

**Institutional Handbook of Operating Procedures**  
**Policy 05.03.09**

Section: Faculty Policies	Responsible Vice President: Executive Vice President and Provost
Subject: Appointments and Rank	Responsible Entity: Council of Deans

**I. Title**

*Tenure and Reappointments*

**II. Policy**

Tenure denotes a status of continuing appointment as a member of the faculty at UTMB. Objective evidence of professional and personal integrity, as well as educational and intellectual qualities must form an integral part of all recommendations for tenured positions and correspondence should state clearly the basis for recommendations concerning tenure.

All recommendations for tenure are subject to the notice and approval of the President with final approval by the University of Texas System Board of Regents. All recommendations for reappointment of non-tenured tenure-track faculty are subject to the notice and approval of the President. The President has the authority to accept, reject, or modify all recommendations forwarded and may make decisions regarding the award of tenure, renewal of appointment, or non-renewal of appointment without any prior recommendation.

**III. Procedures**

*Eligible Titles.* Except for the title Regental or Ashbel Smith Professor, only tenure-track faculty with the academic titles of Professor or Associate Professor may be granted tenure.

*Recommendations.* The Appointment, Promotion, and Tenure Committee (“APT Committee”) of the applicable UTMB School will consider recommended rank and tenure separately. Recommendations by the APT Committee shall be forwarded to the Dean and President according to IHOP - 05.03.06 – *Procedures for Appointment, Promotion, and Membership.*

*Probationary Period.* Tenure may be granted at the time of appointment to any of the academic ranks of Professor or Associate Professor; or tenure may be withheld pending satisfactory completion of a probationary period of faculty service. The maximum period of probationary faculty service in non-tenured status with any academic title or combination of academic titles, as specified in Regents’ *Rules and Regulations*, Section 31007, Section 5, *Tenure* shall not exceed nine (9) years of full-time academic service.

*Calculating the Probationary Period.* Prior service at other academic institutions, either inside or outside the UT System, shall not be counted toward fulfillment of the probationary period at UTMB.

A faculty member is in compliance with the full-time academic service standard at UTMB when the faculty member is compensated for 100% efforts by UTMB or UTMB and affiliated institutions with the approval of the President. The responsible Dean and Department Leader shall certify that regular, recurring teaching assignments, in conjunction with research responsibilities and other assigned duties,

in any approved combination thereof, equal full-time effort.

For purposes of calculating the probationary period, an "academic year" shall be the period from September 1 through the following August 31. If a faculty member is initially appointed during an academic year, the period of service from the date of appointment until the following September 1 shall not be counted as academic service toward fulfillment of the maximum probationary period. One (1) year of probationary service is accrued by at least nine (9) months' full time academic service during any academic year.

If tenure-track faculty members are appointed to administrative or other non-academic positions within UTMB, the period of non-academic assignment shall not be counted toward fulfillment of a probationary period. If such a person is subsequently returned to a full-time non-tenured faculty appointment, the probationary time will resume at that time and be cumulative with any probationary time acquired prior to the period of non-academic assignment.

*Extension of Maximum Probationary Period.* A faculty member who determines that certain personal circumstances may impede his or her progress toward achieving demonstration of eligibility for recommendation of award of tenure may make a written request for extension specifying the reason(s) for the requested extension. Personal circumstances that may justify the extension include, but are not restricted to, disability or illness of the faculty member; status of the faculty member as a principal caregiver of a preschool child; or status of the faculty member as a principal caregiver of a disabled, elderly, or ill member of the family of the faculty member. Any exceptions to the above-referenced circumstances will be made on a case-by-case basis by the President.

Procedures for extension include the following:

1. Requests for extensions shall be limited to one (1) academic year.
2. A request for an additional academic year's extension will follow the established request process. The maximum duration of extension either consecutive or nonconsecutive, is two (2) academic years.
3. Requests for extension must be made in advance of the academic year or semester for which the extension is desired and may be made no later than three (3) months prior to the deadline for initiation of the mandatory review process to determine recommended award of tenure or notice as provided under Regents' *Rules and Regulations, Series 31002, Section 1 concerning notice of non-renewal*, that the next year will be the faculty member's terminal year of appointment.
4. The recommendation for extension shall be decided by the Provost, upon recommendation of the Department Leader and Dean, within a reasonable period of time and in a manner specified by the institutional policy.
5. Any exceptions to the above-referenced procedures will be made on a case-by-case basis by the President.

*Notice.* Not later than thirty (30) days prior to the beginning of the penultimate academic year of the maximum probationary period, all non-tenured faculty appointed to a title that accrues time toward the satisfaction of a probationary period shall be given notice that the subsequent academic year will be the terminal year of employment or that, subject to the approval of the Board of Regents, beginning with the subsequent academic year tenure will be granted. A Memorandum of Appointment (MOA) shall be provided to such faculty.

In the event that the employment of a non-tenured faculty member in a tenure-track academic rank is to be terminated prior to the end of the maximum probationary period, but before the start of the 30-day

notice requirement, notice thereof shall be given in accordance with the Regents' *Rules and Regulations, Series 31002, Notice of Nonrenewal to Nontenured Faculty Members*. Not later than March 1 of the first year of probationary service, if the appointment expires at the end of that academic year, written notice of non-renewal must be provided to the tenure-track faculty. After two (2) or more academic years, written notice shall be given not later than August 31 (30 days prior to the end of the then academic year) that the subsequent year will be the terminal year of appointment and a MOA shall be provided. The notice required by this section is not applicable where termination of employment is for good cause under Regents' *Rules and Regulations, Series 31008, Termination of a Faculty Member*.

**IV. Relevant System Policies and Procedures**

[Regents' Rules and Regulations, Series 31002, Notice of Nonrenewal to Nontenured Faculty Members](#)  
[Regents' Rules and Regulations, Series 31007, Tenure Section –5](#)  
[Regents' Rules and Regulations, Series 31008, Termination of a Faculty Member](#)

**V. Related UTMB Policies and Procedures**

[IHOP – 05.03.02 – General Policies for Academic Titles](#)  
[IHOP - 05.03.06 – Procedures for Appointment, Promotion, and Membership](#)

**VI. Dates Approved or Amended**

<i>Originated: 06/16/1997</i>	
<i>Reviewed with Changes</i>	<i>Reviewed without Changes</i>
02/13/2014	08/01/2018
12/17/2024	

**VII. Contact Information**

Council of Deans  
 (409) 747-9083