



APPENDIX to School of Medicine’s College Guidelines (4/25/2024) Department P&T committee makeup and operations

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Departmental P&T committee makeup and operation for Medical Education:

Departments can create promotion committees composed of academic professional track faculty, or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Medical Education department does incorporate APT and Affiliate faculty in the review of promotion cases within APT faculty ranks. The Department of Medical Education department level P&T committee is formed of two committees which include: 1) a subset of associate and full APT faculty and 2) a subset of associate and full affiliate faculty. A separate APT committee may include affiliate professors at the rank of associate or full. A separate Affiliate committee may include APT professors at the rank of associate or full. The committee appointment term is annual. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees, must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected for the APT Committee from secondary appointed departmental members, faculty from other units, and affiliate faculty and added to the committee. For the Department of Medical Education, the department houses more than 80% of affiliate faculty whose expertise and engagement are valued. For the Affiliate Committee, APT faculty will be asked to contribute to this committee if the minimum number of eligible-to-vote committee members are not available. For the APT Committee, faculty with secondary appointment to the department and affiliate faculty will be added. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case, are allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the

committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental P&T committee makeup and operation for Cell Biology and Genetics

Departments can create promotion committees composed of academic professional track faculty, or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Cell Biology and Genetics department does not incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of Cell Biology and Genetics department level P&T committee is formed of one committees which include: all full and associate professors. The committee appointment term is September-August. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees, must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected requesting suggestions from promotion candidates and the P&T committee upon which the department head selects for addition to the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case, are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental P&T committee makeup and operation for Humanities in Medicine:

Departments can create promotion committees composed of academic professional track faculty or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Humanities in Medicine department does incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of Humanities in Medicine department level P&T committee is formed of one committee which includes all full and associate professors. The committee appointment term is three years. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected by vote of eligible faculty (either tenured/tenure track or APT) and added to the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case are allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental P&T committee makeup and operation for Medical Physiology

Departments can create promotion committees composed of academic professional track faculty, or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Medical Physiology department does incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of Medical Physiology department level P&T committee is formed of one committee, which includes: all tenured associate, full professors, and associate and full APT faculty. The committee appointment term is annual. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected based on input from the committee members and the Department Head and added to the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental P&T committee makeup and operation for Microbial Pathogenesis and Immunology:

Departments can create promotion committees composed of academic professional track faculty or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Microbial Pathogenesis and Immunology department does not incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of Microbial Pathogenesis and Immunology department level P&T committee is formed of one committee which includes a subset of all tenured faculty. The committee appointment term is five years. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from basic science departments with related expertise. These faculty will be nominated by the department P&T committee and added to the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental P&T committee makeup and operation for Psychiatry and Behavioral Sciences

Departments can create promotion committees composed of academic professional track faculty, or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Psychiatry & Behavioral Sciences (MPSY) department does incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of MPSY department level P&T committee is formed of two committees which include: 1) full and associate professors (APT and tenured), and 2) tenured full and associate professors. The committee appointment term is every three years. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected from tenured faculty in other COM departments and added to the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental P&T committee makeup and operation for Neuroscience and Experimental Therapeutics (NExT)

Departments can create promotion committees composed of academic professional track faculty, or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The NExT department does incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of NExT department level P&T committee is formed of one committee which includes all tenured associate, full professors, and associate and full APT faculty. The committee appointment term is discussed annually. The department head requests nominations for the department Committee Chair. If there is only one nominee, the DH appoints that nominee to chair the committee. If there is more than one nominee, an election is held. The chair of the Department P&T committee is usually a tenured full Professor and that faculty member is also the departments representative to the College Level P&T Committee. An APT member is also selected to represent the dept at the College level P&T committee.

Promotion and Tenure (P&T) committees must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected from other college units with faculty whose research is similar to the department (i.e. Neuroscience). The DH, in consultation with other full Professors will select an faculty member with appropriate expertise and added to

the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case, are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting in the dept committee is an open discussion and open voting process.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.



Departmental Promotion & Tenure Committee Makeup and Operation for Primary Care and Rural Medicine

Departments can create promotion committees composed of academic professional track faculty or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track (APT) faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Primary Care and Rural Medicine department does incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of Primary Care and Rural Medicine department level P&T committee is formed of one (1) committee which include five faculty members comprised of department head appointed tenured associate, full professors, and associate and full APT faculty. The committee appointment term is annual. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related expertise. These faculty will be selected through appointment by the department heads and added to the committee. If a department does not have enough eligible committee members because they vote

at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.

April 9, 2024



TEXAS A&M UNIVERSITY
School of Medicine

Departmental P&T committee makeup and operation for Translational Medical Sciences:

Departments can create promotion committees composed of academic professional track faculty or include academic professional track faculty in the regular P&T committee, for the evaluation of academic professional track faculty seeking promotion. Academic professional track faculty cannot vote in cases involving tenure-track candidates; however, they can participate and vote on academic professional track promotions for ranks below their own rank.

The Translational Medical Sciences department does not incorporate APT faculty in the review of promotion cases within APT faculty ranks. The Department of Translational Medical Sciences department level P&T committee is formed of one committee which includes: 5-7 eligible tenured full professors and/or associate professors. The committee appointment term is every 3 years. The committee will elect a department Committee Chair. The Department will elect representatives to the College Level P&T Committee pursuant to MED School Guidelines which address committee composition and process.

Promotion and Tenure (P&T) committees, must be composed of a minimum of five (5) eligible-to-vote committee members for all types of cases for promotion and/or tenure. If there are not enough eligible faculty members within the department, the department selects faculty from other units with related

expertise. These faculty will be selected and appointed by the Department Head and added to the committee. If a department does not have enough eligible committee members because they vote at the college/school level, those committee members should vote at the department level and recuse themselves from voting and deliberation at the college/school P&T committee level.

Members who cannot vote on a case, are not allowed to observe case discussions. Only voting members may participate in the case discussion. Committee voting should be conducted in a way that preserves the anonymity of the committee members.

The department head does not participate in department committee discussions and deliberations and is not a voting member of the P&T committee. The department head delivers the charge to the committee, reminds the committee of rules and serves as the conduit for all material communications, requests for additional material, and questions on dossiers arising in the committee. The department head may not be in the room during committee case discussions.