

## MEMORANDUM

TO: Deans and Departmental Chairs

FROM: R.A. (Dino) Palazzolo, Ed.D.  
Vice Chancellor for Academic Affairs

DATE: September 21, 2005

SUBJECT: Recommendations for Promotion and Tenure

The annual promotion and tenure process is here again. Carefully review the enclosed "L" and "N" appendices as well as Forms # 0005, 0006 and 0007. Please read the instructions and procedures in the appendices very carefully and be aware all tenured faculty should be afforded the opportunity to vote on the award of tenure (50% of the faculty will be considered a quorum and recommendations are made by simple majority), and that all tenure recommendations, positive and negative will be forwarded to the next level up to the Chancellor.

Each faculty member nominated for tenure and/or promotion (including full-time, part-time, limited term, primary appointment non-faculty, affiliated and volunteer) should be advised in writing, that he/she is being evaluated for the purpose of promotion and/or tenure and will be given the opportunity to submit information relevant to the review performance and future promise. Each Dean and Chair is being provided a list of faculty who must be considered for the award of tenure in 2006. However, this may not be a comprehensive list. **The Chairs are requested to review the list for completeness and accuracy. Notify me immediately if there are any discrepancies.**

The schedule for the promotion and tenure process for the 2005-2006 academic year is attached. The final recommendations for promotion and/or tenure should be forwarded to the Office of the Dean by the date set at his/her discretion. Deans should review the proposals and forward their recommendations to me on or before March 15, 2006.

If you have any questions concerning this process, please call me at extension 4930.

RAP/bcd

Attachments

cc: William F Owen, M.D.  
Vice President for Health Affairs  
Chancellor for the Health Science Center  
University of Tennessee

## **Appendix L**

### **Procedure for the Final Probationary Review for the Award of Tenure**

#### **General Information about the Final Probationary Review**

The Final Probationary Review is a two-part review by (1) the tenured departmental or divisional faculty (or the Collegiate Promotion and Tenure Committee (CPT Committee), if appropriate) and (2) the Chair (*Faculty Handbook*, Section 4). According to the Board's policy on tenure, an adequate evaluation of a tenure candidate's qualifications, professional contributions, potential, and determination of whether he or she should be accepted as a tenured member of the UTHSC academic community, requires the judgment of both the candidate's faculty colleagues and the responsible administrators (*Faculty Handbook*, Section 4). Thus, although recommendations for tenure are administrative actions that must be approved by the Board of Trustees, there should be no positive recommendation for tenure without formal consultation with the tenured faculty of the department in which the candidate holds his or her position (*Faculty Handbook*, Section 4). At UTHSC this formal consultation with the tenured faculty in the candidate's department is contained in the Interim and Final Probationary Reviews of the candidate's performance by the tenured faculty of his or her department (*Faculty Handbook*, Section 4). If a department does not have at least three tenured faculty members (excluding the Dean and Chair), the CPT Committee (Section 4) will perform this review; however, any departmental tenured faculty members will have the opportunity to review the candidate's dossier and vote on the recommendation to award tenure. In large departments (e.g., Medicine, Pediatrics, etc.), the Chair may divide the tenured departmental faculty by divisions in order to form several committees composed of five or more tenured faculty members.

Each year the UTHSC Vice Chancellor for Academic Affairs publishes and distributes a detailed schedule for the Final Probationary Reviews and the process related to the recommendation of the award of tenure. Generally, a faculty member's preparation for this review begins in September. Each candidate will prepare a dossier, containing the documents required for this review by the tenured faculty (*Faculty Handbook*, Section 4). External review of the dossier may be permitted in any case and required when sufficient expertise is lacking among the tenured departmental faculty (*Faculty Handbook*, Section 4). An example of the summary document for the Final Probationary Review (Form 0005) is attached.

