

TCOM Accreditation Operating Procedures	Approved: July 2017
COCA Element 7.8 Faculty Appointment and Advancement	Effective: July 2017 Revised: February 2024

<p>Element 7.8:</p> <p>A COM must have clear policies and procedures in place for faculty appointment, renewal of appointment, promotion, granting of tenure (if a tenure program exists), and remediation. The policies and procedures must provide each faculty member with written information about his or her term of appointment, responsibilities, lines of communication, privileges and benefits, performance evaluation and remediation, terms of dismissal, due process, and, if relevant, the policy on practice earnings.</p> <p>A COM or its parent institution must create a process to review pay and rank parity every three years consistent with its mission-appropriate diversity outcomes among its faculty.</p>
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Procedure Statement: The faculty bylaws, promotion and tenure procedures, HSC human resource policies, and faculty contracts of employment shall define and describe faculty appointment, renewal of appointment, promotion, granting of tenure (if a tenure program exists), and remediation. These policies and procedures shall provide information regarding the rights and responsibilities of the faculty.

Procedure		Responsible Party
1.	HSC shall have policies regarding faculty appointment reappointment, probationary period, faculty tenure and promotion, evaluation of tenured and non-tenured faculty, salary administration for faculty, faculty discipline and termination, faculty grievance and appeal, academic freedom and responsibility, and clinical salary and clinical incentives.	HSC Office of Faculty Affairs
2.	HSC shall provide new faculty members with information regarding employee benefits.	HSC Human Resources
3.	When an initial appointment offer is made the faculty candidate shall be provided information regarding their appointment, including rank, tenure/non-tenure track, effective date, and salary.	TCOM Department Chair TCOM Dean
4.	The faculty appointment contract shall contain the academic rank, the tenure status, department, academic school, major responsibilities, commencement date, contract end date and all terms and conditions of the agreement.	TCOM Hiring Manager
5.	Each department shall provide orientation to new faculty including explanation of rank and tenure prior to final execution of the contract of employment.	TCOM Department Chairs
6.	New faculty shall be provided an orientation that includes general information about HSC and contact information for faculty-specific issues.	HSC Office of Faculty Affairs
7.	All employed faculty shall receive communication from the faculty senate and be entitled to vote on all matters pertaining to proposed modifications to the faculty bylaws.	HSC Office of Faculty Affairs
8.	TCOM faculty shall be given access to an HSC Faculty Handbook and TCOM Faculty Handbook that provides comprehensive resources	TCOM Dean HSC Provost

	pertaining to the terms of their participation in the degree program and HSC policies that govern faculty employment and advancement.	
9.	TCOM shall provide faculty contract renewals annually that contain the academic rank, the tenure status, department, academic school, contract type, major responsibilities, commencement date, contract end date, FTE allocation, and salary for the fiscal year.	TCOM Department Chairs
10.	HSC shall collect market salary targets annually and review faculty salaries against the data provided by their accrediting bodies.	HSC Faculty Affairs

Webpage links:

- [HSC Policies \(PolicyTech\):](#)
 - [6.101 Academic Freedom and Responsibility](#)
 - [6.102 Discontinuation of Academic Program\(s\)](#)
 - [6.103 Evaluation of Tenured Faculty](#)
 - [6.104 Faculty Appointment, Reappointment and Probationary Period](#)
 - [6.105 Faculty Discipline and Termination](#)
 - [6.106 Faculty Grievance & Appeal](#)
 - [6.107 Faculty Tenure & Promotion](#)
 - [6.108 Financial Exigency](#)
 - [6.109 Salary Administration for Faculty](#)
 - [P6.002 Faculty Appointment](#)
 - [P6.003 Faculty Tenure and Promotion](#)
 - [P6.106 Faculty Grievance & Appeal](#)
 - [P6.108 Faculty Salary Administration](#)
- [Faculty Contracts](#)
- [TCOM Faculty Handbook](#)
- [TCOM Promotion & Tenure Guidelines](#)
- [Annual Faculty Promotion & Tenure](#)
- [UNTHSC Faculty Bylaws](#)