



# TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER™

School of Medicine

## *Operating Policy and Procedure*

**SOM OP:** 20.50, **New Clinical Faculty Positions**

**PURPOSE:** The purpose of this School of Medicine (SOM) Policy and Procedure is to ensure new clinical faculty positions are financially supported by one or more of the hospital partners through a contractual relationship.

**REVIEW:** This SOM Policy and Procedure shall be reviewed within each even-numbered fiscal year by the Executive Associate Dean for Administration and the Associate Dean for Faculty Affairs and Development. Revisions will be forwarded to the Office of the Dean for approval and publication.

### **POLICY/PROCEDURE:**

- 1. General.** To assure new clinical faculty positions do not become a financial burden covered by the SOM, all new positions for clinical faculty must have a contractual guarantee of on-going, fixed financial support from one or more of the hospital partners.
- 2. Approval.** Before any formal paperwork for a new faculty position may be processed, the department chair or regional dean will negotiate and obtain written confirmation from one or more of the hospital partners that it will provide on-going, fixed financial support for the new faculty position. (In most circumstances, this policy and procedure will also apply to the creation of mid-level providers such as CRNAs, Nurse Practitioners, etc.) The department chair or regional dean will obtain approval from the dean following negotiations and a written commitment from the hospital partner before moving forward to create the new position through Human Resources and the Budget Office.
- 3. Process.** Ideally, a formal contract with the hospital partner(s) will be completed before the clinical department files the necessary paperwork to create the faculty position. However, a written guarantee from an authorized hospital partner representative will be sufficient to initiate the process. Before any offer of employment may be made to a clinical faculty applicant, a contract must be signed and in force between the SOM and the hospital partner(s).

The amount of on-going, fixed financial support from the hospital partner(s) will vary depending on the specialty, sub-specialty, and/or clinical service needs. Therefore, no specified amount of financial support is established in this policy. The amount will be negotiated and determined on a case-by-case basis with final approval by the dean.

- 4. Exceptions.** The dean may make exceptions to this policy, for example a clinical faculty position is necessary to meet an educational requirement for medical students and/or resident training. Exception requests from department chairs or regional deans will be submitted in writing.
- 5. Replacing existing, vacant faculty positions.** An existing, vacant faculty position may be filled if approved, following SOM Operating Policy and Procedures 20.01.A, 20.01.B, and 20.01.C found at <https://www.ttuhscc.edu/medicine/faculty-forms.aspx>.