GUIDELINES FOR APPOINTMENT, REAPPOINTMENT, AND PROMOTION FOR NON-TENURE TRACK (NTT) 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 University of Houston College of Pharmacy. The NTT faculty include promotion-eligible (PE NTT) and none promotion-eligible (NPE NTT) faculty. Recommendations contained in this document should 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 chair of the department 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 research, teaching, and service by allowing flexibility in assigning relative weights to these three activities.

Candidates are strongly advised to consult with the departmental chair and/or the chair of the College Promotion 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. To achieve and maintain high quality, a comprehensive faculty evaluation system is essential. Promotion requires that faculty members have made high quality contributions to knowledge as a result of their teaching, scholarship and service. This document discusses a performance evaluation system for promotion that will encourage the professional growth of individual faculty members and assure retention of those faculty members who demonstrate a high level of quality in their work. In accordance with the UH NTT policy, a PE NTT faculty member successfully achieving promotion will result in continuous employment as outlined in UH NTT policy. (http://www.uh.edu/provost/faculty/current/non-tenure-track/)

For purposes of this document and the processes it governs, proficiency is defined as: well advanced, possessing a thorough competence derived from training and practice. Excellence, a higher order of achievement, is defined as: extraordinary proficiency characterized by superior competence derived from training, practice, and an extraordinary knowledge base.

TYPES OF PROMOTION ELIGIBLE APPOINTMENTS (PE NTT):
1. Instructional/Clinical Assistant Professor
2. Instructional/Clinical Associate Professor
3. Instructional/Clinical Professor
4. Research Assistant Professor
5. Research Associate Professor
6. Research Professor

Standards for Initial Appointment:

<u>Instructional/Clinical Faculty</u>
The responsibilities of NTT faculty in Instructional/Clinical track positions include teaching and student learning; research, scholarship, and/or other creative productivity; and service responsibilities.

Instructional/Clinical Assistant Professor
- Appointment to the rank of Instructional/Clinical Assistant Professor should be based upon potential for further accomplishments in teaching, service and scholarship.
- 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 and student learning; research, scholarship, and/or other creative productivity; and service, which shall eventually qualify him/her for the rank of Instructional/Clinical Associate Professor.

Instructional/Clinical Associate Professor
- Appointment to the rank of Instructional/Clinical Associate Professor is based upon documented performance, as well as the potential for further development in teaching, service and scholarship.
- 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 individual should have demonstrated evidence of teaching and student learning; research, scholarship, and/or other creative productivity; and service.
- The candidate should be recognized for his/her accomplishments at the state or national level.

Instructional/Clinical Professor
- Appointment to the rank of Instructional/Clinical Professor is the highest academic rank and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the field of specialization, and by associates and students as a competent teacher and independent scholar.
- 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 individual should have demonstrated high skill levels in teaching and student learning; research, scholarship, and/or other creative productivity; and service. It is expected that he/she shall have demonstrated excellence in one of the major criterion areas, and that he/she shall demonstrate proficiency in the other areas.
- The candidate shall be recognized for his/her accomplishments at the national or international level.

<u>Research Faculty</u>
All full time, NTT faculty members whose major responsibilities involve research shall hold the title of Research Assistant Professor, Research Associate Professor or Research Professor depending on the qualifications of the individual. Although such individuals may have some negotiated responsibilities in the area of teaching and/or service, this title series is reserved for those individuals who are appointed essentially as full time researchers.

Research Assistant Professor
- Appointment to the rank of Research Assistant Professor should be based upon potential for further development in research.
- The candidate should have one or more years of training and/or experience post terminal degree (PhD, DVM, MD, Pharm.D. or equivalent degree) with appropriate research experience. 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 aptitudes for the successful performance of the professional responsibilities assigned to him/her and the potential for significant growth in research, scholarship, and/or other creative productivity which shall eventually qualify him/her for the rank of Research Associate Professor.

Research Associate Professor
- Appointment to the rank of Research Associate Professor is based upon documented performance, as well as the potential for further development in research.
- The candidate should have five or more years of experience post terminal degree (PhD, DVM, MD, Pharm.D. or equivalent degree) with appropriate research experience. 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 individual should have demonstrated evidence of research, scholarship, and/or other creative productivity.
- The candidate should be recognized for his/her accomplishments at the state, or national level.

Research Professor
- Appointment to the rank of Research Professor is the highest academic rank and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the field of specialization, and by associates and students as a competent researcher.
- The candidate should have ten or more years of experience post terminal degree (PhD, DVM, MD, Pharm.D. or equivalent degree) with appropriate research experience. 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 individual should have demonstrated high skill levels in research, scholarship, and/or other creative productivity. It is expected that he/she shall have demonstrated excellence in research.
- 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

Instructional/Clinical Track

Non-tenure track faculty seeking promotion in Instructional/Clinical track positions have teaching and student learning; research, scholarship, and/or other creative productivity; and service responsibilities.

Documentation of these responsibilities will be in accordance with the University's
UH NTT policy. (http://www.uh.edu/provost/faculty/current/non-tenure-track/)

It is expected that those Faculty seeking promotion, will have demonstrated abilities in these major criterion areas:

- <u>Teaching and student learning (teaching)</u> which includes didactic and/or experiential teaching within the classroom, laboratory, and/or institutional setting. This will include, but is not limited to, a high knowledge within the scholarship area demonstrated by teaching of students in the subject area.

- <u>Research, scholarship and other creative productivity (scholarship),</u> which is a potential area of excellence. A faculty member applying for promotion should have demonstrated excellence within a defined scholarship area by publication and research.

