

REGULAR FACULTY APPOINTMENT POLICY

*Updated July 2017
Revised January 2018
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Regular Faculty are defined as tenured, tenure-track, or non-tenure track faculty.

Policy

The Dell Medical School expects all regular faculty to be active scholars with vital contributions in research, teaching, curricula, publications, and care redesign and/or in other areas of innovation and service. The terms and conditions of employment of all faculty members shall be embodied in a Memorandum of Appointment. A separate document outlines the requirements for affiliate faculty.

Regular faculty must align with the Dell Medical School mission by demonstrating commitment to:

- Improving health in our community as a model for the nation;
- Evolving new models of person-centered, multidisciplinary care that reward value;
- Accelerating innovation and research to improve health;
- Educating leaders who transform health care; and
- Redesigning the academic health environment to better serve society.

Scholarship

Dell Medical School requires our faculty to be active in scholarship. Scholarship is defined as the creation and dissemination of new knowledge. We have adopted Boyer's model of scholarship (Boyer, E. L. (1990), *Scholarship reconsidered: Priorities of the professoriate*. (PDF), Carnegie Foundation for the Advancement of Teaching) that expands from traditional research, or the scholarship of discovery, to a broader definition that is more flexible and includes the new societal and environmental challenges beyond the campus but also the certainty of contemporary life. Boyer's four categories are:

- The scholarship of **discovery** that involves original research that advances knowledge (i.e., basic research);
- The scholarship of **integration** that involves synthesis of information across disciplines, across topics within a discipline, or across time (i.e., interprofessional education, science communication, or clinical integration across disciplines and professions, development of regional or national guidelines);
- The scholarship of **application** / engagement that involves the rigor and application of disciplinary expertise (i.e., cooperative state research, education, service on regional or national committees, leadership in professional societies, invited lectures, recognition as a clinical expert); and
- The scholarship of **teaching** and learning that involves the systematic study of teaching and learning processes. It differs from scholarly teaching in that it requires a format that will allow public sharing and the opportunity for application and evaluation by others.

Features of these expanded models of scholarship are that they go beyond the service duties of a faculty member to those within or outside the University and that their results can be shared with, applied, and/or evaluated by peers.

Areas of Excellence

Faculty will distinguish themselves in one of the four areas of excellence described below in which they will provide contributions. Regular faculty are expected to continuously advance scholarship in their areas of expertise, while expectations for scholarship of affiliate faculty are less rigorous. Regular faculty will generally devote significant effort to scholarship for which they are accountable to Dell Medical School.

Educational Leadership Enable the provision of exceptional training, mentoring or curricular development and provide fair and committed support for learners.

DMS Mission Areas: Educating leaders who transform health care
Redesigning the academic health environment to better society

This category is appropriate for candidates who spend the majority of their time on educational activities. Educational activities are broadly defined as including: didactic teaching of students, residents, clinical fellows, research fellows and peers; research training and mentorship; clinical teaching and mentorship; and administrative teaching leadership roles.

Faculty in the Educational Leadership area of expertise typically spend at least 60% of their time teaching in clinical venues.

Clinical Expertise

Enable the delivery and measurement of innovative and value-focused care, demonstrating alignment with Dell Medical School's clinical mission.

DMS Mission Area: Evolving new models of person-centered, multidisciplinary care that rewards value

This category is appropriate when a candidate's academic activities, scholarship and achievements are primarily clinical in nature. The faculty member promoted in this category is a leader in a clinical field and known for innovation in approaches to diagnosis, treatment, or prevention of disease, applications of technology to clinical care, or in developing models of care delivery.

Community Engagement

Enable the building of a model healthy community with an emphasis on social determinants of health, in alignment with Dell Medical School's mission.

DMS Mission Area: Improving health in our community as a model for the nation

This category is appropriate for candidates who are engaged in community-based program development or participatory research. Faculty contributions may include the innovative development, implementation and/or evaluation of practices and/or policies that measurably improve the health of a community.

Investigation and Inquiry

Enable the development of a rich multidisciplinary environment for research, bringing distinct skills or resources to advance the impact of research associated with Dell Medical School and The University of Texas at Austin.

DMS Mission Area: Accelerating innovation and research to improve health

This category is for candidates who spend the majority of their time performing basic, translational, or clinical research. Topics of investigation may include epidemiology, outcomes and health services research, ethics, bioinformatics, biostatistics or health economics, among others.

Rank

Regular faculty rank will be conferred based on the evaluation of specific criteria, including the magnitude and the quality of the contributions, and/or specific services rendered. Professorial titles will be followed by “of Department Name”.

Instructor

Assistant Professor of (department)

Associate Professor of (department)

Professor of (department)

Initial appointment as regular faculty member will be based on, amongst other things, the candidate’s prior professional accomplishments, as identified and described by rank. Promotion within a specified area of excellence will be based on and evaluated according to similar guidelines and criteria and can be found in the **Dell Medical School General Guidelines for Promotion**. A faculty rank is designated based on scholarship and reputation within the track.

- a. **Instructor** (non-tenure track only) applies to individuals with expertise/work experience related to the discipline. The candidate has completed their terminal degree and is Board Eligible in their specialty, if pertinent.
- b. **Assistant Professor** has evidence of a local reputation in their area of expertise with an emerging record of scholarship. The candidate has completed their terminal degree and is Board Eligible or have their Board Certification, or equivalent, if pertinent.
- c. **Associate Professor** has a regional / emerging national reputation (tenure track) or emerging statewide / regional reputation (non-tenure track) as a major contributor to the field and must be innovative and influential in their area of expertise. Expertise must be demonstrated through scholarship. The candidate has completed their terminal degree and must have their board certification, or its equivalent.
- d. **Professor** has demonstrated a sustained national / emerging international reputation (tenure track) or emerging national / international reputation (non-tenure track) as a leader in the field and must be innovative and influential in their area of expertise. Expertise must be demonstrated through scholarship. The candidate has completed their terminal degree and must have their board certification, or its equivalent.

Promotion within the regular faculty structure requires a formal review of the applicant’s credentials through the Dell Medical School Appointment, Promotion, & Tenure Committee Process. This includes an assessment of the candidate’s success in accomplishing their duties, the magnitude and the quality of the contributions and scholarship, and/or specific services rendered, and the evaluations of students, residents, patients and peers, if applicable.

Faculty Professional Development and Service Requirements

Regular faculty members must engage in faculty professional development-related activities and provide substantive service to Dell Medical School. Examples of faculty professional development may include, but are not limited to, developing and completing online modules, organizing and/or attending department-specific conferences, developing and/or participating in educational development

offerings. Examples of service to the medical school include participating in department or university-wide committees, being actively involved in clinical case management and/or participating in or providing support to admissions-related issues. The required faculty development and the extent of service rendered on behalf of the university by an individual faculty member shall be determined by the department chair and the regular faculty member seeking or holding an appointment. The role and required level of faculty development and service shall be specified in writing by the department chair.

Performance Evaluation, Remediation and Renewal

The contribution and performance of faculty members must be evaluated for renewal of their appointments every year. Formal letters of reappointment must be rendered annually. Regular faculty members who are to be reappointed shall be offered a written contract at least 30 days prior to the beginning of the academic year. A faculty appointment that is not renewed after being granted is deemed terminated without the need for notice or other action by the University, per the letter of appointment. No non-tenured member of the faculty should expect a continued appointment beyond the period of their current appointment as approved by the Board of Regents.

Adherence to University Policy

Faculty members of Dell Medical School are expected to adhere to the Standards of Conduct and are entitled to the privileges offered by The University of Texas at Austin as outlined in Attachment A for 2-9991-PM: <https://www.policies.utexas.edu/content/attachment-2-9991-pm-information-new-tenured-and-tenure-track-faculty-members> and Attachment B for 2-9991-PM: <http://www.policies.utexas.edu/content/attachment-b-2-9991-pm-information-new-non-tenure-track-faculty-members>.

The university will conduct a criminal background check (including a sex offender registration check) on candidates applying for a faculty position. Any such background check will be conducted in compliance with federal and state laws and UT System and UT Austin policies. See [HOP 5-1140](#) for more information regarding the university's criminal background check procedures.

[Link to Affiliate and Regular Faculty Appointment Comparison](#)

[Link to Logo Use Policy](#)