#### **Procedure for the Final Probationary Review**

The Department Chair may delegate his or her responsibility for the Final Probationary Review to other individuals. The procedure for the Final Probationary Review should include the following elements:

- a. The Chair should counsel the faculty member concerning updating his or her curriculum vitae and the identification of supporting documentation to be submitted to the tenured departmental or divisional faculty (or CPT Committee) (*Faculty Handbook*, Section 4). The faculty member, in consultation with the Chair, should compile a dossier containing all documents to be submitted for review. Although each department's tenured faculty and Chair determine what additional items are required for a candidate's dossier, the dossier must include at least the following items (*Faculty Handbook*, Section 4):
  1. Current Curriculum Vitae, in the form required by UTHSC;
  2. The initial appointment letter and annual reappointment letters with all figures related to salary or income completely obscured;
  3. Annual accomplishments and goals, written by the candidate, since accepting a tenure-track faculty appointment at UTHSC;
  4. Summaries of Annual Performance-and-Planning Reviews, written by the Chair and the faculty member's responses, if any, that correspond to the annual accomplishments and goals of item 3 above; and
  5. Documents pertaining to the candidate's Interim Review, if relevant.The faculty member may also include in the dossier any other documents that he or she believes may assist the tenured faculty in its review or be relevant to a positive recommendation (*Faculty Handbook*, Section 4). Such documents may include, but are not limited to, sample publications; summaries of student teaching evaluations, as well as other indicators of teaching performance; or letters of evaluation. A letter of evaluation contains a subjective peer-evaluation of a candidate's accomplishments and professional standing. For any candidate the maximum number of requested letters of evaluation is six (*Faculty Handbook*, Section 4). Within a department the number and nature of required letters should be uniformly applied to every faculty member. Any letters of evaluation should be directed to the Chair.
- b. The tenured departmental or divisional faculty (or CPT Committee, if appropriate) will review the dossier and meet for the purpose of recording a formal vote on the recommendation to award (or

not award) tenure (*Faculty Handbook*, Section 4). A quorum shall be fifty percent (50%) of the tenured faculty eligible to vote on a given candidate or issue, and a positive or negative recommendation shall be decided by a simple majority of those tenured faculty members present (*Faculty Handbook*, Section 4). Following the review of the candidate's dossier, the tenured faculty will record a formal vote on the recommendation (*Faculty Handbook*, Section 4). The tenured faculty's report to the Chair shall contain the following: a list of the tenured faculty members in attendance; the majority and minority views, if relevant; and the summary vote. A copy of this report must accompany the request for the award of tenure forwarded to the Collegiate Promotion and Tenure Committee, the Dean, the UTHSC Vice Chancellor for Academic Affairs, and the Chancellor (*Faculty Handbook*, Section 4).

- c. The Chair reviews the dossier(s) and considers the recommendation(s) of the tenured departmental or divisional faculty (or CPT Committee). Then, the Chair makes a recommendation concerning each faculty member under consideration (*Faculty Handbook*, Section 4). In a case in which the award of tenure is recommended, the Chair prepares a letter of nomination to the Dean. The letter of nomination must contain the following items:
1. Name of the faculty member;
  2. Date of the original appointment;
  3. Date of any prior promotion;
  4. Date on which the recommended award of tenure would become effective;
  5. The faculty member's professional discipline or field; and
  6. Examples of important and specific accomplishments in teaching, scholarly activities, service, and/or patient care, as appropriate for the individual faculty member.

If the Chair recommends an individual for the award of tenure in contrast to a negative recommendation of the tenured faculty, this fact must be noted in the Chair's nominating letter and the reason(s) for the Chair's action must be explained (*Faculty Handbook*, Section 4). In a case in which the award of tenure is not recommended, the Chair prepares a letter in which he or she states the reason(s) for the non-recommendation.

Some faculty members may be recommended for the award of tenure earlier than one year before the end of their probationary period. However, this is an exceptional request that must be accompanied by letters of explanation from the Chair to the Dean and from the Dean to the UTHSC Vice Chancellor for Academic Affairs. Individuals recommended for the award of tenure at this time will be evaluated primarily on their accomplishments at UTHSC and on the value of the faculty member to UTHSC in the future.

- d. Whenever the recommendation of the Chair differs from that of the tenured departmental or divisional faculty (or CPT Committee), the Chair must notify the tenured faculty who may meet again to consider whether a dissenting report should be developed, forwarded to the Department Chair, and attached to Form 0005 (*Faculty Handbook*, Section 4).
- e. All tenure recommendations of the Department Chair, whether positive or negative, must be reviewed by the Dean of the College (*Faculty Handbook*, Section 4). Except in colleges without subdivisions, each college with regular faculty has a CPT Committee (*Faculty Handbook*, Section 4). The recommendation of the CPT Committee is advisory to the Dean (*Faculty Handbook*, Section 4).

All required documents of candidates for the award of tenure (Form 0005 and all attachments) must be forwarded from the department to the collegiate academic officer and the CPT Committee by the end of January (*Faculty Handbook*, Section 4). Any negative or controversial recommendation should be forwarded to the collegiate academic officer as soon as possible, but not later than the end of January. Extra time may be required for reviews at higher levels or for appeal by the faculty member. In addition, summary information (Form 0006) on all candidates for the award of tenure should be sent from the department to the collegiate academic officer. Recommendations (Form 0005 and all attachments) are presented by the collegiate academic officer to the CPT Committee (*Faculty Handbook*, Section 4). The committee will vote on each recommendation, thereby making a positive or a negative recommendation on each candidate to the Dean. A quorum shall be fifty percent (50%) of the tenured faculty eligible to vote on a given candidate, and a positive or negative recommendation shall be decided by a simple majority of those tenured faculty members present (*Faculty Handbook*, Section 4).

If the CPT Committee renders a negative recommendation, the Department Chair will be informed in writing of the reason(s) for the recommendation (*Faculty Handbook*, Section 4). The Department Chair may appeal to the Dean before the recommendation at the college level is made.

- f. The Dean will make a recommendation based on advice of the CPT Committee, the Department Chair and the tenured faculty, as well as on the basis of other circumstances, including personal

knowledge of individuals and the needs of the college (*Faculty Handbook*, Section 4). In the case of a positive recommendation by the Dean, he or she will advise the Chair. In a case of any negative recommendation by the Dean, the Dean will provide the individual faculty member and the Chair with written notice of that recommendation. The faculty member must be notified about the negative recommendation and must be informed of his or her right to consult with the UTHSC Vice Chancellor for Academic Affairs prior to or at the same time as the Dean forwards the recommendation to the next level of review.

- g. After making an independent judgment on the tenure candidacy, the Dean shall forward his or her recommendation to the UTHSC Vice Chancellor for Academic Affairs (Form 0005 and all attachments) (*Faculty Handbook*, Section 4). Any negative or controversial recommendation should be forwarded from the Dean to the UTHSC Vice Chancellor for Academic Affairs as soon as possible, but not later than the end of February. Extra time may be required for reviews at higher levels or for appeal by the faculty member. By the beginning of April all recommendations and required supporting documents must be forwarded to the UTHSC Vice Chancellor for Academic Affairs.
- h. All tenure recommendations of the Dean, whether positive or negative, shall be reviewed by the UTHSC Vice Chancellor for Academic Affairs (*Faculty Handbook*, Section 4). The UTHSC Vice Chancellor for Academic Affairs, in consultation with the Chancellor, evaluates the college recommendations in light of general knowledge of individuals and the needs of UTHSC. During March and April, the UTHSC Vice Chancellor for Academic Affairs prepares a consolidated report. After making an independent judgment on the tenure candidacy, the UTHSC Vice Chancellor for Academic Affairs shall forward his or her recommendation to the Chancellor.
- i. During April, all tenure recommendations of the UTHSC Vice Chancellor for Academic Affairs whether positive or negative, shall be reviewed by the Chancellor (*Faculty Handbook*, Section 4). After making an independent judgment on the tenure candidacy, the Chancellor shall forward only positive recommendations to the President by the beginning of May. Summary information on each faculty member being considered for tenure should be sent to the Office of the Senior Vice President.  
If the Chancellor reverses a negative recommendation by the Dean, he or she will advise the Dean, the Chair, and the faculty member. If the Chancellor does not reverse a negative recommendation by the Dean, the faculty member will be advised regarding the Faculty Senate appeal process. The Chancellor may decide that the best interests of UTHSC are not served by the award of tenure to a faculty member. In case of a negative recommendation by the Chancellor reversing a positive recommendation by the Dean, the Chancellor must meet with the faculty member, the Dean, and the Chair to explain the reason(s) for the adverse recommendation. At the faculty member's request, the Chancellor must provide the faculty member with written notice of the recommendation, giving the reason(s) for that recommendation, and stating that the faculty member may appeal the recommendation in accordance with the provisions of the *UTHSC Faculty Handbook*.
- j. If the President concurs in the positive recommendation of the Chancellor, he or she shall submit the recommendation for tenure to the Board of Trustees (*Faculty Handbook*, Section 4). However, the President may decide that the best interests of The University would not be served by the award of tenure to a faculty member. In such a case, the President will notify the Chancellor, who will inform the Dean, the Chair, and the faculty member.
- k. No person shall acquire or be granted tenure except by positive action of the Board of Trustees upon the recommendation of the President (*Faculty Handbook*, Section 4). The Board of Trustees acts only on positive recommendations. After positive action by the Board of Trustees, the Chancellor and Dean shall give the faculty member written notice of the effective date of tenure.

