

Faculty Promotion Process Overview

UNIVERSITY OF TENNESSEE

GRADUATE SCHOOL OF MEDICINE



Timeline

July/August 2021 - Faculty/Chairs meet to discuss promotion process and what's needed

August/September 2021– documents are gathered by the department

September/October 2021 - departmental committee meetings are held

November 2021 – Chairs prepare recommendation letters

December 1, 2021 – deadline to submit promotion packets to the Office of Faculty and Staff Affairs

January 2022 – College Promotion and Tenure Committee meets weekly

March 1, 2022 – deadline to submit promotion packets to the College of Medicine – Memphis

March – May 2022 – promotion packets are reviewed by the UTHSC Chief Academic Officer, UTHSC Chancellor, UT President

June 2022 – UT Board of Trustees is notified of promotion recommendations approved by the President' Office

July 1, 2022 or soon thereafter – the UTHSC Chancellor notifies faculty members

Packet Submission (submitted by Department)

Submit to the Office of Faculty and Staff Affairs by December 1, 2021:

- Chair's Letter of Recommendation
- Departmental P&T Committee Chair Letter
- Metrics worksheet (effort allocation) and calculation form – completed by departmental committee
- Letters of evaluation
- Candidate's Updated CV
- Candidate's completed "Evaluation of Publication Productivity" form and corresponding narrative
- Peer Review of Teaching Documentation
- Early Promotion Checklist and supporting documents if up for early promotion

Peer Review of Teaching (New Requirement in 2021-2022)

- All faculty being considered for tenure or promotion must undergo peer-review of teaching
- Two observations of teaching activities are required
- The reviewer(s) and teaching setting will be agreed upon by the faculty member and Chair
- The reviewer should be at the same rank or higher and should not have a COI
- The best candidate for reviewer is typically someone outside of the department
- A post-review meeting to provide feedback will be held between faculty member and reviewer
- The reviewer will submit a completed form to the Chair and faculty member
- For more information and to view the forms: <http://pulse/hr/main.cfm> (Under Faculty Promotions)

Time in Rank Requirements

For faculty to be promoted to Associate Professor, they must have been an Assistant Professor (at any reputable institution) for a total of 4 years.

For faculty to be promoted to Professor, they must have been an Associate Professor (at any reputable institution) for a total of 5 years.

Anyone requesting promotion with less years than this is considered an EARLY promotion and additional items are required in the packet.

To include: copy of signed initial offer and appointment letter, copies of any reappointment letters, Annual Reviews since being hired or since last promotion, documentation of student evaluation of teaching, and departmental committee letter and Chair's letter must explain the evidence for early promotion.

Soliciting Letters of Evaluation

1. Department Chair and faculty member should mutually agree upon the names of the individuals in which letters of evaluation will be solicited from
2. Faculty should not solicit the letters of evaluation; these will be solicited on your behalf using a template letter approved by Memphis and signed by Dr. Bill Metheny
3. We will send your updated CV and the UTHSC Promotion and Tenure Criteria (information from the UTHSC Faculty Handbook)
4. All letters received (positive or negative) must be forwarded to the Office of Faculty/Staff Affairs.

Departmental Level Review

Departmental Committee meets to review promotion packet

Completes the effort allocation/metrics form and arrives at a score

Voting is anonymous

Rank of voting faculty is at the same rank or higher

Departmental Committee Chair – completes the committee's recommendation letter and forwards to the Department Chair for review/decision

Department Chair – will make a recommendation

- If positive, packet will be submitted to the College Committee for review
- If negative, you will be given the opportunity to appeal to the Dean

College Level

College Committee meets in January to review all recommendations for promotion

Completes the effort allocation/metrics form and arrives at a score

Voting is anonymous

Rank of voting faculty is at the same rank or higher

College Committee Chair – completes the committee's recommendation letter and forwards to the Dean for review/decision

Dean – will make a recommendation

- If positive, packet will be submitted to the College of Medicine Executive Dean for Review
- If negative, you will be given the opportunity to appeal to the Faculty Senate (request must be in writing and filed within 3 months)

Additional reviews

Promotion requests are reviewed by:

- Executive Dean of the College of Medicine – Scott Strome
- UTHSC Chief Academic Officer – Cindy Russell
- UTHSC Chancellor – Steve Schwab
- UT President – Randy Boyd

Copy of Decision Letters

Faculty will receive copies of the following letters:

- 1) Chair Recommendation
- 2) Dean Recommendation
- 3) COM Executive Dean Recommendation
- 4) Chief Academic Officer Recommendation
- 5) Letter from the Chancellor after the Board of Trustees meeting; BOT typically meet in June of each year, so you won't receive the final notification until after they meet. All promotions are effective July 1.

Links to Resources

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

GSM Website: <https://gsm.utmck.edu/about/aaptc.cfm>

The Pulse: <http://pulse/hr/main.cfm>