

Baylor College of Medicine

Faculty Appointments and Promotions

Institutional Guidelines

H. FACULTY PROMOTIONS

It is the responsibility and prerogative of the Chair of the department of the primary academic appointment to recommend promotion. For faculty members with appointments in Centers, the Center Director and the appointing department Chair should jointly recommend promotion.

Recommendation for promotion **should be based on the individual's educational contributions, clinical activities, basic and clinical research, and other scholarly activities.** Definitions of excellence for tenure in each of the missions can be found in later sections of this document and were developed by a faculty committee under the auspices of the Faculty Appointments and Promotions Committee and reviewed by Academic Council. Further guidelines can be found in the Baylor Faculty Appointments and Promotions Procedures document.

Letters from nominators should include a specific description of the departmental internal review process. A letter from the chair of the Internal Review Committee, which includes statements (preferably anonymous) of the conclusions of the members of the Internal Review Committee that supported the recommendation for promotion, may be submitted.

1. Non-tenured/Non-tenure Track Promotions

These promotions include:

- from Instructor to Assistant Professor (non-tenure track);
- from Assistant Professor (non-tenure track) to Associate Professor (non-tenured); and
- from Associate Professor (non-tenured) to Professor (non-tenured).

For promotion to Assistant Professor (non-tenure track), there is no review by the FAP Committee. The FAP Committee does review all promotions to Professor (non-tenured) and Associate Professor (non-tenured). There is no time limit on how long a faculty member can serve at the rank of Associate Professor (non-tenured) or Professor (non-tenured).

2. Tenure Track Promotions

These promotions include:

- from Instructor to Assistant Professor (tenure track);
- from Assistant Professor (non-tenure track) to either Assistant Professor (tenure track) or Associate Professor (tenure track); and
- from Assistant Professor (tenure track) to Associate Professor (tenure track).

There is no time limit on how long a faculty member can serve at the rank of Instructor and Assistant Professor (non-tenure track). The restrictions for time at rank for tenure track faculty are described in section F, Tenure Clock.

3. Tenured Promotions

These promotions include:

- from Assistant Professor (non-tenure track) or (tenure track) to Associate Professor (tenured);
- from Associate Professor (non-tenured) or (tenure track) to Associate Professor (tenured); and
- from Associate Professor (non-tenured), (tenure track) or (tenured) to Professor (tenured).

The FAP Committee does review all promotions to Associate Professor (tenure track).

The FAP Committee reviews all appointments and promotions to the rank of Associate Professor (tenured) or Professor (tenured).

A person at the rank of **Assistant Professor (non-tenure track)** may be proposed for promotion to the rank of **Associate Professor (tenured)** at any time during his/her appointment with the College. Failing promotion from Assistant Professor (non-tenure track) to Associate Professor (tenured), the alternatives include: remaining within the rank; submitting a request for promotion to the rank of Associate Professor (non-tenured), or terminating the appointment with the College.

A person at the rank of **Associate Professor (non-tenured)** may also be proposed after any interval to the rank of **Associate Professor (tenured)**. A person who fails to be promoted from Associate Professor (non-tenured) to Associate Professor (tenured) may remain at the rank of Associate Professor (non-tenured), request promotion to the rank of Professor (non-tenured), or terminate the appointment with the College. This action does not preclude a later request for a promotion, should deficiencies be corrected.

Denial of Promotion Recommendations

As noted above, should the recommendation for promotion of a faculty member from the rank of Assistant Professor (tenure track) or Associate Professor (tenure track) to the rank of Associate Professor (tenured) be denied, the faculty member may be terminated from employment by the College, or may be transferred to a non-tenure track position such as Assistant Professor (non-tenure track) or a non-tenured position such as Associate Professor (non-tenured).

Although the FAP Committee in its review of a request for promotion to the rank of Associate Professor (tenured) may not approve such a request yet recommend that a promotion be made to the rank of Associate Professor (non-tenured), the Head of the Academic Unit must make a separate request for such a promotion. If this action is not requested and approved, the faculty member's appointment automatically reverts to Assistant Professor (non-tenure track) unless the faculty member's employment is terminated. In this process, the faculty member retains his/her rights in accordance with the **Faculty Grievance Procedures**.

Failing promotion to the rank of Professor (tenured), a request cannot be entertained for promotion from the rank of Associate Professor (tenured) to the rank of Professor (non-

tenured). Such an action would, in effect, “remove” the tenure status which was formerly granted. After an interval during which deficiencies may be addressed, a new request for promotion to the rank of Professor (tenured) may be submitted. Faculty may elect to request promotion from the rank of Associate Professor (tenured) to Professor (non-tenured) with concomitant surrendering of tenure. Academic Unit heads should confer with Faculty Affairs about such requests.

Failing approval of a request to promote a person from the rank of Associate Professor (non-tenured) to Professor (tenured), a new request may be made to promote to the rank of Professor (non-tenured). This new request is subject to review by the FAP Committee; however, a second, formal review would not be required if in its original review the FAP Committee recommended a promotion to the rank of Professor (non-tenured).

4. Voluntary Faculty Promotions

A Voluntary faculty member may at any time be recommended for a promotion from a rank qualified by the prefixes **Clinical** or **Adjunct** to the next higher level in the sequence: X Instructor, X Assistant Professor, X Associate Professor and X Professor, where X represents the qualifying prefix.

Given the nature of a **Visiting** appointment, it is unlikely that a request for a promotion would be appropriate for those holding titles with this prefix.

A person should not be recommended for promotion from one series to another, e.g. from Clinical Instructor to Adjunct Assistant Professor. If a Baylor Voluntary faculty member also holds a Full-time appointment at another academic institution, a Baylor promotion cannot be requested without a previous co-lateral promotion at the home institution.

Requests for promotion of Voluntary faculty do not require a review by the FAP Committee. Promotion of faculty, especially those who hold Clinical appointments and who are not Full-time faculty at other academic institutions, should be based on the individual's teaching, clinical efforts, basic and clinical research, and other scholarly activities conducted on behalf of the College or its Affiliated Institutions. See guidelines on page 11 for appointment and promotion of voluntary faculty members.

Voluntary Faculty Appeals Process

Any action involving members of the Voluntary Clinical faculty, including the granting or denial of initial appointment, renewal of appointment, promotion or other action, may be appealed in accordance with the **Clinical Voluntary Faculty Grievance Procedures**.

Secondary Promotions

A promotion cannot be requested by a secondary department for a rank that is higher than that of the primary appointment.