## **Appendix N**

### **Procedure for Effecting Promotion in Rank**

#### **General Information about the Guidelines and Process for Effecting Promotions in Rank**

Promotion in rank is not only a recognition of past achievement but also a recognition of promise and a sign of confidence that the individual is capable of greater responsibilities (*Faculty Handbook*, Section 5). The policy of UTHSC is to grant promotions objectively, equitably, impartially, and as a recognition of merit (*Faculty Handbook*, Section 5). In the case of a faculty member who holds joint appointments in two or more departments, promotion may take place in one department without its occurrence in the other department(s) (*Faculty Handbook*, Section 5).

The process for reviewing candidates and making recommendations for promotion is similar to that for the award of tenure; the absence of mandatory reviews of negative departmental recommendations at higher levels is the major difference (*Faculty Handbook*, Section 5). An example of the summary document for a positive recommendation for promotion in rank (Form 0005) is attached.

In general, the guidelines for promotion in rank are the same as those for appointment to the various ranks (*Faculty Handbook*, Section 5). Generally, these guidelines are assigned varying degrees of weight. Deficiencies in some aspect may be counterbalanced adequately by superiority in others; in certain fields of endeavor, some of these guidelines may be replaced by others. Thus, promotion from one rank to the next will depend on the distinctive requirements contained in the Annual Performance-and-Planning Reviews for the period under consideration (*Faculty Handbook*, Section 5). A minimum period of service in rank is normally required before consideration for promotion to the next rank (*Faculty Handbook*, Section 5). Colleges may establish more specific criteria for promotion to various ranks; these criteria must be consistent with the UTHSC guidelines and be published in the collegiate bylaws (*Faculty Handbook*, Sections 4 and 5). If a department establishes any more-specific criteria for promotion than those of UTHSC or the department's college, these must be published in the department's bylaws, after approval by the Dean (*Faculty Handbook*, Sections 4 and 5).

Each year the UTHSC Vice Chancellor for Academic Affairs publishes and distributes a detailed schedule for the process related to the review for promotion in rank. Generally, a faculty member's preparation for this review begins in September. Each candidate will prepare a dossier, containing the documents required for this review by the departmental faculty peers (*Faculty Handbook*, Sections 4 and 5). Bylaws of colleges or departments should limit peer reviewers to members of the departmental faculty holding rank(s) equal or superior to that to which the candidate is seeking promotion (*Faculty Handbook*, Sections 4 and 5). In large departments (e.g., Medicine, Pediatrics, etc.), the Chair may divide the tenured departmental faculty by divisions in order to form several committees composed of five or more tenured faculty members. In addition, bylaws of colleges or departments may permit faculty members with limited-term, part-time, affiliated, or volunteer appointments in that department to serve as reviewers on promotions (in addition to the tenured departmental faculty, if any) (*Faculty Handbook*, Sections 4 and 5). External review of the dossier may be permitted in any case and required when sufficient expertise is lacking among the departmental faculty (*Faculty Handbook*, Section 5).

