

SUBJECT: Track Transfers from Nontenure-Eligible Career-Track to Tenure-Track or Continuing-Track Positions

College of Agriculture and Life Sciences (CALs)

DATE: March 20, 2019

I. Policy

Tenure-eligible, continuing-eligible, and nontenure-eligible career-track faculty members are defined in [ABOR 6-201](#).

In recognition of an employee's talents, contributions, and performance, a hiring unit within CALS may appoint a current employee to a different position within the hiring unit's area of responsibility without conducting a competitive search. The guidelines below follow the *Guidelines for Track Transfers across Tenure, Continuing-Status, and Nontenure-eligible Career-Track Positions*, available [here](#) on the website of the Vice Provost for Faculty Affairs.

This policy does not govern changes in tenure/continuing track status in the event of an administrative appointment or changes to the calculation of the probationary period for tenure/continuing status (clock extensions). [UHAP 3.3.01](#) and [UHAP 4A.3.01](#)

II. Transfer from Non-Tenure Track to Tenure Track or Continuing Track

Changing the appointment status of a full-time faculty member who is not on tenure/continuing track to tenure/continuing track is an administrative action, not governed by procedures for promotion within the tenure track and continuing track, and does not require a new search, provided a proper search was conducted initially. However, this change does require the approval of the tenured, tenure-track, and continuing/continuing track faculty of the affected unit unless a competitive search is conducted and the non-tenure track faculty member is the candidate of choice for a tenure- or continuing track position.

Such a change in status may occur under **exceptional and rare circumstances**, such as the following:

1. After having served as a full-time faculty member for not less than three academic years, a faculty member may be considered for a change in appointment if they have continuously exceeded expectations for that position (as evidenced by superior performance in yearly departmental reviews; and/or excellent teacher course evaluations), and have received college-level honors for performance in teaching and/or student mentoring and/or research (e.g., appointment as a Cardon Teaching Fellow); or
2. After having served as a full-time faculty member for not less than three academic years, a faculty member may be considered for reappointment at the appropriate tenure- or continuing-track rank if the unit criteria for appointment at that rank have been met, and there has been a clear change in the role and work of the faculty member within the unit (e.g., teaching a number of units above those originally specified in the faculty member's

position description, and/or student advising above the level expected for that position in that unit); or

3. The official offer letter sent pursuant to a proper search may specify that a tenure- or continuing-track appointment is dependent upon satisfaction of contingencies (e.g., documented completion of a terminal degree; otherwise, the initial appointment will be as term faculty (e.g., instructor, lecturer).

III. Procedures

1. A written request by the individual seeking transfer is submitted to their unit head. The written request must include identification of the specific level requested in the transfer (Assistant, Associate, or Full) and acknowledgement of acceptance of tenure- or continuing-eligible requirements related to that level as described in the [CALs Criteria for Faculty Promotion](#).
2. The unit head initiates the transfer procedure by gathering necessary documentation as listed below and facilitating a faculty vote within that unit.
3. Necessary documentation will be made available for review by faculty within that unit, using guidelines established for promotion dossiers on the [Website for Faculty Affairs](#):
 - A. Section 1. Summary Data Sheet;
 - B. Section 2. Workload Assignment;
 - C. Section 3. Promotion Criteria for CALs and for the candidate's home unit;
 - D. Section 4. *Curriculum vitae* and List of Collaborators;
 - E. Section 5. Candidate Statement, which includes clear evidence this is in the best interest of the faculty member and the institution;
 - F. Section 6. Teaching Portfolio;
 - G. Section 7. Evaluation of Teaching and Advising
4. Faculty should vote, providing a recommendation for or against the change of status.
5. The unit head will provide a written recommendation to the dean, including date, outcome, and copies of the ballots of the unit faculty vote. Also contained in the written recommendation should be a certification that a proper search was conducted at the time of initial appointment.
6. The dean will submit a written request to the provost along with the documentation listed above. The written request to the provost will include the unit head's recommendation.
 - a. Concurrent with the request to the provost, a letter from the dean will be written to the term faculty member acknowledging the request and describing the conditions of the transfer, including the length of probationary period, if appropriate.
7. The provost may approve, disapprove, or defer a decision on the change of appointment status.
 - a. If the faculty member's request is approved, then the provost, in consultation with the faculty member, determines how much credit toward tenure/continuing status is offered, if applicable. Once the tenure review date is determined, the timing cannot change with the exception of the opportunity to add an additional year following a family leave or other exceptional circumstances.
 - b. If the request is not approved, then the faculty member cannot reapply for at least three years.

- c. When the time comes for tenure/continuing status review, the faculty member will follow the tenure/continuing status process outlined in the College of Agriculture and Life Sciences unit guidelines, found [here](#).
8. The change in appointment takes effect on the date specified in the provost's approval letter. The tenure/continuing status start date will also be specified in the provost's approval letter.

Assurance of adherence to all policies, from submission of initial request and documentation from unit head, to faculty voting, to transfer of request to provost, will be the responsibility of the Assistant Dean for Faculty Advancement, College of Agriculture and Life Sciences.

IV. Notification of Change

The Division of Human Resources must be notified regarding any changes in tenure or appointment status, following the required approvals outlined above.

V. Related Policies

[ABOR 6-201 Conditions of Faculty Service](#)

[UHAP 3.1 Duties and Appointments of Faculty](#)

[UHAP 4A.1 Duties and Appointments of Continuing Status and Continuing-Eligible Academic Professional Employees](#)

[UHAP 3.3 Promotion and Tenure](#)

[UHAP 4A.3 Promotion and Continuing Status](#)

[HR-201E Equal Employment Policy](#)