

## **Virginia Commonwealth University Guidelines for Faculty Track Transfers**

### ***Transfer from Collateral (Non-Tenure) Track to Probationary (Tenure-Eligible) Track***

Transfers from the collateral (non-tenure) track to the probationary (tenure-eligible) track will be considered only in exceptional cases where there has been a clear change in the role and work of the faculty member within the degree-granting school or college. To be considered for a transfer from a collateral (non-tenure) appointment status to probationary (tenure-eligible) status, a collateral (non-tenure) faculty member must have been hired through a national search. The department chair (school director for the schools within the College of Humanities and Sciences) initiates the process for transfer. In schools without chairs, the dean initiates the process.

The recommendation that an individual initially appointed to the collateral (non-tenure) track be transferred to the probationary (tenure-eligible) track should include the following:

- a) at least three years of service in the collateral (non-tenure) track with annual evaluations that have been above average;
- b) written request by the individual seeking transfer that includes acknowledgement of acceptance of probationary (tenure-eligible) requirements as described in the Faculty Promotion and Tenure Policy and Procedures;
- c) clear and compelling evidence of a change in the individual's duties, activities, or career goals and expectations from those specified in the original appointment; the new expectations are characterized by a significant commitment to original research and teaching that is consistent with the Faculty Promotion and Tenure Policies and Procedures.
- d) clear evidence this is in the best interest of the faculty member and the institution;
- e) evidence of department or school review by a committee that includes tenured faculty members (this can be an executive committee within the department or an

ad hoc committee appointed for the purpose of advising the department chair on the proposed track transfer);

- f) letter of support from the department chair or school director to include the above required documentation;
- g) letter of support from the dean describing how the transfer is in the best interest of the institution;
- h) letter from the dean to the faculty member acknowledging the request and describing the conditions of the transfer to include length of probationary period if the request is granted:
  - Assistant Professor – 6 years maximum probationary period;
  - Associate Professor – 3 years maximum probationary period;
  - Professor – 2 years maximum probationary period
- i) faculty member's current curriculum vitae.

All recommended changes in track from collateral (non-tenure) to probationary (tenure-eligible), require EEO certification that the guidelines were followed.

For Monroe Park Campus faculty the dean submits the documentation for review and approval to the Provost and Vice President for Academic Affairs. For MCV Campus faculty, the dean submits the documentation for review and approval to the Vice President for Health Sciences.

All changes in tracks are subject to formal approval by the Board of Visitors.

### ***Transfer from Probationary (Tenure-Eligible) Track to Collateral (Non-Tenure) Track***

Transfers from the probationary (tenure-eligible) track to the collateral (non-tenure) track will be considered in exceptional cases. The department chair (school director for the schools within the College of Humanities and Sciences) initiates the process for transfer. In schools without chairs, the dean initiates the process.

The recommendation that an individual appointed to the probationary (tenure-eligible) track be transferred to the collateral (non-tenure) track should include the following:

- j) written request by the individual seeking transfer;
- k) clear evidence this is in the best interest of the faculty member and the institution;
- l) letter of support from the department chair or school director to include the above required documentation;
- m) letter of support from the dean describing how the transfer is in the best interest of the institution;
- n) letter from the dean to the faculty member acknowledging the request and describing the conditions of the transfer.

For Monroe Park Campus faculty the dean submits the documentation for review and approval to the Provost and Vice President for Academic Affairs. For MCV Campus faculty, the dean submits the documentation for review and approval to the Vice President for Health Sciences.

All changes in tracks are subject to formal approval by the Board of Visitors.

Virginia Commonwealth University  
Change of Faculty Appointment Status  
Collateral (Non-Tenure) Track to Probationary (Tenure-Eligible) Track

Candidate: \_\_\_\_\_

School and Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Approval Documentation (see Guidelines for Faculty Track Transfers):

- Faculty member's written request for change of status and acknowledgement of acceptance of probationary (tenure-eligible) requirements as described in the Faculty Promotion and Tenure Policy and Procedures (item b)
- Copies of the faculty member's last three annual evaluations (item a)
- Chair's or Director's letter of support (see guidelines for required documentation – items c-f)
- Dean's letter of support (see guidelines for required documentation – item g)
- Letter from Dean to faculty member specifying conditions to include length of probationary period (see guidelines for required documentation – item h)
- Curriculum vitae

Effective date: \_\_\_\_\_

One-year terminal appointment date  
(end of probationary period): \_\_\_\_\_

Process in Guidelines for Faculty Track Transfers was followed:

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
EEO \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_  
Vice President \_\_\_\_\_ Date \_\_\_\_\_

copy: Dean

Virginia Commonwealth University  
Change of Faculty Appointment Status  
Probationary (Tenure-Eligible) Track to Collateral (Non-Tenure) Track

Candidate: \_\_\_\_\_

School and Department: \_\_\_\_\_

Current Rank: \_\_\_\_\_

Approval Documentation (see Guidelines for Faculty Track Transfers):

- Faculty member's written request for change of status (item j);
- Chair's or Director's letter of support (item k-l);
- Dean's letter of support (see guidelines for required documentation – item m-n).

Effective date: \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Vice President \_\_\_\_\_ Date \_\_\_\_\_

copy: Dean