

12.02.99.R0.01 Convert Non-Tenure Track Appointment to Tenure-Track Appointment



Approved January, 2000
Revised July 27, 2015
Next Scheduled Review: July 27, 2020

Procedure Statement

Non-tenure track appointments are of vital benefit and offer significant advantages to academic programs within the University. In rare but important circumstances, academic programs benefit from the conversion of non-tenure track appointments to tenure-track appointments.

Reason for Procedure

This procedure is designed to facilitate the conversion from non-tenure track to tenure-track in a fair and open manner.

Procedures and Responsibilities

1 DOCUMENTATION IS REQUIRED TO SHOW:

- 1.1 That the current appointment resulted from an external search. If this condition is not met, an external search shall be conducted.
- 1.2 That the conversion of a non-tenure track position to tenure-track is justified in terms of program needs and productivity, as measured through semester credit hour generation, growth in sponsored research expenditures, and/or other applicable metrics.
- 1.3 That faculty member's annual teaching, research, scholarship or creative activity, and service evaluations have clearly met criteria for probationary renewal if the faculty were to be on tenure-track.
- 1.4 That the majority of tenure-track and tenured faculty in the department support the conversion. All opinions including any dissenting opinions should be forwarded to the Academic Dean/Director of School.

2 PROVIDE THE FOLLOWING ADDITIONAL DOCUMENTATION:

- 2.1 Updated vita.

2.2 Copies of annual evaluations.

2.3 Letter from the Department Head recommending conversion.

2.4 Any other materials that the faculty member wishes to include to support the conversion application.

3 TIMELINE

3.1 Recommendation from the Academic Dean/Director of School, with documentation, is forwarded to the Provost and Vice President for Academic Affairs no later than February 1st. If the date falls on a day which the University is closed, the date will be moved to the following business day which the University is open.

3.2 If approved, the conversion becomes effective at the beginning of the following academic year.

Related Statutes, Policies, or Requirements

System Regulation [*12.02 Institutional Procedures for Implementing Tenure*](#)

Contact Office

Office of the Provost and Vice President for Academic Affairs
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