

## Checklist for UTHSCSA PTAC – Promotions, Tenure, & Appointments Committee

**PROFESSOR (Tenure Track):**

Applicant:

<p><b><u>General Guidelines</u></b></p> <p>_____ Distinguished performance and maturity as an Associate Professor, generally <b>3-5 years at this rank.</b></p> <p>_____ Academic <b>credentials congruent with the expectations</b> of the school or department.</p> <p>_____ An <b>established reputation</b> that is derived from <b>national or international Peer recognition.</b></p> <p>_____ Sustained <b>scholarly productivity</b> in at least <b>two of the three academic activities:</b> teaching, research, and service.</p> <p>_____ <b>Sustained scholarly achievement</b> reflected in peer recognition of works from original research, clinical observations, educational programs, etc.</p> <p>_____ <b>Board certification</b> or its equivalent, if pertinent.</p>	
<p><b><u>Teaching</u></b></p> <p>_____ <b>Sustained and outstanding performance</b> of the examples cited for the Associate Professor level.</p> <p>_____ <b>Leadership through design, organization, coordination, and evaluation of a course or courses</b> (undergraduate, graduate, or continuing education); <b>administrative responsibility</b> at the school or departmental level for curriculum; supervision of staff teaching within a course, department, or school.</p> <p>_____ Invitations as <b>visiting professor</b> at other institutions.</p> <p>_____ Responsibility for <b>student guidance and counseling</b> regarding program planning and general curricular activities, as well as consultation to student organizations and groups within and outside of the Health Science Center.</p> <p>_____ <b>Sustained recognition as an exemplary scientist, teacher, or clinician</b> whose activities can be documented as providing an outstanding role model for students.</p> <p>_____ <b>Publication</b> of educational works in relevant journals.</p> <p>_____ Interdisciplinary teaching.</p>	
<p><b><u>Research</u></b></p> <p>_____ Is senior or responsible <b>author of papers</b> published in referred professional journals or other media (books, papers, etc.).</p> <p>_____ Receives <b>grants or other monies as a principal investigator</b> for research.</p> <p>_____ Invitations to <b>participate</b> at national or international <b>professional or scientific meetings.</b></p> <p>_____ Invitations to <b>preside over sessions</b> at national or international professional or scientific meetings.</p> <p>_____ <b>Recognition for excellence in research</b> by professional or scientific institutions or organizations.</p> <p>_____ <b>Serves as Chair of thesis or dissertation</b> on committees.</p> <p>_____ Collaborative team-based research activities.</p> <p>_____ <b>Technology Development (Patents)</b></p>	
<p><b><u>Service</u></b></p> <p>_____ <b>Appointment to responsible positions</b> within the institution or its affiliates (chairs a committee, department, or division; program director; membership on major decision-making Health Science Center <b>committees</b>).</p> <p>_____ <b>Recognition as an authority by other schools and departments</b> within the Health Science Center and by local, state, <b>regional, or national organizations or institutions.</b></p> <p>_____ Senior <b>staff responsibility</b> for a service or <b>specific area of patient care or clinical teaching.</b></p> <p>_____ <b>Consultant</b> to, or serves on, government <b>review committees, study sections;</b> or other national review panels.</p> <p>_____ Serves as an <b>officer or committee chair</b> in professional or scientific <b>organizations.</b></p> <p>_____ Serves on <b>editorial boards</b> of professional or scientific journals.</p> <p>_____ <b>Election to responsible positions</b> on civic <b>boards or organizations</b> concerned with health care issues at the local, state, regional, national, or international levels.</p>	

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**ASSOCIATE PROFESSOR (Tenure Track):**

Applicant:

<p><b><u>General Guidelines</u></b></p> <p>_____ A minimum of <b>three years in the rank of Assistant Professor</b> or equivalent.</p> <p>_____ Academic <b>credentials congruent with the expectations</b> of the school and department.</p> <p>_____ Developing <b>peer recognition</b> that is reflected by and <b>emerging national reputation</b>.</p> <p>_____ Evidence of <b>scholarly achievement</b> reflected in <b>peer recognition</b> of works from original research, clinical observations, educational programs, etc.</p> <p>_____ <b>Significant scholarly accomplishments</b> in at least two of the three academic activities: teaching, research, and service.</p> <p>_____ <b>Board certification</b> or its equivalent, if pertinent.</p>	
<p><b><u>Teaching</u></b></p> <p>_____ Is <b>effective as a teacher, evidenced by mastery of both content and method</b> and documented by student and faculty evaluation.</p> <p>_____ Is <b>responsible for design, organization, coordination, and evaluation</b> of a course or series of lectures.</p> <p>_____ Is recognized as an <b>exemplary scientist or clinician</b> whose teaching activities can be documented as providing an <b>outstanding role model for students</b>.</p> <p>_____ Demonstrates <b>effectiveness</b> in the development and/or presentation of <b>continuing education or other professional programs</b> including invited presentations.</p> <p>_____ Is effective as a <b>supervising professor for M.S. or Ph.D. students</b>.</p> <p>_____ Demonstrates <b>innovation in teaching methods</b> and <b>production of texts</b> or educational “software.”</p> <p>_____ Participates in <b>student guidance and counseling</b>.</p> <p>_____ Interdisciplinary teaching.</p>	
<p><b><u>Research</u></b></p> <p>_____ Demonstrates <b>initiative, independence, and sustained activity in research</b>.</p> <p>_____ <b>Publishes research findings</b> and scholarly papers in professional journals; publications in refereed journals are considered more significant.</p> <p>_____ <b>Presents research and scholarly findings</b> at professional meetings.</p> <p>_____ <b>Obtains grants or other monies for research</b> or other scholarly activities.</p> <p>_____ <b>Serves on thesis or dissertation committees</b> or Health Science Center research review boards.</p> <p>_____ Demonstrates support of <b>interdisciplinary research</b>.</p> <p>_____ Collaborative team-based research activities.</p> <p>_____ Technology Development (Patents)</p>	
<p><b><u>Service</u></b></p> <p>_____ Provides <b>staff responsibility</b> for a service or <b>specific area of patient care or clinical teaching</b> for which peer recognition can be documented.</p> <p>_____ <b>Serves on committees</b> within the department, school, Health Science center, and/or affiliated institutions.</p> <p>_____ <b>Provides consultation or service to other departments or schools</b> within the Health Science Center and to local, State, regional, or national organizations that seek or benefit from the candidate's expertise.</p> <p>_____ <b>Serves on extramural grant review committees or editorial boards</b> of scientific or professional journals.</p> <p>_____ Performs a <b>key administrative role in patient care, research, or teaching</b> activities within a department or division.</p> <p>_____ Provides <b>service to the professional or lay community through education, consultations, or other roles</b>.</p>	

# Checklist for UTHSCSA PTAC – Promotions, Tenure, & Appointments Committee

**PROFESSOR (Non-Tenure Track):**

Applicant:

<p><b>General Guidelines</b></p> <p>_____ Distinguished performance and maturity as an Associate Professor, generally <b>3-5 years at this rank.</b></p> <p>_____ Academic <b>credentials congruent with the expectations</b> of the school or department.</p> <p>_____ An <b>established reputation</b> that is derived from <b>substantive extramural peer recognition.</b></p> <p>_____ Sustained <b>scholarly activity or significant accomplishments in at least one</b> of the three activities: teaching, research, and service.</p> <p>_____ <b>Board certification</b> or its equivalent, if pertinent.</p>	
<p><b>Teaching</b></p> <p>_____ <b>Sustained and outstanding performance</b> of the examples cited for the Associate Professor level.</p> <p>_____ <b>Leadership through design, organization, coordination, and evaluation of a course or courses; administrative responsibility</b> at the school or departmental level for curriculum; supervision of staff teaching within a course, department, or school.</p> <p>_____ Invitations as <b>visiting professor</b> at other institutions.</p> <p>_____ Responsibility for <b>student guidance and counseling</b> regarding program planning and general curricular activities, as well as consultation to student organizations and groups within and outside of the Health Science Center.</p> <p>_____ <b>Sustained recognition as an exemplary scientist, teacher, or clinician</b> whose activities can be documented as providing an outstanding role model for students.</p> <p>_____ <b>Publication</b> of educational works in relevant journals.</p> <p>_____ Interdisciplinary teaching.</p>	
<p><b>Research</b></p> <p>_____ Is senior or responsible <b>author of papers</b> published in referred professional journals or other media (books, papers, etc.).</p> <p>_____ Receives <b>grants or other monies as a principal investigator</b> for research.</p> <p>_____ Invitations to <b>participate</b> at national or international <b>professional or scientific meetings.</b></p> <p>_____ Invitations to <b>preside over sessions</b> at national or international professional or scientific meetings.</p> <p>_____ <b>Recognition for excellence in research</b> by professional or scientific institutions or organizations.</p> <p>_____ <b>Serves as Chair of thesis or dissertation</b> on committees.</p> <p>_____ Collaborative team-based research activities.</p> <p>_____ <b>Technology Development (Patents)</b></p>	
<p><b>Service</b></p> <p>_____ <b>Appointment to responsible positions</b> within the institution or its affiliates (chairs a committee, department, or division; program director; membership on major decision-making Health Science Center <b>committees</b>).</p> <p>_____ <b>Recognition as an authority by other schools and departments</b> within the Health Science Center and by local, state, <b>regional, or national organizations or institutions.</b></p> <p>_____ Senior <b>staff responsibility</b> for a service or <b>specific area of patient care or clinical teaching.</b></p> <p>_____ <b>Consultant to</b>, or serves on, government <b>review committees, study sections;</b> or other national review panels.</p> <p>_____ Serves as an <b>officer or committee chair</b> in professional or scientific <b>organizations.</b></p> <p>_____ Serves on <b>editorial boards</b> of professional or scientific journals.</p> <p>_____ <b>Election to responsible positions on civic boards or organizations</b> concerned with health care issues at the local, state, regional, national, or international levels.</p>	

