

**Institutional Handbook of Operating Procedures**  
**Policy 05.05.08**

Section: Faculty Policies	Responsible Vice President: EVP, Provost, and Dean, School of Medicine
Subject: Licensure	Responsible Entity: EVP, Provost and Dean, School of Medicine

**I. Title**

*Faculty Temporary License (FTL)*

**II. Policy**

It shall be The University of Texas Medical Branch at Galveston’s (UTMB) policy to limit FTL renewals for all new UTMB faculty members hired after June 1, 2021 to a single 3-year extension, during which the new UTMB faculty member must complete his/her licensure during that extension. Faculty members hired before June 1, 2021, who are currently within an extension period, must complete or achieve his/her licensure during their current extension.

(Please note: Current UTMB faculty members with a “permanent extension” of his/her FTL must achieve licensure by September 1, 2022. There will be no additional extensions.)

The applications for the FTL’s are handled by the Graduate Medical Education (GME) Office. Faculty members requesting an FTL must submit their written request along with their Department Chair’s signed approval to the GME office. Renewals and extensions of FTL’s must be approved and signed by the Executive Vice President and Provost.

Any exceptions to the FTL policy must be approved in writing by the President.

**III. Conceded Eminence License (CEL)**

The CEL is limited to:

- The practice of the specialty for which the license holder has conceded eminence and authority; and
- The confines of the institution or program that recommended the license holder.

The holder of a CEL must pay the same fees and meet all other procedural requirements for issuance and renewal of the license as a person holding a full Texas medical license. If a CEL holder terminates their relationship with the institution or program, the license shall be considered automatically canceled.

The Texas Medical Board (TMB) CEL applicant eligibility criteria, application process and the required documentation and fees can be found at the following link:

<https://www.tmb.state.tx.us/page/physician-conceded-eminence-license>

- The applications for the CEL's are handled by the Executive Vice President and Provost. Faculty members requesting an CEL must submit their written request along with their department chair's signed approval to the office of the Executive Vice President and Provost.

**IV.** Dates Approved or Amended

<i>Originated: 08/17/2021</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>

**V. Contact Information**

Provost Office  
(409) 772-1019