

Baylor College of Medicine

Faculty Appointments and Promotions

Institutional Guidelines

L. CHANGES IN FACULTY STATUS OR CHANGE OF FACULTY APPOINTMENT

1. From Full-time or Part-time Faculty to Voluntary Faculty

A person cannot be “transferred” from a Full-time or Part-time appointment to a Voluntary faculty appointment. A new appointment must be processed.

The Head of an Academic Unit may request the change of appointment of a Full-time or Part-time faculty member to the Voluntary faculty at an equivalent, qualified rank. Such action might be warranted if a person leaves the College but continues to interact with the Department as part of his/her private practice or while employed by another academic institution.

Requests may be made on behalf of faculty holding any rank associated with the designations of tenure track, non-tenure track, tenured or non-tenured. The resulting Voluntary rank must be qualified by either Clinical or Adjunct. A letter requesting such a change from a Full-time or Part-time appointment to the Voluntary faculty should be addressed to the President.

Upon termination from the Primary department, all secondary appointments are also terminated unless a Secondary Academic Unit requests that the rank of its secondary appointed faculty member be changed to a qualified (Voluntary) appointment. It is the responsibility of each secondary department to initiate all changes relating to its own secondary appointments. A faculty member may be terminated in a Primary Academic Unit and be simultaneously re-appointed in a former secondary department, which now becomes the primary department.

Such a request should be initiated by the new primary department before the faculty member has departed from the previous Primary Academic Unit.

2. From Voluntary Faculty to Full-time or Part-time Faculty

A person cannot be transferred from a qualified (Voluntary) appointment to a Full-time or Part-time appointment. A new appointment must be processed.

Re-appointment

A person to be re-appointed when commitments for resources beyond salary are made by the College to the individual being re-appointed would not require a national search, provided the previous appointment were the result of such a search, and re-appointment occurs within 12 months of the faculty member's termination from the Full-time or Part-time faculty and change to the Voluntary faculty.

Re-appointment to Tenured Status

A current Voluntary faculty member who held a tenured appointment can be returned to the Full-time or Part-time faculty at the rank of Associate Professor (tenured) or Professor (tenured) without the action of the FAP Committee if the re-appointment request is made within 12 months of the person's leaving the Full-time faculty. Depending upon the duration of the interruption in Full-time status, letters of reference may not be required for a review by the FAP Committee for the re-appointment of a previously tenured member of the faculty.

A person who has left the Full-time or Part-time faculty without having a Voluntary appointment during the interim must be treated as any other new appointment, if he/she is to be returned to the Full-time or Part-time faculty.

3. Academic Unit Transfers

The primary appointment in a given Academic Unit may be transferred to a new primary department. The letter requesting this action must be countersigned by the Heads of both Academic Units. Normally, the rank and tenure status would remain constant. If there is a change in rank or tenure status, the appropriate procedure for a change or promotion must be followed.