

Baylor College of Medicine

Faculty Appointments and Promotions

Institutional Guidelines

F. TENURE CLOCK

Per the Faculty Bylaws, a person at the rank of Assistant Professor (tenure track) must be considered for promotion to the rank of Associate Professor (tenured) **within nine years** of the date of the initial appointment at (or promotion into) the rank of Assistant Professor (tenure track), and a person at the rank of Associate Professor (tenure track) must be considered for promotion to the rank of Associate Professor (tenured) **within three years** of the date of the initial appointment at the rank of Associate Professor (tenure track). Promotion to the rank of Associate Professor (tenure track) from Assistant Professor (tenure track) does not change the original nine-year tenure clock.

If the rank of Associate Professor (tenure track) is the initial tenure track appointment at the College, tenure must be awarded within three years of appointment. If not promoted to tenure, the faculty member must be terminated, transferred to equivalent rank (non-tenure track), submitted for promotion to next rank (non-tenured), or—if time is remaining on the tenure clock and deficiencies are corrected—recommended again for promotion to Associate Professor (tenured) before the tenure clock is over.

The nine-year or three-year tenure clock continues if the faculty member takes a leave of absence during this period and returns to the College; however, if the leave of absence qualifies under the Family and Medical Leave Act, the tenure clock stops for the duration of the leave and starts again when the leave ends. The tenure clock may be suspended for up to 12 months, under certain circumstances (see following section on Tenure Clock Suspension).

Once designated as Assistant Professor (tenure track) or Associate Professor (tenure track), the faculty member cannot be changed to a non-tenure track or non-tenured rank unless there are compelling reasons to do so and the faculty member is informed of the reasons.

Faculty transitioned from tenure track to non-tenured positions cannot be considered for promotion to a tenure track or tenured position without a compelling reason approved by Faculty Affairs and the academic head of Faculty Affairs.

A person who moves from a Full-time (tenure track) faculty rank to a Voluntary faculty rank and returns to the (tenure track) rank would have the **initial appointment date**, rather than the return or re-appointment date, control the interval for consideration for the tenured position.

A person who leaves the Full-time faculty without becoming a member of the Voluntary faculty must be newly appointed if returned to the Full-time faculty, and his/her tenure clock would be **restarted** with the new appointment rather than continued from the time of a previous appointment as Assistant Professor (tenure track) or Associate Professor (tenure track).

If an Assistant Professor (tenure track) or Associate Professor (tenure track) **transfers** from department “A” to another department, “B,” either with or without a previous secondary appointment in department “B,” the tenure clock is not restarted; it retains the tenure date from department “A.”

A person at the rank of Assistant Professor (tenure track) or Associate Professor (tenure track) may be proposed for the rank of Associate Professor (tenured) before the completion of the nine-year or three-year interval.

Tenure Clock Suspension

A faculty member may seek suspension of the tenure clock for a cumulative 12 months if such faculty member can show, to the satisfaction of the full FAP Committee as outlined below, one or more of the following exceptional circumstances: 1) leave of absence under the Family Medical Leave Act; 2) chronic serious medical circumstance of faculty member or serious medical circumstance of immediate family member; 3) personal or family tragedy; or 4) material/significant/catastrophic change in the research environment (e.g. equipment, research data, animals, patients, or personal loss) that significantly delays or terminates specific research activity.

A faculty member seeking a tenure clock suspension must petition his/her Department Chair in writing, requesting support to suspend the tenure clock, which writing must include the length of the request, if known, and the reasons for the request.

- If a Department Chair supports the request, the Department Chair must make such request on behalf of the faculty member in a letter to the full FAP Committee no later than 30 days after his/her receipt of such request. The letter will outline the circumstances leading to the request, specify how much time is requested for the suspension, if known, and be accompanied by an updated CV.
- If the Department Chair rejects the request, which he/she must do in writing, the faculty member can appeal the rejection by providing a letter to the full FAP Committee that outlines the circumstances leading to the request, specifies how much time is requested for the suspension, if known, and is accompanied by an updated CV. The faculty member must submit the appeal letter no later than 30 days after his/her receipt of a written notice from the Department Chair rejecting the request.

The full FAP Committee will appoint an FAP Subcommittee to consider any such request/appeal. The FAP Subcommittee will review the letter and CV, and vote on the request/appeal no later than 30 days after receipt of the request/appeal. The affirmative vote of at least 67% of all subcommittee members, whether or not present, is required for an affirmative recommendation to the full FAP Committee. The Department Chair will direct an affirmative recommendation to the full FAP Committee for a vote at its next regularly-scheduled meeting. Approval of a recommendation by the FAP Subcommittee requires the affirmative vote of a majority of all FAP Committee members, whether or not present. The chair of the full FAP Committee will prepare and deliver a letter addressed to the faculty member (copying the Department Chair) that summarizes the decision of the full FAP Committee.

A decision by the full FAP Committee is final. Because allowing for the suspension of the tenure clock under these facts is discretionary, the faculty member has no rights to appeal a decision by either the FAP Subcommittee or the full FAP Committee. A copy of the letter will be placed in the faculty member’s folder in the Faculty Affairs office.