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## Departmental Faculty Governance Committee Structure and Voting Policy for Dell Medical School

**Policy Effective Date:** 6/11/2025

**Policy Expiration Date:** 6/11/2028

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### Departmental Executive Committee Governance Procedures

Per Handbook of Operating procedures (HOP) [2-1310](#), the faculty of an academic department that hires and evaluates faculty must review their faculty governance at least once every three years.

This document details the organization, operating procedures, and policies related to faculty governance of Dell Medical School academic departments. All details below are intended to be consistent with University, Dell Medical School, and Regents' Rules policies and procedures which take precedence.

Policies detailed below apply to all Dell Med departments with addendums included to address areas of diversion in practice for each individual departmental Executive Committee functions. This policy and related addendums will be reviewed for revision and/or renewal in the future in accordance with [HOP 2-1310](#). Additional relevant information can be found at the Dell Medical School Faculty Academic Affairs [website](#).

#### **I. Governance Committee Composition**

- A. **Executive Committee Membership.** In accordance with UT Austin [HOP 2-1310](#), departmental executive committees may include tenured, tenure-track, and professional-track faculty.
  - 1. Committees must include a minimum of five members (see Section III.B below for detailed voting eligibility requirements).
- B. **Ad Hoc Committee Member Participation.** In cases where there are fewer than five eligible voting faculty members on the committee for a particular matter or decision, all existing committee members will participate in reviewing considerations and the department chair may appoint additional ad hoc reviewers to participate and vote in alignment with voting eligibility guidance included in Section III.B below.
  - 1. Ad hoc members may be appointed by the department chair and may include faculty members appointed outside the department, professional-track faculty, 0% faculty, and jointly appointed faculty in the department; voting members must be eligible to vote in accordance with HOP [2-1310](#) and section III.B. below.
    - a. Faculty actively appointed to Dell Medical School's Appointment, Promotion, and Tenure Committee by the Associate Dean for Faculty Academic Affairs are eligible to vote in departmental promotion review but are ineligible to vote on promotion cases from their department when they are considered for a vote by the school-level Appointment, Promotion, and Tenure Committee.
  - 2. "There are no ex-officio members of the Executive Committee."
- C. **Committee Membership Selection.** Members are appointed by the department chair in accordance with the above provisions. Faculty on modified service may not serve on a Faculty Governance Committee ([HOP 2-2420](#)).
  - 1. Committee members are appointed for one fiscal year, and appointments are subject to renewal with the approval of the department chair. The process for membership renewal will mirror the process for initial selection in that the department chair will invite faculty

members to renew their committee service annually.

2. Terms of appointment may be staggered to support succession planning within the department. Terms are subject to review at any time by the Department Chair or Dean of the Medical School or the dean's designate.

## **II. Executive Committee Chair**

- A. By default, the department chair serves as the Executive Committee Chair ([HOP 2-1310](#)).
  1. If the department chair is the Executive Committee Chairperson, they are not eligible to vote on items that require the department chairs' independent recommendation, such as faculty review, faculty hiring, or promotion and tenure (See Dell Med Guidelines for Promotion).
- B. The department chair may appoint another faculty member to serve as the Executive Committee Chairperson.
  1. An appointed executive committee chairperson may serve for a term of no less than two academic years of service.
  2. Faculty eligible to serve as Executive Committee Chair include paid, regularly appointed Dell Med faculty on the professional or tenured/tenure-track.
- C. If the Executive Committee Chair is to be elected rather than appointed, departments will provide details of the chair eligibility criteria, term, and voting eligibility in their departmental addendum to this policy.

## **III. Voting Policy for Generating Recommendations**

- A. Eligible members of the Executive Committee are responsible for voting on recommendations for faculty promotions and incoming appointments for ranks of professional-track professor as well as all tenure-track and tenured hires (regardless of rank).
  1. Each member of the Executive Committee is entitled to one vote if the member is eligible to vote on the recommendation under consideration.
  2. Not all faculty members on an Executive Committee will have a vote on all faculty matters under consideration by the Committee. However, all members of an Executive Committee are permitted to engage in the Committee's discussions even when they are not eligible to vote on the matter at hand.
  3. A voting outcome by the committee qualifies as 'support' for a recommended action if at least 50% of committee votes are in favor of the recommendation.
- B. **Voting policies and practices for faculty employment and review.** At Dell Medical School, responsibilities for generating recommendations for faculty employment and review may be managed centrally by Dell Medical School, in alignment with [HOP 2-1310](#), voting policies. Practices that govern the generation of recommendations are enumerated below.
  1. **Hiring for tenured/tenure-track and senior-level faculty appointments.** Executive Committees will provide a departmental review resulting in a vote regarding incoming tenured and tenure-track faculty appointments - including full professors with tenure, associate professors with tenure, tenure-track associate professors, and tenure-track professors. Executive Committee members and ad hoc committee participants with tenured and tenure-track (including regular or jointly appointed faculty and regardless of their appointment percentage) at or above the rank in question and holding the appropriate tenure status will be eligible to vote on these appointments.
    - a. Consistent with Dell Medical School's [Regular Faculty Appointment Submission and Approval Process](#), faculty appointments to tenured and tenure-track

associate professor and professor positions are subject to review and resulting in a vote for appointment by Dell Medical School's Appointment, Promotion, and Tenure Committee. Provost pre-reviews are required for these appointments.

**2. Tenured / tenure-track faculty compensation.**

- a. New hire salaries. New hire salaries are determined by the department chairs in alignment with budgets and monitored by Dell Med HR for equity and in alignment with AAMC salary data for rank/specialty.
- b. Merit increases. Merit increases are determined by departments based on their budget and faculty member's annual evaluation. The annual merit review process is managed by Dell Med HR.
- c. Ad hoc salary increases for faculty. Requests for increased faculty compensation out of the typical budgeting cycle are considered and determined by departmental leadership and Dell Med HR with additional approvals as needed.

**3. Tenured / tenure-track faculty review (e.g., annual, promotion and tenure, mid-probationary, and comprehensive periodic reviews)**

- a. **Tenured and tenure-track faculty candidate promotion.** Tenured and tenure-track faculty candidate promotion review and voting eligibility is detailed in the [Tenured/Tenure-Track Faculty Promotion Policy](#). Consistent with this policy, eligible voters of the departmental Executive Committee will vote to determine a recommendation for promotion for each candidate under review. The committee's resulting recommendation for promotion will be provided to the department chair for inclusion in the Chair's Statement for each candidate's promotion dossier and the Promotion Review and Voting Sheet. The president of the University of Texas at Austin makes the final recommendation on promotion and tenure for tenure-track candidates, whereby tenure recommendations are subject to approval by the UT System Board of Regents.
- b. **Tenured/tenure-track faculty annual faculty review.** Faculty annual review is carried out by the department chair or department chair designee in cooperation with the faculty member. Department chairs are responsible for attesting each year that evaluations have been executed in accordance with University policies and Regents' Rules.
- c. **Tenured/tenure-track faculty mid-probationary and comprehensive periodic review.**
  - i. The mid-probationary review of tenure-track faculty is overseen by the Office of Faculty Academic Affairs in collaboration with the department chair and a member of the APT Committee.
  - ii. The comprehensive periodic review of tenured faculty is carried out by the Office of Faculty Academic Affairs in collaboration with a peer review committee, department chair, and dean aligning with UT Comprehensive Periodic Review Guidelines and HOP [2-2150](#).

**4. Recommending the list of candidates for promotion review** (i.e., professional-track faculty and tenured associate professor promotions who are not invoking their right for consideration). The Executive Committee may compile a list of candidates for promotion review.

**5. with HOP [2-2430](#), standing members of the Executive Committee vote to nominate a faculty member for emeritus status. Approval by the majority of the committee will**

then require endorsement from the department chair and dean. The request must then be submitted for approval by the provost or their designee and final approval by the president or their designee.

6. **Continuation of and future changes (every three academic years) to the voting policy.** Future changes to the voting policy may be approved by majority vote of the Executive Committee. All Executive Committee members are eligible to vote on future policy changes.
- C. **Conflicts.** If the spouse, partner, or relative of an Executive Committee member is being considered for promotion or review by the committee, that committee member may not participate in the discussion or vote.
- D. **Final Authorization on Recommended Actions.** Final decisions related to responsibilities for which the Executive Committee provides recommendations are made by either the dean of Dell Medical School, provost, president, executive vice chancellor, chancellor, (or any of their designees) or Board of Regents depending on the action being taken.

#### **IV. Departmental Executive Committee Meetings**

- A. All meetings must allow for synchronous, remote engagement and voting by faculty who have been approved to work remotely. Remote voting for appointment, promotion, and tenure cases should occur synchronously and is available only for faculty who have participated in discussion. It is required that eligible voting members attend the promotion review meetings either in person or via Zoom or similar video conferencing platform.
- B. It is encouraged for non-eligible voting members to attend promotion review meetings, as their contributions to the assessment of each dossier is helpful and their participation ensures that the Executive Committee's expertise with promotion review continues to be cultivated.

#### **V. Faculty Governance Committee and Voting Policy Creation, Renewal, or Modification**

- A. **Policy Review Period.** During the third academic year of operation for a Faculty Governance Committee and not later than each third year thereafter, each department must submit for approval by the department chair, dean, and provost a proposal to modify or continue their Faculty Governance Committee structure and the associated Voting Policy.
- B. **Review and Revision of the policy every three academic years.** Standing members of the department's Executive Committee are eligible to vote on recommendations for faculty governance committee voting policies and subsequent revisions to the policy. Recommendations that receive a majority vote will then be submitted to the department chair and dean for recommendation. Consistent with voting policies above, modifications to the policy may be implemented if the majority of Executive Committee voting-eligible faculty recommend the proposal, and if the proposal is subsequently recommended by the department chair and dean and approved by the provost. Modifications of these governance policies, consistent with [UT HOP 2-1310](#), may be made:
  1. After circulation to the Executive Committee at least one week in advance;
  2. By majority vote of the Executive Committee as defined in the existing Governance document; and
  3. Every three years with review and recommendation by the dean and approval by the provost.

#### **Related Policies:**

Regents' Rules and Regulations, [Rule 31102](#)

Regents' Rules and Regulations, [Rule 30501](#)

Regents' Rules and Regulations, [Rule 31102](#)

[UT HOP 2-1310 Faculty Governance Committees](#)

[UT HOP 2-2440 Modified Service and Phased Retirement for Faculty](#)

[UT HOP 2-2430 Emeritus Titles](#)

[UT HOP 2-2151 Annual Evaluation of Faculty](#)

[UT HOP 2-2160 Promotion and Tenure Review](#)

[Dell Med Tenured and Tenure-Track Faculty Promotion Policy](#)

[Dell Med Guidelines for Promotion for Tenured and Tenure-Track Faculty](#)

[Dell Med Professional-Track Faculty Promotion Policy](#)

[Dell Med Guidelines for Promotion for Professional-Track Faculty](#)

[Dell Medical School Mid-Probationary Review Policy](#)

[Regular Faculty Appointment Submission and Approval Process](#)

#### **Other Related Guidance**

[University Promotion and Tenure Guidelines](#)

[University Comprehensive Periodic Review of Tenured Faculty Guidelines](#)

[Provost's Office Guidance on Hiring Senior-Level Faculty](#)

[Provost's Office Prior Approval Request \(PAR\) Process](#)

[University Faculty Governance Committee Structure and Voting Policy Guidelines](#)

#### **Policy Revision**

6/11/2025	Inaugural policy developed with departmental input and authorized by the Provost's Office. No departmental addendums to the policy at this time.
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