Faculty Track Transfer

Policy Type: Administrative
Responsible Office: Office of the Provost and Vice President for Academic Affairs
Initial Policy Approved: 02/01/2005
Current Revision Approved: 10/21/16

Policy Statement and Purpose

The purpose of this policy is to provide a procedure outside of VCU’s faculty recruitment process whereby term (non-tenure) faculty may seek approval to transfer from a non-tenure track position to a probationary, tenure-track position and whereby tenure-eligible faculty may seek approval to transfer from a tenure-track position to a term (non-tenure) position.

Noncompliance with this policy may result in disciplinary action up to and including termination. VCU supports an environment free from retaliation. Retaliation against any employee who brings forth a good faith concern, asks a clarifying question, or participates in an investigation is prohibited.

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Who Should Know This Policy?

All tenure-eligible faculty, term (non-tenure-eligible) faculty, and all university administrators responsible for faculty personnel should know this policy and familiarize themselves with its contents and provisions.
Definitions

Term (non-tenure) Faculty - A full-time appointment to the faculty for a specified mix of duties which does not lead to tenure. Term (non-tenure) appointments are always at the rank of professor, associate professor, assistant professor, or instructor. Term (non-tenure) faculty members hold the same rights and responsibilities specified in the Faculty Handbook as tenured or tenure-eligible faculty except they are not afforded tenure or tenure eligibility.

Tenure-Eligible Faculty - Faculty hired with a probationary period who have suitable preparation and experience. Tenure-eligible faculty are appointed in positions identified by the department and/or school as appropriate for tenured faculty.

Contacts

The Office of the Senior Vice Provost for Faculty Affairs officially interprets this policy. The Office of the Senior Vice Provost for Faculty Affairs is responsible for obtaining approval for any revisions as required by the policy Creating and Maintaining Policies and Procedures through the appropriate governance structures. Please direct policy questions to the Office of the Senior Vice Provost for Faculty Affairs.

Policy Specifics and Procedures

Transfer from Term Track to Probationary Tenure-Eligible Track:

Transfers from the term 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 term appointment status to probationary tenure-eligible status, a term faculty member must have been hired through a national search. In most instances, the department chair (or school director for the schools within the College of Humanities and Sciences) initiates the process for transfer. In schools without department chairs, the dean initiates the process.

The recommendation that an individual initially appointed to the term track be transferred to the probationary tenure-eligible track requires the following documentation and information:

A. at least three years of service in the term 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 policy;
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 policy;
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:
Professor - 2 years maximum probationary period;
Associate Professor - 3 years maximum probationary period;
Assistant Professor – 6 years maximum probationary period;

I. faculty member’s current curriculum vitae; and

J. to ensure this policy was followed, all recommended changes in track from term to probationary tenure-eligible require an initial review by the Office of Faculty Recruitment and Retention or the Office of the Vice President for Health Sciences, as applicable.

For Monroe Park Campus faculty, the dean submits the documentation (A-I) for review and approval to the provost and senior vice provost for faculty affairs. For Medical Campus faculty, the dean submits the documentation (A-I) for review and approval to the vice president for health sciences.

Transfer from Probationary Tenure-Eligible Track to Term Track:

Transfers from the probationary tenure-eligible track to the term 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 term track requires the following documentation and information:

K. written request by the individual seeking transfer;
L. clear evidence this is in the best interest of the faculty member and the institution;
M. letter of support from the department chair or school director to include the above required documentation;
N. letter of support from the dean describing how the transfer is in the best interest of the institution; and
O. 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 (K-O) for review and approval to the senior vice provost for faculty affairs. For Medical Campus faculty, the dean submits the documentation (K-O) for review and approval to the vice president for health sciences.

Forms  
1. Request for Change of Faculty Appointment Status - Term (Non-Tenure) Track to Probationary (Tenure-Eligible) Track  
2. Request for Change of Faculty Appointment Status - Probationary (Tenure-Eligible) Track to Term (Non-Tenure) Track  

Related Documents  
1. Faculty Handbook  
2. Faculty Promotion and Tenure Policy and Procedures  

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10/21/2016
3. **Faculty Search Process Guidelines**

**Revision History**

This policy supersedes the following archived policies:

- **February 01, 2005**  
  *Virginia Commonwealth University Guidelines for Faculty Track Transfers*

- **May 21, 2010**  
  *Virginia Commonwealth University Guidelines for Faculty Track Transfers*

- **September 28, 2013**  
  *Faculty Track Transfer Policy*

**FAQ**

There are no FAQ associated with this policy and procedures.