- <u>Service</u>, which are areas of relevance to Departmental faculty. Promotion for NTT faculty is not awarded based on service alone but will be required for promotion. Service activities could include committees, patient care activities and/or service management. Faculty, whose primary role is administrative within the College, must demonstrate excellence in administrative service.

Criteria for Promotion

Instructional/Clinical Associate Professor
- Promotion to the rank of Instructional/Clinical 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 of teaching and student learning; research, scholarship, and/or other creative productivity; and service.
- The candidate should be recognized for his/her accomplishments at the state, or national level.

Instructional/Clinical Professor
- Promotion to the rank of Instructional/Clinical Professor is the highest academic rank in this category and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the field of specialization, and by associates and students as a competent teacher and independent scholar.
- The candidate should have four or more years of experience as an Instructional/Clinical 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, and he/she shall have demonstrated proficiency in all areas.
- The candidate shall be recognized for his/her accomplishments at the national or international level.

Research Track

NTT faculty seeking promotion in research track positions must demonstrate excellence in research, scholarship, and other creative productivity as evidenced by extramural support for research and publications. Since these faculties generally work with a tenured faculty member, they may have limited teaching and service responsibilities. Promotion within the research ranks is contingent on documentation of number/quality of peer reviewed publications, PI or co-PI grants and invited presentations or lectures.

Criteria for Promotion

Research Associate Professor
- Promotion to the rank of Research Associate Professor is based upon documented performance, as well as the potential for future contributions to the mission of the College and the University. The candidate should have five or more years of experience as a Research Assistant 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 should be growing professionally and have demonstrated evidence of research, scholarship, and/or other creative productivity and in any other assigned areas such as teaching/student learning and service.
- The candidate should be recognized for his/her accomplishments at the state, or national level.

Research Professor
- Promotion to the rank of Research Professor is the highest academic rank in this category and, as such, implies that the individual is recognized by peers in his/her profession as an accomplished individual in the field of specialization, and by associates and students as a competent research mentor and independent scholar.
- The candidate should have four or more years of experience as a Research 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 should have demonstrated excellence in research, scholarship, and/or other creative productivity. The candidate should have demonstrated proficiency in other assigned areas such as teaching/student learning and service, as applicable, if any. 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 please refer to the most recent University of Houston General Guidelines for NTT. 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 annual contract.

TYPES OF NONPROMOTION 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 Interim Non-Tenure (NTT) Faculty Policy at http://www.uh.edu/provost/faculty/current/non-tenure-track/documents/ntt-policy.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 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 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 Deans 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 should be academicians at other colleges/universities of pharmacy 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. The list should 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. The P & T committee will select 6 reviewers, 3 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.

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 not former collaborators, mentors, or friends

of the candidate. The file must contain one sample copy of the request letters to reviewers, 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 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 and 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 positions.

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 his/her own evaluation of the candidate. The letter from the department chair should address the strength and weaknesses of the candidate. Letters containing negative recommendations should explain reasons and specify areas of weaknesses that justify the negative recommendation. Justification for each recommendation should be clearly and fully stated. Moreover, justifications should address the merits of each individual case and should not be mere summaries or restatements of earlier assessments

Appendix 4- Candidate's Portfolio

The candidate is responsible to assembling his/her 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.

B. **Internal Administrative Letters** -   The candidate's electronic folder should include any department or college committee evaluation reports, letters from chair to dean and dean to Provost, and any appeals letters. University policy mandates that no extraneous letters or materials be included.

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.

Letters from the department chair and dean should address the strengths and weaknesses of the candidate. Letters containing negative recommendations should 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 should address the merits of each individual case and should not be mere summaries or restatements of earlier assessments. The dean's letter of recommendation is especially important.

C. **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 Share-point 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. Letters should also specify a date for return of the evaluation. Candidates will not be shown or have access to review letters as part of the promotion process.

D. **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 his/her career from an integrated, successful profile or the candidate may identify achievements in the areas of teaching, service, or research/scholarship/creative endeavor separately.

E. **Curriculum Vitae** – The candidate should include a traditional vita with the following categories and corresponding corroboration of the information as applicable: a) Teaching and student learning b) Research, scholarship and other creative productivity c) Service

F. **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, resident, fellow, 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

G. 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

H. 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 health-care 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 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 school at local, state, national and international settings

6. CE presentations
    a.   Copies of announcements
    b.   Evaluations
    c.   Invitation letters

7. Residency Service (UHCOP and other)
    a.   Committees
    b.   Directorships
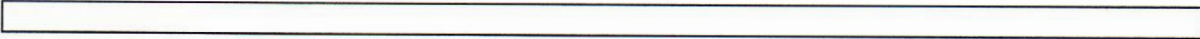
      c.   Active Student interviews

8. Public Service
      a.   Radio, TV, 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.

Semester/Year	Course Title	Candidates 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
Summer 200X	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

_____   08/17/2020
College of Pharmacy P&T Committee Chair   Date

FACULTY VOTE   10/23/2020
Faculty approval   Date

_____   11/04/2020
Dean/Executive Associate Dean approval   Date

Approved 11-10-20

Associate Provost
Faculty Develpment and Faculty Affairs

REVISION LOG

Revision Number	Approved Date	Description of Changes
1	04/23/2008	Initial version Task force members included Drs. Simpson – Chair, Birtcher, Coyle, Garey, Hammond, Hayes, Hussain
2	03/29/2016	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 | 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" |