

**University of Tennessee Health Science Center
College of Medicine
Standard Operating Procedure
Multiyear Faculty Appointments for Non-Tenure Track Faculty**

Overview

The document outlines guidelines and procedures for initial appointments, revised appointments, and evaluation of multiyear nontenure track faculty appointments in the College of Medicine (COM) at the University of Tennessee Health Science Center (UTHSC).

This procedure applies to all departments and units within the COM that offer multiyear appointments (MYA) to faculty members.

A MYA is defined as a faculty appointment agreement extending beyond one academic year, typically ranging from two to three years.

MYA's are eligible for any faculty member in the COM holding a paid teaching, research, clinical, or administrative appointment.

Responsibilities

Department Chair: Initiates recommendation to the Dean concerning MYA. Oversees the appointment process, ensures compliance with university policies, and conducts evaluations. Chairs are responsible for ensuring that non-renewal notices of faculty appointments are issued in a timely manner and in accordance with university policy.

Dean: Reviews and approves recommendations for multiyear appointments.

COM Office of Faculty Affairs: Provides support in procedural guidance for academic departments

Chief Academic Officer (CAO): The finalized appointment paperwork is housed in the official faculty file in the division of Academic, Faculty, and Student Affairs (AFSA). All terminations or non-renewals must receive final approval from the CAO.

Initial Appointment

Provision of MYA for incoming faculty will follow standard non-tenure track appointment policies. The appointment can be for one, two, or three years, depending on the available funding, need of the department and other justifying factors. Department Chairs should assess departmental needs based on current staffing levels, program requirements, and budget constraints.

The Department Chair must submit a written request to the Dean requesting approval to create a job requisition indicating a MYA up to three years. The request must include a justification for the MYA.

Once final approval is obtained from the Dean, the job requisition should indicate that the position is a MYA and the number of years (two or three).

The Department Chair may extend a MYA offer to a faculty member through a written offer letter. This letter should outline the terms of employment, including duration, salary, benefits, practice plan (if applicable) and years of appointment. Once the offer is accepted, a formal faculty appointment agreement and appointment letter should be drafted, ensuring to include the same details as the initial offer letter.

Existing Faculty Transitioning from a One-Year to MYA

To transition to a MYA appointment, non-tenure track faculty must have received “meets” or “exceeds expectations for rank” during their Annual Performance and Planning Review (APPR).

Current faculty can move to a two or three year appointment, depending on the available funding, need of the department and other justifying factors. Department Chairs should assess departmental needs based on current staffing levels, program requirements, and budget constraints.

The Department Chair must submit a written request to the Dean requesting approval to extend a revised appointment to a faculty member. The request must include pertinent information related to the revised appointment such as the terms of employment, duration, salary, benefits, a justification for the MYA and be signed by the faculty member and Department Chair. Additionally, a signature line should be left open for the Dean at the end of the request.

Once final approval is obtained from Dean, the MYA can be extended to the faculty member.

The Department Chair (or designee) will then draft an updated faculty appointment agreement (FAA) and attach the approved revised appointment request.

Renewal Process for Existing MYAs

APPR should be conducted as per university guidelines on teaching effectiveness, research output, clinical engagement, and service contributions, etc. as applicable.

Document strengths and areas needing improvement in written evaluations shared with faculty member. These notes should be considered during the decision-making process to

renew the appointment. The Department Chair may choose to consult with pertinent departmental faculty prior to recommending to the Dean.

Discussions regarding renewal of a MYA should occur at least six months before the appointment expiration date. Department Chairs must attest that they have discussed the details and expectations of the MYA during the annual review.

A recommendation request along with any other supporting documents (ex. performance reviews, data reports, etc.) may be submitted to the Dean requesting approval to continue or renew the appointment. Renewal is only applicable during the year of expiration of the current appointment. This request may include performance review outcomes, future goals, and justifications for supporting the renewal of the appointment. To renew the MYA appointment, the non-tenure track faculty member must have received “meets” or “exceeds expectations for rank” during their APPR. Upon the Dean’s approval, the department must process a new reappointment letter prior to reappointment.

Faculty members may appeal a negative departmental decision to the Dean or a negative decision by the Dean to the CAO, whose decision in consultation with the Chancellor is final.

Termination/Non-Renewal

In cases where termination or non-renewal becomes necessary due to unsatisfactory performance, the Department Chair must provide a written notice to the Dean specifying reasons behind decision. Upon the Dean’s approval, written notice will be shared with the CAO who has final approval of the termination or non-renewal.

Upon approval of termination or non-renewal, the CAO will provide written notice to the faculty member by personal delivery, email to the UT Health Science Center email address or mailing to the faculty member’s residential address according to university policy.

Minimum prior notice for terminations or non-renewals:

Appointment Length	Non-Renewal Notification Deadline
3 yr	9 month notification
2 yr	6 month notification
1 yr	3 month notification

Department Chairs will be responsible for tracking non-renewal notices. Chairs should contact the College of Medicine Office of Faculty Affairs in a timely manner for all non-

renewals. The College of Medicine Office of Faculty Affairs will send quarterly reminders regarding non-renewal notification deadlines.