors will remain.

After the initial transition period, all members will serve a 3-year term.

The CFRC reviews all non-tenure track clinical appointments and promotions at the levels of Assistant Professor, Associate Professor and Professor and makes recommendations to the President.

CFRC members are appointed for a single term of three (3) years, beginning September 1 through August 31 and are ineligible for reappointment for three (3) years. In general, four (4) members complete their term and are replaced each year.

**Executive Committee of the Science Faculty (ECSF):** Composed of all of the Chairs of the research departments, including those in clinical divisions; one representative from the Faculty Senate; one at-large research faculty member from clinical departments in Medicine, and one from Surgery; two at-large research faculty members from the remaining clinical divisions, which would rotate biennially among the divisions.

The ECSF reviews all research appointments and promotions at the level of Assistant Professor, tenure track and non-tenure track, and all research non-tenure track appointments and promotions at the levels of Associate Professor and Professor and makes recommendations to the President. The ECSF also serves as an advisory group for institutional policies and procedures affecting research.

**Promotion and Tenure Committee (PTC):** Composed of 18 full-time term tenured professors, appointed by the Provost and Executive Vice President with concurrence of the President.

The PTC reviews all appointments and promotions, with tenure recommendations (tenure track and term tenure actions and switch to tenure track) at the levels of Assistant Professor (clinical faculty only), Associate Professor and Professor (for all faculty) and makes recommendations to the President.

PTC members are appointed for a single term of three years, beginning September 1 and ending August 31 and are ineligible for reappointment for the succeeding three years. In general, six (6) members complete their terms and are replaced each year. Membership is balanced among faculty whose primary role is patient care, clinical research, basic and population research.

**Review Committees:** There are three (3) review committees, each having its own charge, based on status of appointment.

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**CONSTITUTING THE PROMOTION AND TENURE COMMITTEE (PTC) PROCESS**

**1.0 Candidates for Membership**

**1.1** In June of each fiscal year, Faculty Academic Affairs (FAA) generates a list of full-time, term tenured Professors as of September 1 of the upcoming fiscal year.
1.2 FAA reviews the list and eliminates ineligible candidates according to the following criteria:

A. No more than one member of the same department may serve at the same time;

B. No Division Heads are eligible to serve;

C. No more than a total of two (2) Department Chairs [two (2) clinical Department Chairs, two (2) research Department Chairs, or one (1) of each] may serve at any one time;

D. Former PTC members are eligible for reappointment after three years from the end of their term;

E. Administrative officials may serve only as advisory or ex officio members without vote.

F. Members of the PTC must be willing to attend and participate in every meeting of the Committee. A pattern of non-participation will be considered grounds for replacement on the Committee, upon the recommendation of the Chair and Vice-Chair to the Provost and Executive Vice President.

2.0 Nominations for Service

2.1 FAA sends the eligibility list to the Executive Committee of the Faculty Senate (ECFS), the Executive Committee of the Science Faculty (ECSF), and the Division Heads.

2.2 The ECFS sends a list of up to eight (8) nominees; the ECSF and the Division Heads each send a list of four (4) nominees to FAA.

3.0 Selection of New Members

3.1 The Provost and Executive Vice President, the Senior Vice President for Academic Affairs (SVP, AA), and the Chairs of the ECFS, ECSF, and Division Heads recommend to the President replacement members and two (2) alternate replacement members, as well as the Chair (if vacant) and the Vice-Chair.

3.2 The President, in consultation with the Provost and Executive Vice President, appoints new members in all vacancies and asks the candidates to serve.

4.0 Officers

The officers of the PTC consist of a Committee Chair and a Vice-Chair. The Chair serves a two-year term and the Vice-Chair serves a one-year renewable term. The term of the Chair may be extended one year if he/she is appointed as Chair in the third year of a three-year term. Appointment as Chair is alternated between clinical and research faculty. The Vice-Chair fills a vacancy in the Chair position. A vacancy in the Vice-Chair position is filled by a current member of the PTC, appointed by the PTC Chair and Provost and Executive Vice President, with concurrence by the President.
CONSTITUTING THE CLINICAL FACULTY REVIEW COMMITTEE (CFRC) PROCESS

1.0 Candidates for Membership

1.1 In June of each fiscal year after the transition period, Faculty Academic Affairs (FAA) generates a list of full-time non-tenure track clinical professors as of September 1 of the upcoming fiscal year.

1.2 FAA reviews the list and eliminates ineligible candidates according to the following criteria:
   A. No more than one (1) member of the same department may serve at the same time;
   B. No more than three (3) Department Chairs are eligible to serve, except during the 3-year transition period;
   C. No Division Heads are eligible to serve;
   D. Former CFRC members are eligible for reappointment three (3) years after the end of their term;
   E. Administrative officials may serve only as advisory or ex officio members without vote;
   F. Members of the CFRC must be willing to attend and participate in every meeting of the Committee. A pattern of non-participation will be considered grounds for replacement on the Committee, upon the recommendation of the Chair and Vice-Chair to the Provost and Executive Vice President.

2.0 Nominations for Service

2.1 FAA sends the eligibility list to the Executive Committee of the Faculty Senate (ECFS) and to the Division Heads.

2.2 The ECFS and the Division Heads each send a list of six (6) nominees to FAA.

3.0 Selection of New Members

3.1 The Provost and Executive Vice President, the Senior Vice President for Academic Affairs (SVP, AA), and the Chairs of the ECFS and the Division Heads recommend to the President replacement members, as well as the Chair (if vacant) and the Vice-Chair.

