

GUIDELINES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION FOR NON-TENURE TRACK FACULTY IN THE COLLEGE OF PHARMACY

Introductory Statement: This document outlines the expectations and standards that will be used by the University of Houston College of Pharmacy to evaluate whether candidates meet the criteria for appointment, reappointment, and promotion of non-tenure track (NTT) faculty at the University of Houston College of Pharmacy. The NTT faculty includes promotion-eligible (PE NTT) and non-promotion-eligible (NPE NTT) faculty. Recommendations contained in this document must be considered in conjunction with criteria and standards for promotion stated in the most recent edition of the Faculty Handbook and Promotion Guidelines of the University of Houston which are located on the University of Houston website www.uh.edu. Special attention should be given to various deadlines that are indicated in the University guidelines, as these dates may vary from year to year. It is the obligation of the department chairs to make all new NTT faculty aware in writing of not only the university-level criteria and standards for promotion stated in the Faculty Handbook and Promotion Guidelines of the University of Houston but also any college or departmental level policies or procedures that may impact their promotion, including the College of Pharmacy by-laws at <http://www.uh.edu/pharmacy/about-us/policies-and-procedures/>.

These guidelines for professional evaluation of NTT members of the University of Houston's College of Pharmacy are prepared as a general document without reference to particular individuals or configurations of accomplishment. They do not prescribe a uniform roster of accomplishments that must be achieved by all candidates for appointment, reappointment, and promotion. Rather, they suggest ways of evaluating accomplishments in teaching, research/scholarship, and service by allowing flexibility in assigning relative weights to these three activities.

Candidates are strongly advised to consult with their department chair and, if desired, the chair of the College Promotion & Tenure Committee before proceeding with the application.

The success and reputation of the University of Houston College of Pharmacy is highly dependent upon the talents of the faculty and how effectively those talents are brought together to accomplish the missions of the departments, the college, and the university. A comprehensive and rigorous faculty evaluation system is essential to achieve and maintain high quality. Promotion requires that faculty members make high-quality contributions to knowledge as a result of their teaching, research/scholarship, and service. This document discusses a performance evaluation system for promotion that will encourage the professional growth of individual faculty members and ensure retention of those faculty members who demonstrate a high level of quality in their work. If allowed by the UH NTT policy, a PE NTT faculty member successfully achieving promotion will result in a renewable employment agreement. Individuals in Research Track appointments are generally not eligible for renewable employment agreements. See the UH NTT Faculty Policy for more information (<https://www.uh.edu/provost/faculty/faculty-policies/non-tenure-track/documents/ntt-policy-2022-2023.pdf>).

For purposes of this document and the processes it governs, proficiency is defined as having well advanced skills and possessing a thorough competence in the area or domain. Excellence, a higher order of achievement, is defined as: extraordinary proficiency characterized by superior competence in the area or domain, and an extraordinary knowledge base.

RANKS OF PROMOTION ELIGIBLE NON-TENURE-TRACK APPOINTMENTS (PE NTT):

1. Assistant Professor
2. Associate Professor
3. Professor

Standards for Initial Appointment of PE NTT Faculty:

The responsibilities of NTT faculty may include teaching, research/scholarship, and service. The faculty member will have a titular prefix of Instructional, Clinical, or Research prior to their rank reflecting their primary responsibility as outlined in the University's Non Tenure Track (NTT) Policy (<https://uh.edu/provost/faculty/policies-and-procedures/faculty-policies/non-tenure-track/index>). All PE NTT faculty will have responsibilities in at least two of the three major areas of teaching, scholarship, and service. Within the limits of the University's NTT Policy, the weight given in the evaluation of the areas of teaching, research/scholarship, and service will be determined on an annual basis in agreement between the faculty candidate and the department chair. Where applicable, it is the department chair's responsibility to ensure the time allocation complies with any conditions mandated by the source of the funding for the position.

Assistant Professor

- Appointment to the rank of Assistant Professor should be based on the potential for further accomplishments in teaching, research/scholarship, and service.
- The candidate should have one or more years of training and/or experience post terminal degree (Pharm.D., Ph.D., or equivalent professional degree). The Dean, upon recommendation by the Department Chair, may support exceptions to the guidelines' requirement for degree and specific experience upon consideration and approval of the Office of the Provost.
- Additionally, there should be a clear indication that the individual has the aptitude for the successful performance of the professional responsibilities assigned to him/her and the potential for significant growth in teaching, research/scholarship, and service, which shall eventually qualify him/her for the rank of Associate Professor.

Associate Professor

- Appointment to the rank of Associate Professor is based upon documented performance as well as the potential for further development in teaching, research/scholarship, and service.
- The candidate should have five or more years of experience post terminal degree (Pharm.D., Ph.D., or equivalent professional degree). The Dean, upon recommendation by the Department Chair, may support exceptions to the guidelines' requirement for degree and specific experience upon consideration and approval of the Office of the Provost.
- The candidate will have demonstrated evidence of proficiency in teaching, research/scholarship, and service and be recognized for their accomplishments in one of the major criterion areas of teaching, research/scholarship, and service at the state or national level.

Professor

- Appointment to the rank of Professor is the highest academic rank and, as such, implies that the individual is recognized by peers in their profession as an accomplished individual in the field of specialization.
- The candidate should have ten or more years of experience post terminal degree (Pharm.D., Ph.D., or equivalent professional degree). The Dean, upon recommendation by the Department Chair, may support exceptions to the guidelines' requirement for degree and specific experience upon consideration and approval of the Office of the Provost.
- The candidate will have demonstrated high skill levels in teaching, research/scholarship, and service. It is expected that he/she shall have demonstrated excellence in at least one of the major criterion areas of teaching, research/scholarship, and service, sufficient that the candidate shall be recognized for his/her accomplishments at the national or international level.

Annual Evaluation:

The Department Chair shall review NTT faculty members annually. The faculty members shall be advised, in writing, of the outcome of the review. Annual faculty performance evaluations must be conducted in line with the umbrella Faculty Annual Performance Review (FAPR) policy and with the applicable college/department's FAPR policy. The umbrella university FAPR policy can be found on the Office of Provost's website.

More frequent reviews may be conducted if the situation dictates. Termination of faculty appointments may result from any of these reviews.

Promotion

Non-tenure track faculty seeking promotion in rank have teaching, research/scholarship, and service responsibilities. Documentation of these responsibilities will be in accordance with the University's latest version of UH NTT policy. <https://www.uh.edu/provost/faculty/faculty-policies/non-tenure-track/documents/ntt-policy-2022-2023.pdf>.

Criteria for Promotion

As is the case for annual evaluations, faculty candidates up for promotion will be evaluated based on the average weight assigned in teaching, research/scholarship, and service in their yearly consultations with the chair.

Associate Professor

- Promotion to the rank of Associate Professor is based upon documented performance as well as the potential for future contributions to the mission of the College and University.
- In accordance with the probationary period prescribed for candidates at the clinical assistant professor rank per the NTT Faculty Policy, application for promotion is made in year six of the 6-year probationary period. The Dean, upon recommendation by the college P&T committee based on material submitted by the candidate and the department chair, may support exceptions to the guidelines' requirement for degree and specific experience upon consideration and approval of the Office of the Provost.
- The individual should have demonstrated proficiency in teaching, research/scholarship, and service.
- The candidate should be recognized for his/her accomplishments at the state or national level.

Professor

- Promotion to the rank of Professor is the highest academic rank and, as such, implies that the individual is recognized by peers in their profession as an accomplished individual in their field of specialization.
- The candidate should have four or more years of experience as an Associate Professor. The Dean, upon recommendation by the College P&T committee based on material submitted by the candidate and the department chair, may support exceptions to the guidelines' requirement for specific experience upon consideration and approval of the Office of the Provost.
- The individual shall have demonstrated excellence in one of the major criterion areas of teaching, research/scholarship, and service, and he/she shall have demonstrated proficiency in the other areas.
- The candidate shall be recognized for his/her accomplishments at the national or international level.

