

**DEANS ADVISORY COMMITTEE ON TENURE, APPOINTMENT AND PROMOTION
(DACTAP)
SCHOOL OF HEALTH PROFESSIONS**

INTRODUCTION

Historically, recommendations for appointment, promotion and tenure in the School of Health Professions have been forwarded to the dean following a single tier review process. External reviews of the process have suggested modifications in both procedure and standards, and the implementation of this advisory committee directly addresses concerns identified in those reviews. The aim is to provide for a process that enhances the current review structure and provides the dean with a more comprehensive and objective analysis for determining the soundness of a given recommendation.

DUTIES OF THE ADVISORY COMMITTEE

In accordance with its purpose, the Deans Advisory Committee on Appointment Promotion and Tenure will be charged to:

- (a) Advise the dean on senior level (those at the rank of Associate Professor and Professor) faculty appointment and promotion recommendations.
- (b) Advise the dean on recommendations for initial endowment holders and term renewals for such appointments.
- (c) Advise the dean on recommendations for tenure.
- (d) Develop standards and procedures for a second level review that is commensurate with those found at other universities of the first rank.

COMPOSITION

The committee shall be comprised of not fewer than 5 nor more than 7 faculty members holding appointments (primary or secondary) in the School of Health Professions at the rank of full professor and who hold tenure in the SHP or another school in the university. The dean will appoint members to serve renewable terms of three years, with terms ordinarily commencing on September 1st of a given academic year. A chair will be designated from among those appointed to serve as principal spokesperson, convener and liaison with the SHP Appointment, Promotion and Tenure committee. A vice-chair may also be appointed at the discretion of the advisory committee chair in consultation with the dean. At least three members of the advisory committee must hold primary appointments in the SHP. No current member of the SHP APT committee may concurrently serve on the Deans Advisory Committee for Tenure, Appointment and Promotion.

PROCEDURAL GUIDELINES

The committee may adopt operating procedures and practices to foster efficient and objective review as long as they are consistent with the following principles:

- a. All practices and procedures will be consistent with the Rules of the Board of Regents of the University of Texas System.
- b. All recommendations will be based on objective review that is free from actual or perceived conflict of interest and wholly independent of previous reviews, except that materials available to the APT committee (other than its final recommendation) will be available to inform the Advisory Committee's deliberations.
- c. All recommendations will be based on reviews that give substantive weight to appraisals provided by qualified and unconflicted external referees/evaluators.
- d. The committee may, at its discretion, seek information in written or verbal form from the candidate or others to assist in its deliberations. Such information may be in addition to the candidate's submitted dossier, which will be available to the Advisory Committee.
- e. All recommendations will be guided by a commitment to excellence, rigor and objectivity.
- f. All recommendations will be documented with the basis or rationale for the recommendation clearly specified in a written report to the dean.
- g. The committee will strive to forward unanimous recommendations. However, in cases where unanimous agreement cannot be achieved, the majority will prevail, and the vote will be recorded indicating the number of ayes, nays and abstentions.
- h. All votes will be taken by anonymous written ballot.
- i. Once a recommendation has been determined, the chair will forward a written report to the dean and maintain a copy of all information received by the advisory committee used in its deliberations.

RECOMMENDATIONS RECEIVED BY THE DEAN

The dean will receive the recommendation from the Advisory Committee and consider its recommendation along with that received from the SHP Appointment and Promotion Committee. If the recommendations do not agree, the dean will forward a request for reconsideration of the candidate's dossier to the Chairperson of the SHP APT committee. The reconsideration of a dossier by the SHP APT Committee will include the recommendation summary and other new information gathered by the Dean's Advisory Committee on Tenure, Appointment and Promotion. The chair will then, within thirty days, report on the reconsidered recommendation to the dean. If the recommendations of the committees are not in agreement, the dean will make a determination based on the recommendations before her/him, which shall be final.

APPROVAL

This committee proposal will be reviewed and approved by the President of the University upon the review and recommendation of the Academic Executive Council.