



## FACULTY APPOINTMENT REQUIREMENTS

*The Lubbock Committee meets on the 1st and 3rd Monday of each month. Deadline for submission is 5:00 pm on the Tuesday prior to the meeting.*

### Non-Tenure Track Term Appointments & Tenure/Tenure Track Appointments

#### **Full or Part-Time Faculty (≥ 50% FTE)—(Includes tenure track, non-tenure track, faculty associates & research appointments)**

1. Letter from Chair requesting rank, tenure option and listing role in the department; must have current mailing and email address.  
**MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**
  - a. State if the residency is ACGME approved by verifying at:  
<https://apps.acgme.org/ads/Public/INTL>
  - b. Verify that the board certification is ABMS approved: [www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx](http://www.certificationmatters.org/is-your-doctor-board-certified/search-now.aspx)
  - c. Print out and include in packet, the Texas Medical Board Physician Profile (if Texas licensed) at:  
<http://www.tmb.state.tx.us/page/look-up-a-license>
2. Current Curriculum Vitae (within last six months with date of last update on the CV).
3. Two (2) current letters of recommendation or written documentation of two (2) phone references (written within last six months).  
*The committee reserves the right to request additional letters if necessary.*
4. Interview Comments from:
  - a. Faculty & Executive Administration
  - b. One (1) member of Faculty Appointments Committee (*if available*)
  - c. Clinical Research Institute Director/Staff (*highly encouraged*)
5. Copy of the completed and signed HSC OP 60.09 Attachment D, EEO/Affirmative Action Recruitment Summary with the candidate/applicant **demographic data** (get from HR recruitment office) is required **only if EEO Certification has NOT been obtained.**

### Non-Tenure Track Term Appointments with Qualifying Conditions or Other term, non-paid appointments with Qualifying Conditions

#### **Clinical Appointments & Non-clinical Appointments: (≤ 0.01 – 0.49% FTE)**

1. Letter from Chair requesting rank and listing role in the department; must have current mailing and email address.  
**MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**  
  
Print out and include in packet, the Texas Medical Board Physician Profile (if Texas licensed) at  
<http://www.tmb.state.tx.us/page/look-up-a-license>
2. Current Curriculum Vitae (within last six months).

3. Two (2) current letters of recommendation or written documentation of two (2) phone references (written within last six months).  
*The committee reserves the right to request additional letters if necessary.*

#### **Clinical or Adjunct Appointments Non-salaried (non-paid) Appointments: 0% FTE)**

**Clinical/Adjunct Instructor (non “D” degree [eg. MD, DO, PhD, PharmD, EdD, etc.], Clinical/Adjunct Assistant Professor, Clinical/Adjunct Associate Professor, Clinical/Adjunct Professor.**

1. Letter from Chair requesting rank and listing role in the department; must have current mailing and email address.  
**MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**
2. Current Curriculum Vitae (within last six months).
3. Two (2) current letters of recommendation or written documentation of two (2) phone references (written within last six months).  
*The committee reserves the right to request additional letters if necessary.*

#### **Visiting Appointments (Associate Professor & Professor only):**

1. Letter from Chair requesting rank and listing role in the department; must have current mailing and email address. **MUST STATE THAT CREDENTIALS HAVE BEEN VERIFIED.**  
Print out and include in packet, the Texas Medical Board Physician Profile (if Texas licensed) at <http://www.tmb.state.tx.us/page/look-up-a-license>
2. State the term of the appointment in the letter from the Chair.
3. Current Curriculum Vitae (within last six months).
4. Two (2) current letters of recommendation or written documentation of two (2) phone references (written within last six months).  
*The committee reserves the right to request additional letters if necessary.*
5. Copy of Visa paperwork (if international).

### **Additional Appointments Instructions**

#### **Joint Appointments:**

1. One letter from each department chair approving appointment.
2. Current Curriculum Vitae (within last six months)  
*If faculty already have an appointment at TTUHSC – letter from each department chair approving appointment plus ePAF. CV is not required and does not go through Faculty Appointments Committee.*

#### **Emeritus Appointments(\*\*):**

1. Professor or Associate Professor at retirement and at least 10 years of service conferred as a recognition for long and faithful service or for “very distinguished service.” See [HSC OP 10.12, Emeritus Appointments](#), and [Regents’ Rules 04.01.2](#).
2. The Department Chair will submit a letter of recommendation with sufficient justification and a copy of the nominee’s curriculum vitae to the Dean of the School of Medicine.
3. The Dean will ask the SOM Faculty Council Executive Committee to review the request and the nominee’s qualifications, and advise the Dean regarding further, appropriate action.
4. The Dean will forward a formal letter of recommendation to the President of TTUHSC, as appropriate.  
*\*\*Requires Board of Regents approval.*

#### **Chair Appointments**

1. A Search Committee appointed by the School of Medicine Dean facilitates the search for a Chair. Faculty Appointments Committee members are not required to interview these candidates.

**All information for the Lubbock Campus should be addressed to:**

**Chairman, Faculty Appointments Committee** and forwarded to:

Tina Robertson  
Office of Faculty Affairs and Development  
School of Medicine, Room 2B410, STOP 6213

**All documents for faculty appointments for the Amarillo and Permian Basin Campuses should go to their respective Faculty Appointments Committee and once approved will be sent to the Lubbock Office of Faculty Recruitment, Affairs and Development for processing and mailing of the offer letter, employment agreement, etc.**