## Checklist for UTHSCSA PTAC – Promotions, Tenure, & Appointments Committee

**ASSOCIATE PROFESSOR (Non-Tenure Track):**

Applicant:

<p><b><u>General Guidelines</u></b></p> <p>_____ A minimum of <b>three years in the rank of Assistant Professor</b> or equivalent.</p> <p>_____ Academic <b>credentials congruent with the expectations</b> of the school and department.</p> <p>_____ <b>Developing reputation</b> that is reflected by peer recognition within the Institution.</p> <p>_____ <b>Significant scholarly accomplishments in at least one of the three academic</b> activities: teaching, research, and service.</p> <p>_____ <b>Board certification</b> or its equivalent, if pertinent.</p>	
<p><b><u>Teaching</u></b></p> <p>_____ <b>Is effective as a teacher, evidenced by mastery of both content and method</b> and documented by student and faculty evaluation.</p> <p>_____ <b>Is responsible for design, organization, coordination, and evaluation</b> of a course or series of lectures.</p> <p>_____ Is recognized as an <b>exemplary scientist or clinician</b> whose teaching activities can be documented as providing an <b>outstanding role model for students</b>.</p> <p>_____ Is effective as a <b>supervising professor for M.S. or Ph.D. students</b>.</p> <p>_____ Demonstrates <b>innovation in teaching methods</b> and <b>production of texts</b> or educational “software.”</p> <p>_____ Participates in <b>student guidance and counseling</b>.</p> <p>_____ Responsible for the development of continuing education or other professional programs, or is in an invited speaker.</p> <p>_____ <b>Interdisciplinary teaching</b>.</p>	
<p><b><u>Research</u></b></p> <p>_____ Demonstrates <b>initiative, independence, and sustained activity in research</b>.</p> <p>_____ <b>Publishes research findings</b> and scholarly papers in professional journals; publications in refereed journals are considered more significant.</p> <p>_____ <b>Serves on thesis or dissertation committees</b> or Health Science Center research review boards.</p> <p>_____ <b>Presents research and scholarly findings</b> at professional meetings.</p> <p>_____ <b>Obtains grants or other monies for research</b> or other scholarly activities.</p> <p>_____ Collaborative team-based research activities.</p> <p>_____ <b>Technology Development (Patents)</b></p>	
<p><b><u>Service</u></b></p> <p>_____ Provides <b>staff responsibility</b> for a service or <b>specific area of patient care or clinical teaching</b> for which peer recognition can be documented.</p> <p>_____ <b>Serves on committees</b> within the department, school, Health Science center, and/or affiliated institutions.</p> <p>_____ <b>Provides consultation or service to other departments or schools</b> within the Health Science Center and to local, State, regional, or national organizations that seek or benefit from the candidate’s expertise.</p> <p>_____ <b>Serves on extramural grant review committees or editorial boards</b> of scientific or professional journals.</p> <p>_____ Performs a <b>key administrative role in patient care, research, or teaching</b> activities within a department or division.</p> <p>_____ Provides <b>service as a health educator for the community</b>.</p>	

# Checklist for UTHSCSA PTAC – Promotions, Tenure, & Appointments Committee

## TENURE STATUS:

Applicant:

- Exceptional degree of professional competence and scholarly achievement
- Attitudes and intellectual qualities that make the individual a desirable and continuing member of the faculty
- Original accomplishments in research, teaching, and service
- Recognized as outstanding by one's peers, both within and outside the Health Science Center
- Sustained, superior level or performance in two of three academic activities
- Judged in terms of the mission of the particular academic component
- Outstanding accomplishments in teaching, research, and service
- Documented by letters from peers within the department/division
- Professional excellence should be recognized
- Local, state, national, and international level
- Unique value of the individual to this institution
- Outstanding, original work
- Recommendation from Department Chair
- Recommendation from Department P&T Committee

Comments: