School of Medicine Track Change Guidelines

When one has first been appointed to a tenure track position, there may be an opportunity to move to a non-tenure track position. When one has first been appointed to a non-tenure track position, there may be an opportunity to apply for a tenure track position. The guidelines associated with these possible opportunities are addressed below. A track change can be made only once during employment at the University.

1. The following steps describe how one might move from a non-tenure track position to a tenure track position:

   - The department determines that a new tenure-track faculty position is needed. The position must be a part of the School of Medicine and department strategic plan, and follow the established approvals.
   - Upon approval, a new tenure track position is opened and recruitment must occur for at least thirty days after the position is approved by the Provost.
   - If a current School of Medicine non-tenure track faculty member applies for and is ultimately selected for the open tenure track position, the faculty member must relinquish his/her current non-tenure track position. If the faculty member fails to meet tenure expectations, the faculty member will be given a terminal year appointment as outlined in the Collected Rules and Regulations (310.020).

   Once one is appointed to a tenure track position from a non-tenure track position, if tenure is not achieved, one cannot return to a non-tenure track position while employed at the University.

2. The following steps describe how one might move from a tenure track position to a non-tenure track position:

   - The faculty member writes a letter to the department Chair stating the desire to change tracks and must note how his/her job duties and expectations have changed.
   - In the letter, the faculty member must clearly state that he/she realizes he/she is giving up years toward tenure and is aware he/she cannot return to the tenure track at a later date.
   - The faculty member’s current CV must accompany the faculty member’s letter to request a change of track.
   - If the Chair supports the track change, he/she writes a letter to the SOM Dean supporting the decision. The faculty member’s letter and CV needs to accompany the Chair’s letter to the Dean.
   - The Chair’s letter should be addressed to the Dean; however, please forward the request packet to the Sr. Associate Dean for Faculty Affairs.
   - The Dean will review the information and provide a letter of recommendation and justification.

   All of the information is then forwarded to the Provost for review and decision.

   Once one moves from a tenure track position to a non-tenure track position, one cannot return to a tenure track position while employed at the University.

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