#### **Procedure for the Review for Promotion in Rank**

The Department Chair may delegate his or her responsibility for recommending promotions to other individuals. The procedure for the Review for Promotion in Rank should include the following elements:

- a. The Chair should counsel the faculty member concerning updating his or her curriculum vitae and the identification of supporting documentation to be submitted to the faculty peers (*Faculty Handbook*, Section 5). The faculty member, in consultation with the Chair, should compile a dossier containing all documents to be submitted for review. The contents of the dossier will vary depending on whether the faculty member's appointment is (1) probationary for tenure with or without a concurrent request for the award of tenure, (2) tenured, or (3) non-tenure-track (*Faculty Handbook*, Section 5). For non-tenure-track faculty appointments the faculty member's dossier must include at least a current Curriculum Vitae, in the form required by UTHSC (*Faculty Handbook*, Section 5). For tenured or tenure-track appointments, the dossier must include at least the following items (*Faculty Handbook*, Section 5):

1. Current Curriculum Vitae, in the form required by UTHSC;
2. Annual accomplishments and goals, written by the candidate, that are relevant to the period related to this promotion (a period generally not longer than five years); and
3. Summaries of Annual Performance-and-Planning Reviews, written by the Chair and the faculty member's responses, if any, that correspond to the annual accomplishments and goals of item 2 above.

For a faculty member with a tenure-track appointment who is making a concurrent request for the award of tenure, the dossier must contain additional items (*Faculty Handbook*, Appendix L). The faculty member may also include in the dossier any other documents that he or she believes may assist the faculty peers in their reviews or be relevant to a positive recommendation (*Faculty Handbook*, Section 4). Such documents may include, but are not limited to, sample publications; summaries of student teaching evaluations, as well as other indicators of teaching performance; or letters of evaluation. The faculty member may request that a maximum of six peers submit letters of evaluation to the Chair. Particular attention should be given to identifying individuals, either on or off campus, qualified to judge the faculty member's most important contributions over the period (*Faculty Handbook*, Section 5). A letter of evaluation contains a subjective peer-evaluation of a candidate's accomplishments and professional standing. For any candidate the maximum number of requested letters of evaluation is six, even in the case of a faculty member's concurrent candidacy for the award of tenure (*Faculty Handbook*, Section 5). Within a department the number and nature of required letters should be uniformly applied to every faculty member. Any letters of evaluation should be directed to the Chair.

- b. The faculty peers will review the dossier and meet for the purpose of recording a formal vote on the recommendation for promotion in rank (*Faculty Handbook*, Section 5). A quorum shall be fifty percent (50%) of the faculty eligible to vote on a given candidate or issue, and a positive or negative recommendation shall be decided by a simple majority of those faculty members present (*Faculty Handbook*, Section 4). The faculty peers' report to the Chair shall contain the following: a list of the faculty peers in attendance; the majority and minority views, if relevant; and the summary vote. A copy of this report must accompany the request for promotion in rank forwarded to the Collegiate Promotion and Tenure Committee, the Dean, the UTHSC Vice Chancellor for Academic Affairs, and the Chancellor (*Faculty Handbook*, Section 5).
- c. The Chair reviews the dossier(s) and considers the recommendation(s) of the faculty peers. Then, the Chair makes a recommendation concerning each faculty member under consideration (*Faculty Handbook*, Section 5). Whenever the recommendation of the Chair differs from that of the faculty peers, the Chair must notify them of the reasons for a decision contrary to their recommendation (*Faculty Handbook*, Section 5).
- d. In a case in which the promotion in rank is recommended, the Chair prepares a letter of nomination to the Dean (*Faculty Handbook*, Section 5). The letter of nomination must contain the following items:
  1. Name of the faculty member;
  2. Date of the original appointment;
  3. Date of any prior promotion;
  4. Date on which the recommended promotion would become effective;
  5. The faculty member's professional discipline or field; and
  6. Examples of important and specific accomplishments in teaching, scholarly activities, service, and/or patient care, as appropriate for the individual faculty member.

If the Chair recommends an individual for promotion in rank in contrast to a negative recommendation of the faculty peers, this fact must be noted in the Chair's nominating letter and the reason(s) for the Chair's action must be explained (*Faculty Handbook*, Section 5).

- e. Some faculty members may be recommended early for promotion in rank. However, this is an exceptional request that must be accompanied by letters of explanation from the Chair to the Dean and from the Dean to the UTHSC Vice Chancellor for Academic Affairs.
- f. If the recommendation of the Chair is negative, the Chair does not send a letter to the Dean. However, the Chair must inform the candidate in writing of the decision, stating that the faculty member may appeal such a negative decision to the Dean (*Faculty Handbook*, Section 5). In addition, UTHSC requires a record of the name, sex, and race of any candidate not recommended by the Chair to the Dean for promotion (Form 0007); explanations must be provided, if requested.

- g. All required documents (Form 0005 and all attachments) must be forwarded from the department to the collegiate academic officer and the College Promotion and Tenure Committee (CPT Committee) by the end of January (*Faculty Handbook*, Section 5). Recommendations (Form 0005 and all attachments) are presented by the collegiate academic officer to the CPT Committee (*Faculty Handbook*, Section 5). The committee will vote on each recommendation, thereby making a positive or a negative recommendation on each candidate to the Dean. A quorum shall be fifty percent (50%) of the faculty eligible to vote on a given candidate or issue, and a positive or negative recommendation shall be decided by a simple majority of those faculty members present (*Faculty Handbook*, Section 4). If the CPT Committee renders a negative recommendation, the Department Chair will be informed in writing of the reason(s) for the recommendation (*Faculty Handbook*, Section 5). The Department Chair may appeal to the Dean before the recommendation at the college level is made.
- h. All positive recommendations of the Department Chair must be reviewed by the Dean of the College (*Faculty Handbook*, Section 5). The Dean will make a recommendation based on advice of the CPT Committee, the Department Chair, and the faculty peers, as well as on the basis of other circumstances, including personal knowledge of individuals (*Faculty Handbook*, Section 5). In the case of a positive recommendation by the Dean, he or she will advise the Chair. In a case of any negative recommendation by the Dean, the Dean will provide the individual faculty member and the Chair with written notice of that recommendation. The faculty member must be notified about the negative recommendation and must be informed of his or her right to appeal a negative decision through the Faculty Senate (*Faculty Handbook*, Sections 5 and 6).
- i. After making an independent judgment on the candidacy, the Dean shall forward only his or her positive recommendations to the UTHSC Vice Chancellor for Academic Affairs (Form 0005 and all attachments) (*Faculty Handbook*, Section 5). All positive recommendations of the Dean shall be reviewed by the UTHSC Vice Chancellor for Academic Affairs (*Faculty Handbook*, Section 5). The UTHSC Vice Chancellor for Academic Affairs, in consultation with the Chancellor, evaluates the college recommendations in light of general knowledge of individuals. During March and April, the UTHSC Vice Chancellor for Academic Affairs prepares a consolidated report. The UTHSC Vice Chancellor for Academic Affairs forwards only his or her positive recommendations to the Chancellor.
- j. During April, all positive recommendations of the UTHSC Vice Chancellor for Academic Affairs shall be reviewed by the Chancellor (*Faculty Handbook*, Section 5). After making an independent judgment on the candidacy, the Chancellor shall forward only positive recommendations to the President by the beginning of May. Summary information on each faculty member being considered for promotion in rank should be sent to the Office of the Senior Vice President.
- k. The President forwards his recommendations for promotions to the Board of Trustees (*Faculty Handbook*, Section 5). Subsequent to positive action, the Chancellor and Dean shall give the faculty member written notice of the effective date of the promotion in rank.

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**The UT Health Science Center**


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**2006 PROMOTION AND TENURE CHECKLIST**  
**Summary of FINAL PROBATIONARY Review of Tenure-Track Faculty**

Name \_\_\_\_\_ Preferred First Name \_\_\_\_\_

Recommended for: Tenure \_\_\_\_\_ Promotion to Rank \_\_\_\_\_

Tenure Status: 1. On Tenure Track \_\_\_\_\_ Tenure Review Date \_\_\_\_\_  
 2. Tenured \_\_\_\_\_ Date Tenure Awarded \_\_\_\_\_  
 3. Not eligible \_\_\_\_\_ Reason \_\_\_\_\_

Department \_\_\_\_\_ College \_\_\_\_\_

SSN \_\_\_\_\_ Sex \_\_\_\_\_ Race \_\_\_\_\_ Highest Degree \_\_\_\_\_

Home Address \_\_\_\_\_

Home City \_\_\_\_\_ Home State \_\_\_\_\_ Home Zip Code \_\_\_\_\_

First UTHSC Appointment: Date \_\_\_\_\_ Rank \_\_\_\_\_

Current UTHSC Appointment: Date \_\_\_\_\_ Rank \_\_\_\_\_

Total Years Faculty\* \_\_\_\_\_ Total Years UTHSC Faculty \_\_\_\_\_

Years in Present Rank (at UTHSC)\* \_\_\_\_\_

Departmental Committee Votes\*\*:

Yes	___	No	___	Abstained	___
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College Committee Votes\*\*:

Yes	___	No	___	Abstained	___
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Comments \_\_\_\_\_

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Attachments:

Chair's Letter	_____
Dean's Letter	_____
Reference Letters (2)	_____
CV	_____
Justification Statements (if applicable)	_____
Departmental Committee Letter (if applicable)	_____
Dissenting Report (if applicable)	_____
College Committee Letter (if applicable)	_____

\*Round to nearest half year as of July 1, [year]  
 (Example: 8.5 = eight years as of July 1, [year])

\*\*Indicate number of positive and negative recommendations and number of abstentions. If no departmental or college committee convened, please indicate.

Prepared By \_\_\_\_\_ Date \_\_\_\_\_

For Academic Administration Office Only:

Approved by Chief Academic Officer \_\_\_\_\_  
 Approved by Chancellor \_\_\_\_\_  
 Entered P & T Database \_\_\_\_\_

**The University of Tennessee  
Health Science Center**

**Recommendations Concerning the Award of Tenure**

Name	Department	Current Rank	Department Committee			Dept. Chair Y/N	College Committee			Dean Y/N	Chief Academic Officer Y/N	Chancellor Y/N
			Yes	No	Abs		Yes	No	Abs			

Department Committee or College Committee: Tally of committee votes, indicate number of positive, negative recommendations and abstentions.  
 Department Chair or Dean: Indicate positive or negative recommendation: Y = Yes or positive; N = No or negative.  
 A special statement of justification should be attached in each case in which an individual is recommended for the award of tenure earlier than one year before the end of the probationary period.

**The University of Tennessee  
Health Science Center  
Recommendations Concerning Promotion in Rank**

**to** \_\_\_\_\_  
Rank

Name	Race & Sex	Department	Academic Experience (yrs)		Yrs. in Present Rank	Highest Earned Degree	Department			Dept. Chair Y/N	College Committee			Dean Y/N	Chief Academic Officer Y/N	Chancellor Y/N
			Total	UT			Yes	No	Abs		Yes	No	Abs			

Department Committee or College Committee: Tally of committee votes, indicate number of positive, negative recommendations and abstentions.  
 Department Chair or Dean: Indicate positive or negative recommendation: Y = Yes or positive; N = No or negative.  
 A special statement of justification should be attached in each case in which an individual is recommended for  
 (1) promotion to the rank of Assistant Professor or above without having a terminal degree;  
 (2) promotion to Associate Professor with less than 4 years of service as an Assistant Professor; or  
 (3) promotion to Professor with less than 4 years of service as an Associate Professor.  
 Promotion for an individual whose native language is not English requires that a statement of effective communication skills be contained in the individual's Health Science Center personnel file.