Denial of Promotion

In the event of a negative recommendation for promotion (or no recommendation in the case of a tie vote by the college P&T committee), refer to the most recent University of Houston General Guidelines for NTT Faculty. Candidates may ask for reconsideration of the Provost's decision, to review errors of fact or procedure. After reconsideration, the Provost makes a final decision on granting promotion and/or a continuing employment agreement. If the Provost's decision after reconsideration is negative, the faculty member will not continue in a promotion eligible position. If otherwise qualified, the faculty member could be retained in a non-promotion eligible NTT (NPE NTT) position, subject to an annual contract. NTT faculty whose contracts are not being renewed must be notified at least three months prior to the contract's end (e.g, March 1st for contracts expiring May 31st and June 1st for contracts expiring August 31st).

TYPES OF NON-PROMOTION ELIGIBLE APPOINTMENTS (NPE NTT)

1. Visiting Faculty
2. Lecturing Faculty
3. Research Scientist/Senior Research Scientist
4. Adjunct Faculty

The definitions of these faculty groups, available titles, qualifications for appointments, and duration and nature of appointments can be found in the UH Non-Tenure (NTT) Faculty Policy at <https://www.uh.edu/provost/faculty/faculty-policies/non-tenure-track/documents/ntt-policy-2022-2023.pdf>.

Appendix 1 – Promotion Review Schedule*

Action	Date to be Completed By**
Dean provides university, college, and department guidelines along with college timelines to faculty who will undergo reviews; Dean's Office representative begins submission of electronic face sheets for all promotion and/or tenure candidates.	Middle of May
External reviewers are identified; Chair secures their agreements to participate in the external review.	Middle of June
Candidate submits their CV and representative works, and those are sent to external reviewers by Chair.	End of June
Candidate completes and submits electronic dossier for on campus reviews	Middle of August
External reviewers return their reviews.	End of August
Chair completes independent reviews: candidate has 5 days to respond for reconsideration.	Middle of September
College P&T Committee completes review; (candidate has 5 working days to respond to the review. The committee then has 5 working days to submit their reply to the candidate's response.)	First week in February
Dean completes review; candidate has 5 working days to respond to the Dean's review. Reconsideration must occur before the end of November.	Middle of February
Dean completes candidate dossier and informs Faculty Affairs	First week of March
Promotion becomes effective if approved by the Office of the Provost	September 1st

*** The schedule and deadlines are subject to UH NTT Faculty Policy guidance.**

**** The College of Pharmacy Dean's Office will provide specific process timeline and dates at the beginning of the promotion cycle that have been based on the University of Houston Promotion and Tenure Guidelines official dates of completion and NTT Faculty Policy guidance if dates differ.**

Appendix 2 – External Reviewers

The department chair and candidate independently submit names of 5 peers, appropriate to the discipline, who may serve as external reviewers. The external reviewers must be academicians at other colleges of pharmacy or universities from around the country who hold the same academic rank to which promotion is sought or higher and be qualified to comment on the specific domain in which the candidate holds their faculty appointment. It is strongly encouraged that the reviewers be chosen from institutions ranked comparably or higher to the UH College of Pharmacy. The list will contain the names, addresses, e-mail addresses, telephone and fax numbers of the potential external reviewers who are deemed capable of performing an unbiased evaluation of the credentials of the candidate. For promotion from assistant to associate, the P & T committee will select 6 reviewers, 3 from each list, and for promotion from associate to full professor, the P & T committee will select 8 reviewers, 4 from each list, out of the total 10 names, for the department chair to request the letters, and reserve the right to solicit additional external reviewer names if necessary. A candidate can request that up to two specific reviewers be excluded from consideration when submitting their list of potential reviewers.

The department chair is responsible for requesting external review letters for the promotion candidates. For promotion from NTT assistant to NTT associate, the file must contain a minimum of 3 reviewer letters. For promotion from NTT associate to NTT full professor, the file must contain a minimum of 4 reviewer letters which are from "arms-length" reviewers. There is a maximum total of 6 external reviewer letters allowed; however, all letters received in response to a department's request must be included in the candidate's file.

External reviewers must be scholars who are at arm's length and not include former collaborators, mentors, or friends of the candidate. The file must contain one sample copy of the request letters to reviewers and a one paragraph description of the qualifications of each external reviewer with the relation to the candidate clearly stated.

In requesting evaluations, the chair should summarize the department's responsibilities and faculty expectations within the department. In addition, the following questions should be asked:

Does the candidate's work, taken as a whole, constitute a significant contribution to the discipline?

What is your assessment of the candidate's contributions in the areas of teaching, service, scholarship, or other creative productivity?

What is your assessment of the candidate's contributions outside of the specific domain in which the faculty member holds their academic appointment to the overall mission of the department/college/university?

Is the candidate's teaching, service, or creative productivity likely to be known and respected by leaders in the field?

What is the nature of your professional contact with, and knowledge of, the candidate?

Does the reviewer recommend promotion?

While evaluating, the reviewer should bear in mind the "non-tenure-track nature" of the position.

Appendix 3 – Department Chair's Responsibility

In addition to requesting reviewer letters for the promotion candidates, the Department Chair is responsible for writing a separate letter stating their own evaluation of the candidate. The letter needs to address the strengths and weaknesses of the candidate. Letters containing negative recommendations must explain reasons and specify the areas of weaknesses that justify the negative recommendation. Justification for each recommendation needs to be clearly and fully stated. Moreover, justifications must address the merits of each individual case and not be mere summaries or restatements of earlier assessments. Additionally, the letter from the department chair must include the average percent of time the candidate was assigned in the years since appointment as assistant professor for candidates seeking promotion to associate professor, or in the years since promotion to associate professor for candidates seeking promotion to professor.

Appendix 4- Candidate's Portfolio

The candidate is responsible for assembling their portfolio and uploading it to the Office of the Provost's SharePoint site, with the exception of the external reviewer letters. The candidate should include in the portfolio the appropriate teaching/patient care (in the case of clinical faculty), service, and/or research/scholarship/creative endeavor documentation that reflects their achievements.

- A. Face sheet** – this electronic form should be prepared by the candidate's dean and accompany each set of materials sent forward.

Internal Administrative Letters - The candidate's electronic folder should include any department or college committee evaluation reports, letters from the Chair to the Dean and Dean to the Provost, and any appeals letters. In the case of a tie vote by the College P&T committee, the letter must justify both opposing views and state that "the college P&T committee makes no recommendation regarding the candidate's application. University policy mandates that no extraneous letters or materials be included.

- B.** Copies of the initial letter of appointment to the university and the results of probationary reviews/annual performance reviews must be included in the candidate's electronic folder for candidates for mandatory review. For non-mandatory review candidates, documentation of their previous promotions should be included.
- C.** Letters from the Department Chair and Dean will address the strengths and weaknesses of the candidate. Letters containing negative recommendations need to explain reasons and specify

areas of weakness that led to the negative recommendation. Justification for each recommendation should be clearly and fully stated. Moreover, these letters need to address the merits of each individual case and not be mere summaries or restatements of earlier assessments. The Dean's letter of recommendation is especially important.

- D. Review Letters** – The candidate's electronic folder must contain one sample copy of the request letters to reviewers, and a one-paragraph description of the qualifications of each reviewer with the relation to the candidate clearly stated. The Department Chair will be responsible for uploading these documents to the promotion SharePoint site. Request letters to reviewers should include a brief description of the candidate's role within the department and how this is related to the department's mission. The letters will also specify a date for the return of the evaluation. Candidates will not be shown or have access to review letters as part of the promotion process.
- E. Candidate statement** – brief (no more than 3 pages) statement including academic career goals, teaching philosophy, accomplishments, and directions for future work. The candidate may describe how all facets of their career from an integrated, successful profile, or the candidate may identify achievements in the areas of teaching, service, or research/scholarship/creative endeavor separately.
- F. Curriculum Vitae** – The candidate's portfolio will include a traditional vita with the following categories and corresponding corroboration of the information as applicable: a) Teaching, b) Research/scholarship, and c) Service.

G. Evidence of teaching and student learning:

- 1. Teaching Evaluations
 - a. Summary table of student evaluations with comparative data in table format (see Appendix 5)
 - b. Teaching evaluation procedures/questionnaire
 - c. Written comments from evaluations
 - d. Peer teaching evaluations
- 2. Comments on teaching from both current and/or former students, residents, fellows, graduate students, etc.
 - a. Letters and or cards
- 3. Development of courses, curriculum, and instructional methods; revision of courses
 - a. Example syllabi
 - b. Descriptions of course uniqueness
 - c. Examples of leadership with faculty for curriculum development
 - d. Consultation from outside UHCOP facilities on curriculum, classes, replication of courses, etc.
- 4. Evidence of Student Learning
 - a. Student achievements directly related to teaching
 - b. Letters from community members who have benefited from student projects
 - c. Student publications resulting from faculty mentorship
- 5. Outside Teaching
 - a. Special teaching activities outside of UHCOP, such as special lectureships, panel presentations, seminars, etc.
 - b. Membership on accreditation teams and special commissions
 - c. Joint collaborations with other academic units (or the like).
- 6. Publications Related to Teaching
 - a. Textbooks
 - b. Articles
- 7. Grants Related to Teaching
 - a. Including doctorate students, graduate students, residents, fellows, etc.
- 8. External offices/committees associated with teaching
- 9. Education of other healthcare students/residents

- a. UH academic certificate participation
 - b. Evaluations from these sources
 - c. Accomplishments of former residents
 - d. Independent studies with students
10. Resident/student awards and/or presentations associated with teaching
11. Personal awards associated with teaching

H. Evidence of research, scholarship, and/or other creative productivity

- 1. Publications (including works in press) – Document with representative work
 - a. Books
 - b. Monographs
 - c. Articles (mark refereed articles with an asterisk)
 - d. Refereed proceedings
 - e. Book chapters
 - f. Other papers
 - g. Abstracts
 - h. Reviews
 - i. Newsletters
 - j. Patents
 - k. Technical reports
- 2. Funded Grants and Contracts
- 3. Invited presentations and other scholarly works
- 4. Editorial work
- 5. Scholarly activity related to practice

I. Evidence of service

- 1. Description of practice site or your administrative duties
 - a. Any assessment of services by patrons
 - i. Satisfaction surveys
 - ii. Patient evaluations
 - iii. Thank you letters
 - b. Assessment of practice site or administrative duties by system administrators and managers
 - i. Letters of support
 - ii. Formal evaluations
 - iii. Reports
 - iv. Protocols
 - v. Income generated
 - vi. Creation of co-funded staff or residency positions
 - c. Letters of evaluation from other healthcare professionals, such as physicians, nurses, etc., who work collaboratively in patient care activities with the candidate
 - d. Faculty peer evaluations
 - e. Certifications and additional degrees
 - i. Board certification
 - ii. Completion of traineeships
 - iii. Completion of development programs
 - iv. Additional academic work (MBA, MPH, etc.)
 - f. Fellow designee in professional organizations

