

Institutional Handbook of Operating Procedures Policy 05.03.06	
Section: Faculty Policies	Responsible Vice President: Executive Vice President and Provost
Subject: Appointments and Rank	Responsible Entity: Council of Deans

I. Title

Procedures for Appointment, Promotion, or Membership in all Schools

II. Policy

All appointments, promotions, and memberships are based on merit and shall comply with the provisions of *Texas Education Code* Section 51.948, which requires that an agreement with higher education administrators be executed only after a finding that the agreement is in the best interest of UTMB or U.T. System. Authority to make such findings is delegated to the President and to the Chancellor for employees not covered by Regents' *Rules and Regulations*, Rule 10501, Section 3.4.

The President has the authority to accept, reject, or modify all recommendations forwarded and may make decisions with regard to promotion in rank, the award of tenure, renewal of appointment, non-renewal of appointment, or membership of a faculty member without any prior recommendation.

III. Procedure

- A. Appointment or Promotion to Assistant Professor, Associate Professor, or Professor
1. *Nominations.* The Chairmen or Directors of the component responsible for the position shall investigate thoroughly the character, integrity, scholastic attainment, and other qualifications of prospective members of their faculties or make a conscious determination as to an individual's qualifications for promotion before submitting a nomination. Nominations are submitted to the respective School's Appointment, Promotion, and Tenure Committee ("APT Committee") or Appointment Committee.

In all Schools, only requests for appointment and/or promotion at the level of Associate Professor or Professor require School-level APT review and recommendation; all others are submitted directly to the Dean.

2. *School APT Committee.* The Committee shall review the nomination and make a recommendation to the appropriate Dean. Operating procedures for the APT Committee are detailed in the bylaws of the respective UTMB Schools.

3. *Dean.* Upon receipt of a recommended action from the appropriate APT Committee, the Dean shall make a recommendation and forward the nomination to the Provost.

4. *Provost.* Upon receipt of a recommended action from the appropriate School Dean, the Provost shall make a recommendation and forward the nomination to the President.

5. *President.* After thoroughly investigating the character, integrity, scholastic attainment, and other qualifications of recommended candidates for appointment or promotion, the President may accept, reject, or modify all recommendations from the APT Committee. If the President

accepts a recommendation for the award of tenure, the Board of Regents must review the recommendation for approval and processing.

6. *Effective Date.* A promotion normally takes effect at the beginning of the next fiscal year, following Board of Regents approval.

B. Membership

1. *Graduate School of Biomedical Sciences.* The Dean of the Graduate School utilizes a Faculty Credentials Committee to investigate the qualifications of nominees for membership in the Graduate School's faculty. The Faculty Credentials Committee meets ad hoc, as needed. Most deliberations are conducted electronically.

The Faculty Credentials Committee shall review nominees received from the individual graduate programs based on the following criteria:

- a. Teaching (on a regular basis and in a designated Graduate School course);
- b. Research (evidence of national scientific standards, published in peer-reviewed journals with frequency consistent with superior performance in the field);
- c. Holds rank of Assistant Professor or above; and
- d. Holds an earned doctoral level degree.

Recommendations by the Faculty Credentials Committee are submitted to the Dean for approval or rejection. All memberships are subject to review by the President consistent with the procedures for appointment and promotion.

2. *Institutes and University Research Centers.* Primary Faculty appointments are not allowed in UTMB Centers and Institutes. The faculty member must hold a faculty appointment through the applicable School department according to the general procedures for appointment, promotion, and tenure, and with the approval from the President as well as the Dean and Provost

IV. Relevant Federal and State Statutes

[Texas Education Code, Section 51.943](#)

V. Relevant System Policies and Procedures

[Delegation to Act on Behalf of the Board, Board of Regents' Rule 10501](#)

[Faculty Appointments and Titles, Board of Regents' Rule 31001](#)

[General Appointment Information, Board of Regents' Rule 30102](#)

[Tenure, Board of Regents' Rule 31007](#)

VI. Dates Approved or Amended

<i>Originated: 11/01/1995</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
02/13/2014	
02/20/2020	
12/17/2024	

VII. Contact Information

Council of Deans
(409) 747-1551