

Deans and Chairs:

The annual promotion and tenure process is here again. Carefully review the materials described in this email and posted at our website (<https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php>).

Promotion documents and forms:

- Procedure for Effecting Promotion in Rank (spelled out in Appendix N of the UTHSC Faculty Handbook, revised August 2018)
- Form 5: 2020 Promotion & Tenure Checklist and Summary of FINAL PROBATIONARY Review of Tenure-Track Faculty (PDF form); Reviewed 9/21/2020
- Form 7: Unit Promotion in Rank Recommendations Form (Excel Document)
- Promotion Metric Matrix
 - Form 10: Promotion Metric Matrix (Excel Document)
 - Description and Application of the Promotion Metric Matrix (PDF document)

Tenure documents and forms:

- Procedure for the Final Probationary Review for the Award of Tenure (spelled out in Appendix L of the UTHSC Faculty Handbook, revised August 2018)
- Form 5: 2020 Promotion and Tenure Checklist and Summary of FINAL PROBATIONARY Review of Tenure-Track Faculty (PDF form); Reviewed 9/21/2020
- Form 6: Unit Tenure Recommendations Summary Document (Excel document)

Please review the instructions and procedures at the website carefully. All tenure and promotion recommendations, positive or negative, will be forwarded by our office to the Chancellor.

Each faculty member nominated for tenure and/or promotion should be advised in writing, that he/she is being evaluated for the purpose of promotion and/or tenure and that he/she will have an opportunity to submit information relevant to his/her performance since the last promotion and/or date placed on tenure-track.

Each Dean and Chair is being provided a list of faculty who must be considered for the award of tenure in 2020-2021. The Chairs are requested to review the list for completeness and accuracy. Notify me immediately if there are any discrepancies. We obtain this list from IRIS; last updated the list September 21, 2020.

The schedule for the promotion and tenure process for the 2020-2021 academic year is located on the Faculty Resources site. The final recommendations for promotion and/or tenure should be forwarded to the Office of the Dean by the date set at his/her discretion. Deans should review the recommendations from the Chairs and forward their (dean) recommendations to me on or before the March 10, 2021 deadline noted on the Faculty Evaluation Calendar.

NOTE: We keep an updated version of all documents required for promotion and/or tenure review on our website at <https://uthsc.edu/afsa/faculty-affairs/faculty-resources.php> - refer to that website for other important documents for faculty recruitment, appointment, and the Annual Performance and Planning Review.

As of September 21, 2020, we believe the tenure track lists for each college and department to be correct. We understand there are tenure track changes currently being considered but until a signed document noting this change has been received in Faculty Affairs and changes made in IRIS, faculty must remain on the attached reports.

If you have any questions concerning this process, please contact me at 901-448-2226.

LSG/lz

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