

## **POLICIES AND PROCEDURES FOR TRANSFER BETWEEN TRACKS FOR COLLEGE OF MEDICINE FACULTY**

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A faculty member in a tenure-eligible position in the College of Medicine may transfer between tracks in one of two fashions:

- A. Transfer from the tenure track to a non-tenure track with no guarantee of re-entry into the tenure track. Request for this transfer will be initiated by the Department Head, with a written recommendation by the standing promotion and tenure committee of the department. The Dean will make a recommendation to the Provost.

This form of transfer will allow the faculty member, once transferred to the non-tenure track, to reapply for a tenure-track position if one is available, along with other candidates, only after the position has been advertised and all Affirmative Action guidelines have been met. The faculty member will be competing with all other candidates for the tenure-track position.

- B. Transfer from the tenure track to a non-tenure track, with guarantee that transfer back into the tenure track will be possible within two years of the initial transfer from the tenure track into the non-tenure track. Under this type of transfer, the following criteria and procedures will be followed:

1. Criteria
  - a. The transfer cannot take place in the terminal year.
  - b. In the event a faculty member attempts to go up for promotion and/or tenure consideration prior to the mandatory review year, the negative result of such an early review will not prejudice subsequent faculty action nor preclude subsequent transfer to the non-tenure track.
  - c. There can be only one transfer from the tenure track to a non-tenure track and return.
  - d. The rank held in the non-tenure track will always be the same as in the tenure track.
  - e. The vacated tenure track position must not be filled by the department during the two-year interval of transfer. If the faculty member is not to return to the tenure track by two years elapsed time from the date of transfer, then the position will be filled by the usual procedures.

## 2. Procedure

- a. The faculty member requests the transfer, in writing, to the Department Head.
- b. The departmental standing committee on promotion and tenure reviews the request and offers a written recommendation to the Department Head.
- c. The Department Head makes a recommendation to the Dean, in writing, accompanied by the faculty member's request and the written recommendation of the departmental committee on promotion and tenure.
- d. The Dean makes a recommendation to the Provost, accompanied by all of the above documentation.
- e. The Provost acts on the recommendation. The Dean, Department Head, and faculty member are all notified, in writing.

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