3.2 The President, in consultation with the Provost and Executive Vice President, appoints new members in all vacancies and asks the candidates to serve.

4.0 Officers

4.1 The officers of the CFRC consist of a Committee Chair and a Vice-Chair, appointed by the President. The Chair serves a two- (2) year term; the Vice-Chair serves a 1-year term, but may be reappointed once. The term of the Chair may be extended one year if he/she is appointed as Chair in the third year of a three- (3) year term.
4.2 In the absence of the Chair, the Vice-Chair will conduct the meeting. If either the Chair or Vice Chair cannot serve, a replacement will be appointed by the President from among the CFRC members.

PTC MEMBERS INSTRUCTIONS

1.0 Charge to PTC

The PTC is charged with the primary responsibility of maintaining the academic excellence of the faculty. The PTC evaluates and makes recommendations on:

1.1 Initial appointments and promotions to the rank of Assistant Professor, tenure track (clinical faculty only), Associate Professor and Professor, tenure track (all faculty),

1.2 Changes from non-tenure track to tenure track appointments at the level of Assistant Professor (clinical faculty only), Associate Professor and Professor (all faculty), and

1.3 Initial award of term tenure and renewal of term tenure.

2.0 Responsibilities of PTC

The PTC reviews and evaluates recommendations submitted by Department Chairs.

2.1 PTC members make recommendations via blind-vote tally. If a member votes against a motion, a brief statement indicating the reason is required.

2.2 Actions of the PTC are advisory to the President. PTC recommendations are forwarded through the Provost and Executive Vice President and the PIC (Clinical Faculty) to the Office of the President.

CFRC MEMBERS INSTRUCTIONS

1.0 Charge to CFRC

1.1 The CFRC is charged with the responsibility of maintaining the academic excellence of non-tenure track clinical faculty at the level of Assistant Professor, Associate Professor, and Professor.

1.2 The CFRC evaluates and makes recommendations on initial appointments and promotions to the rank of Assistant Professor, Associate Professor, and Professor, non-tenure track.

2.0 Responsibilities of CFRC

The CFRC reviews and evaluates recommendations submitted by Department Chairs.

2.1 CFRC members make recommendations via blind-vote tally. If a member votes against a motion, a brief statement indicating the reason is required.

2.2 Actions of the CFRC are advisory to the President. CFRC recommendations are forwarded through the Provost and Executive Vice President and the EVP/PIC (Clinical Faculty) to the Office of the President.
3.0 Standards of Conduct for PTC Members

To preserve the highest level of integrity, objectivity, and confidentiality in the process of faculty evaluation, members of the PTC will:

3.1 Evaluate faculty members as fairly and objectively as possible with regard to the criteria as set forth in the Handbook of Operating Procedures Volume II. (Please also see:

A. Criteria and Qualifications Appointment, Promotion, or Award of Tenure on the Tenure Track:

B. Research Criteria and Qualifications Tenure Track Appointment or Promotion; and

C. Clinical Criteria and Qualifications Tenure Track Appointment or Promotion.

3.2 Refrain from discussing any candidate outside the PTC meetings.

3.3 Refrain from reporting or discussing any part of the Committee’s deliberation to anyone.

3.4 Report to the Provost and Executive Vice President any attempts by any individual to influence the Committee’s deliberations.

3.5 Disclose to the PTC any actual, potential or perceived conflict of interest with a candidate under consideration. Anyone having a direct reporting relationship with a candidate must absent himself/herself from the deliberations.

4.0 Standards of Conduct for CFRC Members

To preserve the highest level of integrity, objectivity, and confidentiality in the process of faculty evaluation, members of the CFRC will:

4.1 Evaluate faculty members as fairly and objectively as possible with regard to the criteria as set forth in the Handbook of Operating Procedures, Faculty policies. Please also see:

A. Criteria and Qualifications Appointment and Promotion on the Non-Tenure Track; and

B. Clinical Criteria and Qualifications Non-Tenure Track Appointment or Promotion.

4.2 Refrain from discussing any candidate outside the CFRC meetings.

4.3 Refrain from reporting or discussing any part of the Committee’s deliberation to anyone.

4.4 Report to the Provost and Executive Vice President any attempts by any individual to influence the Committee’s deliberations.

4.5 Disclose to the CFRC any actual, potential or perceived conflict of interest with a candidate under consideration. Anyone having a direct reporting relationship with a candidate must absent himself/herself from the deliberations.
ATTACHMENTS / LINKS

Clinical Criteria and Qualifications Non-Tenure Track Appointment or Promotion.
Clinical Criteria and Qualifications Tenure Track Appointment or Promotion.
Criteria and Qualifications Appointment and Promotion on the Non-Tenure Track.
Criteria and Qualifications Appointment, Promotion, or Award of Tenure on the Tenure Track.
Research Criteria and Qualifications Tenure Track Appointment or Promotion.

RELATED POLICIES

None.

JOINT COMMISSION STANDARDS / NATIONAL PATIENT SAFETY GOALS

None.

OTHER RELATED ACCREDITATION / REGULATORY STANDARDS

None.

REFERENCES

None.
POLICY APPROVAL

Approved With Revisions Date: 05/24/2007
Approved Without Revisions Date: 
Implementation Date: 05/24/2007
Version: 16.0

RESPONSIBLE DEPARTMENT(S)

Academic & Visa Admin: Faculty Academic Affairs