- g. Scholarly activity related to practice
 - i. Presentations, posters, abstracts
 - h. Grant or financial support for practice
 - i. Experiential teaching
 - j. Residency rotations
2. Departmental, College, and University
 - a. Committees chaired
 - i. Letters from committee members evaluating the role played as chair
 - b. Committees served
 - i. Letter from committee chair illustrating role played on committee
 - c. Ad hoc advisories
 - d. Thesis committees
 - e. Dissertation committees
 - f. Administrative roles
 - g. Other contributions to the University
 3. Mentoring
 - a. Department
 - b. Student
 4. Professional Memberships, National /International Committees, etc.
 - a. Organizations
 - b. Committees served
 - c. Committees chaired
 5. Representation of schools in local, state, national and international settings
 6. CE presentations
 - a. Copies of announcements
 - b. Evaluations
 - c. Invitation letters
 7. Residency Service (UHCOP and others)
 - a. Committees
 - b. Directorships
 - c. Active Student interviews
 8. Public Service
 - a. Radio, TV, and public service announcements regarding pharmacy related activities
 9. Service Awards
 - a. College
 - b. University
 - c. Site
 - d. Community
 10. Other Contributions
 - a. Evidence of other significant contributions that advance the profession/discipline

Appendix 5 - Table of teaching evaluations (example)

The table of teaching evaluations should be set up as below. The graph should include all classes taught at the assistant or associate level. Candidates for full professor may include only those classes taught since the last promotion.

Data regarding teaching evaluations will be supplied by the Office of Assessment in the College of Pharmacy to ensure accurate and consistent reporting.

Semester/Year	Course Title	Candidate's average (1-5)	Departmental average (1-5)
Fall 200X	Pharmacy Practice I	4.0	4.2
Spring 200X	Pharmacy Practice II	4.2	4.1
Summer200X	Pharmacy Practice V	3.8	3.7
Fall 200X	Experiential	4.4	N/A

REVIEW AND RESPONSIBILITY:

Responsible Party: COP Promotion and Tenure Committee

Review: Required every five years by the University's Provost Office

APPROVAL



4.11.2025

College of Pharmacy P&T Committee Chair

Date

FACULTY VOTE

4.11.2025

Faculty approval

Date



4.11.2025

Dean/Executive Associate Dean approval

Date



4.11.2025

Associate Provost for Faculty Development and Faculty Affairs approval

Date

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	04/23/2008	<p style="text-align: center;">Initial version</p> <p>Task force members included Drs. Simpson – Chair, Birtcher, Coyle, Garey, Hammond, Hayes, Hussain</p>
2	03/29/2016	<ol style="list-style-type: none"> 1. Introductory statement – the following statement added to ensure consistency with university requirement – "It is the obligation of the chair of the department to make all new non tenure track faculty aware in writing of not only the university-level criteria and standards for promotion stated in the Faculty Handbook and Promotion Guidelines of the University of Houston but also any college or departmental level policies or procedures that may impact their promotion. These guidelines for professional evaluation of non-tenure track members of the University of Houston's College of Pharmacy are prepared as a general document without reference to particular individuals or configurations of accomplishment. They do not prescribe a uniform roster of accomplishments that must be achieved by all candidates for promotion. Rather, they suggest ways of evaluating accomplishments in research, teaching, and service by allowing flexibility in assigning relative weights to these three activities". 2. Types of appointments – updated to include instructional appointments. 3. Promotion – Instructional/Clinical track – Teaching and student learning (teaching) – added "this will include, but is not limited to, a high knowledge within the scholarship area demonstrated by teaching of students in the subject area". 4. Promotion – Instructional/Clinical Track – Research, Scholarship and other creative productivity (scholarship). Added "by publication and research". Removed "This will include, but is not limited to, a high knowledge within the scholarship area demonstrated by teaching of students in the subject area, commitment to service within the scholarship area, and publications and research within the scholarship area". 5. Promotion – Instructional/Clinical Track – Service – updated to change wording from pharmacy practice activities to service activities. 6. Promotion timeline updated. 7. Appendix 4 – Candidate's Portfolio. The following statement added to better describe the current process – "The candidate should submit a pdf of the dossier by e-mail to the Department Chair which includes the items listed below. If the pdf dossier is too large to submit by e-mail, then it should be submitted to the department chair on a flash drive". 8. Review and responsibility - Review updated to "Required every five years by the University's Provost Office".

