Recruitment of Faculty at Advanced Rank or Tenure Track or with Space/Resource Commitments

Due to limited institutional resources and space constraints in the Medical School, Dean Stoll is seeking additional information and oversight of hiring for faculty positions. Dr. Kevin Morano, Associate Dean for Faculty Affairs, recently attended a DMO meeting to discuss the new process for review of faculty recruitment which is detailed here. The information requested will be collected by the Office of Administration and Faculty Affairs and will be evaluated by Dr. Morano. Also included below is a reminder of the existing requirement for Dr. Morano’s review of recruitments at advanced rank (item 1). Please implement the new review process (items 2 and 3) immediately.

1. Associate Professor and Professor Positions in All Departments

- When a candidate is identified for an Associate Professor or Professor position, send Faculty Affairs (ms.faculty.affairs@uth.tmc.edu) an email containing the following information:
  - candidate’s CV
  - proposed rank (Associate Professor or Professor)
  - track (non-tenure clinical track, non-tenure research track, tenure-track, or tenured)

  Request a review of the candidate for the rank. Faculty Affairs will reply with an assessment of the request and applicable recommendations.

- If the candidate was identified prior to submitting the RTR, the email from Faculty Affairs must be attached to the RTR when submitted.

- If the candidate is identified after the RTR is submitted or approved, the email from Faculty Affairs must be submitted to the Office of Administration at msfa@uth.tmc.edu prior to submitting the offer letter request. Please reference the RTR # in the email subject line.

2. Tenure-Track and Tenured Positions in All Departments for All Ranks

**Prior to submission of the RTR,** send Faculty Affairs (ms.faculty.affairs@uth.tmc.edu) an email containing the following information:

- CV, if applicable
- Proposed salary, distinguishing between annual base salary and the other components of pay, if applicable
- Proposed rank (Instructor, Assistant Professor, Associate Professor or Professor)
- Proposed track (tenure-track or tenured)
- Chair’s memo of justification that will be attached to the RTR (memo should include the scope of research and expectations for the faculty’s level of research independence, collaborations, etc.)
- Details of resource request for the candidate, such as space, start-up package, plans to request STARS or CPRIT awards, etc.
- Details of commitments already received from the Dean or institution with the supporting documentation

The Office of Administration and Faculty Affairs will reply with an assessment of the request and applicable recommendations. **This email must be attached to the RTR when submitted.**
3. Non-Tenure Track Positions with Space or Start-up Package Commitments, regardless of funding source

Prior to submission of the RTR, send Faculty Affairs (ms.faculty.affairs@uth.tmc.edu) an email containing the following information:

- CV, if applicable
- Proposed salary, distinguishing between annual base salary and the other components of pay, if applicable
- Proposed rank (Instructor, Assistant Professor, Associate Professor or Professor)
- Proposed track (non-tenure clinical track or non-tenure research track)
- Chair’s memo of justification that will be attached to the RTR (memo should include the scope of research and expectations for the faculty’s level of research independence, collaborations, etc.)
- Details of resource request for the candidate, such as space, start-up package, plans to request STARS or CPRIT awards, etc.
- Details of commitments already received from the Dean or institution with the supporting documentation

The Office of Administration and Faculty Affairs will reply with an assessment of the request and applicable recommendations. This email must be attached to the RTR when submitted.

Contact

Please contact The Office of Administration and Faculty Affairs for more information and guidance on how to carry out this procedure.

Email: ms.faculty.affairs@uth.tmc.edu and OAFA@uth.tmc.edu

Phone Number: 713-500-5020

Room Number: MSB G.420