

Baylor College of Medicine

Faculty Appointments and Promotions

Institutional Guidelines

M. INTRADEPARTMENTAL RESPONSIBILITIES

1. Intradepartmental Committee

Each Academic Unit is expected to have and use an internal appointments and promotion committee, which reviews and recommends all tenure track and tenured appointments and promotions. Small departments are advised to combine resources and committee members with other departments, or convene ad hoc committees as needed to enable an internal review. Although written guidelines are not required by the Faculty Bylaws for the process by which an Academic Unit conducts its internal appointment and promotion activities, there are advantages to the faculty, especially junior faculty members who may hold appointments as Assistant Professors (tenure track), to know about the process and obtain assistance in accommodating it. Each Academic Unit should prepare its own written guidelines to address these needs. These departmental guidelines should be distributed annually to all faculty members holding a primary appointment in the Academic Unit.

A departmental review of candidates to be considered by the FAP Committee is a prerequisite for promotion. A written report from the standing departmental promotions committee must be generated by the committee, submitted to the department chair and maintained as part of the department's permanent records. A summary of the recommendations should be included as part of the chair's written recommendation to the FAP Committee.

An intradepartmental committee would advise the Head of the Academic Unit about admission to the ranks of:

- Assistant Professor (tenure track) when College resources beyond salary are committed;
- Associate Professor (non-tenured);
- Associate Professor (tenure track) when College resources beyond salary are committed;
- Associate Professor (tenured);
- Professor (non-tenured);
- Professor (tenured); and/or
- Distinguished Emeritus Professor.

2. Mentoring

Each Academic Unit is encouraged to designate senior member(s) of its faculty to assist junior faculty members in their **career development** at Baylor. These designated mentors would work with those to be considered for promotion, especially those who hold the rank of Assistant Professor (tenure track). In Academic Units which have had some experience with a formal mentoring process, it has been found that a mutual selection procedure involving the mentor and mentee is beneficial to both parties.

When a person with an Assistant Professor (tenure track) rank is proposed for promotion to the rank of Associate Professor (tenured), the recommendations of the mentor should be useful to the Head of the Academic Unit and/or an intradepartmental committee.