3	4/27/2018	Edits made to policy to match the newly adopted UH PE-NTT Policy. Approved by faculty vote at faculty meeting 4/27/2018.
4	10/23/2020	<ol style="list-style-type: none"> 1. Criteria for Promotion Instructional/Clinical Professor addition of "in this category" after rank. In the Research Professor section, addition of "in this category" after rank. 2. Denial of Promotion—addition of the following verbiage in the instance of denial of a promotion— "please refer to the most recent University of Houston General Guidelines for NTT"
5	12/13/2024	<ol style="list-style-type: none"> 1. Document as a whole—changed verbiage describing the breakdown of activities to teaching, research/scholarship and service document wide. 2. Document as a whole—changed faculty descriptions to be more holistic by describing all of the NTT faculty types (instructional, clinical and research) together when possible. 3. Document as a whole—updated websites throughout. 4. Introductory statement—updated definitions of proficiency and excellence. 5. Standards for initial appointment of PE NTT faculty—Clarified responsibilities including referencing the university policy. 6. Standards for initial appointment of PE NTT faculty—Combined descriptions for instructional, clinical and research assistant, associate and professor together. 7. Standards for initial appointment—deleted the following statement, "If the faculty member's salary and expenses are completely (100%) paid by a grant, then the PI of the grant is responsible for the time allocation and that the time commitments complies with any conditions mandated by the source of the funding for the position. 8. Standards for initial appointment—deleted the following statement, "In cases of any disagreements in time allocation in each domain, the faculty member has the right to file a grievance as outlined in the College of Pharmacy's and the University's Grievance Policies." 9. Promotion—Deleted dot points describing abilities in major criterion areas. 10. Criteria for promotion—Added the following statement, "As is the case for annual evaluations, faculty candidates up for promotion will be evaluated based on the average weight assigned in teaching, research/scholarship, and service in their yearly consultations with the chair." 11. Criteria for promotion—combined instructional, clinical and research criteria for promotion into on description. 12. Criteria for promotion—deleted the following

		<p>statement, “The faculty candidate’s titular prefix of Instructional, Clinical, or Research does not necessarily affect the weight assigned in each area.”</p> <ol style="list-style-type: none"> 13. Denial of Promotion—Added information in the case of a tie vote. 14. Appendix 2—Added, “It is strongly encouraged that the reviewers be chosen from institutions ranked comparably or higher to the UH College of Pharmacy.” 15. Appendix 2—Added, “and for promotion from associate to full professor, the P&T committee will select 8 reviewers, 4 from each list.” 16. Appendix 2—clarified that reviewers must be scholars who are at arm’s length 17. Appendix 3--Department Chair’s Responsibility—added the following statement, “Additionally, the letter from the department chair must include the average percent of time the candidate was assigned in the years since appointment as assistant professor for candidates seeking promotion to associate professor, or in the years since promotion to associate professor for candidates seeking promotion to professor.’ 18. Appendix 4—Added, “In the case of a tie vote by the College P&T committee, the letter must justify both opposing views and state that “the college P&T committee makes no recommendation regarding the candidate’s application.”
		<ol style="list-style-type: none"> 1. Standards for Initial Appointment of PE NTT Faculty—Added statement, “All PE NTT faculty will have responsibilities in at least two of the three major areas of teaching, scholarship and service.” This statement is in the faculty handbook. 2. Denial of Promotion—Added the statement, “NTT faculty whose contracts are not being renewed must be notified at least three months prior to the contract’s end.” 3. Appendix 2—External Reviewers—Added, “A candidate can request that up to two specific reviewers be excluded from consideration when submitting their list of potential reviewers.” Appendix 5—Added, “Data regarding teaching evaluations will be supplied by the Office of Assessment in the College of Pharmacy to ensure accurate and consistent reporting.