

Guidelines for the School of Medicine (SOM) Faculty Appointments, Promotion, and Tenure (APT) committee

This will be an internal committee document that defines ways in which the Faculty APT Committee shall operate.

A. Membership

1. Faculty of Assistant Professor, Associate Professor, or Professor rank in the School of Medicine only
2. Committee members may be tenured, on the tenure track, or on the non-tenure track
3. No regular member shall hold an administrative post within the Medical Center or School of Medicine at the level of dean, associate dean, assistant to the dean, associate vice-chancellor, assistant to an associate vice-chancellor, or department chairperson.
4. The appointment to serve as Chair of the Faculty APT Committee shall be made by the Dean of the School of Medicine or Dean's designee. The Chair of the APT Committee will serve for one year, but can be appointed for additional terms as Chair by the Dean or Dean's designee.
5. The Dean, or the Dean's designee, will appoint 6 regular members who are considered to be clinical faculty and 3 who are considered to be basic science faculty; additionally, there shall be a non-voting person with the position of Assistant or Associate Dean of the School of Medicine serving in an *ex officio* capacity.
6. In case a committee member must resign from the Faculty APT Committee, a faculty member with recent prior experience on the APT Committee shall be asked to fill the vacancy for the remainder of the academic year.

B. Duration of Committee Service

1. Members are appointed for a term of 5 years starting on July 1st; the SOM Dean or the Dean's designee will determine the actual term at the time of appointment.
2. Memberships should be staggered to maintain continuity on the Committee.
3. Re-appointment for another term can occur if the Dean or Dean's designee agrees.
4. Members shall serve for at least 2 years prior to becoming the chair of the APT committee.

C. Confidentiality

All meetings and communications are confidential, especially decisions on promotion and tenure.

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D. Voting for Appointments

1. Members, after consideration of the candidate's CV and requested rank/tenure, will vote "yes" or "no" for appointments.
2. Such votes will typically be performed by email sent to the Faculty APT Committee Chair.
3. Votes shall be confidential and not follow discussions of the candidate, not even discussions among APT members.
4. Members are asked to vote within 48 hours of the request for this vote.

E. *Ex-Officio* Member

The *ex-officio* member shall be appointed by the Dean or the Dean's designee.

F. Voting for Promotions/Tenure

1. The APT Committee will receive the promotion and/or tenure documents from the faculty in the fall of each year. The deadline for receipt of these materials will be established by the Dean or the Dean's designee.
2. This vote requires review of each candidate's CV, portfolio, letters of evaluation from the candidate's chairman, the letter of evaluation from the departmental PT Committee, and letters of evaluation from the external referees. Members who have declared a conflict of interest relative to a particular candidate shall not attend the discussions and will not vote on that candidate.
3. Votes on each candidate will be cast in a preliminary fashion using a score sheet supplied by the APT Committee Chair. These score sheets will be submitted to the APT Chair at least 72 hours prior to the meeting of the APT Committee to consider the votes for all candidates.
4. At the Committee meeting on all candidates, members will review the voting on the candidates in a summary format prepared by the APT Chair. Candidates with a majority votes on the score sheets to "not recommend/deny" will be discussed by the committee.
5. All members of the APT Committee who register a negative vote must provide the APT Chair with the rationale supporting their vote for denial. This rationale must directly relate to the lack of one or more accomplishments specified in the criteria for promotion and/or tenure.
6. After the discussion of any candidate, the Chair will call for a vote. Decisions will be based on the majority vote, but an effort to achieve a consensus should be made.

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7. APT Committee members should acknowledge a conflict of interest if the candidate is well known to them. Members should report to the APT Committee Chair any relationship with a candidate that could be perceived as a conflict of interest. A member with a conflict of interest will be asked to recuse from the discussion and voting on the candidate.

G. Notification to the department chair:

The APT Chair will contact the department chairperson of the candidate who was denied promotion and/or tenure. The APT Committee Chair can review the rationale for the negative vote of the candidate with the department chair prior to or during this meeting.

H. Presentation of the Final Decisions

1. The *ex officio* member of the APT Committee will present the findings of the APT Committee to the Executive Faculty at one of their monthly meetings. The Chair of the Faculty APT Committee will also be present during this meeting to provide any clarifications regarding the recommendations.
2. The Office of the Dean of the School of Medicine will prepare a listing of the findings of the Faculty APT Committee. It is suggested that the listing have three pages; namely, 1) the first page lists the people approved for promotion to Associate Professor and, in a separate section of the page, those denied promotion to Associate Professor, 2) the second page lists the candidates approved for promotion to Professor and, in a separate section, list the candidates denied promotion to Professor, and 3) The third page lists the candidates approved for Tenure and, in a separate section, list the candidates denied Tenure.