

NUMBER: ACAF 1.18  
SECTION: Academic Affairs

SUBJECT: Change of Status to and from Tenure-Track Faculty (formerly Promotion from Instructor to Assistant Professor)

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Policy for: Columbia and Regional Campuses  
Procedure for: Columbia and Regional Campuses  
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## I. Policy

- A. Changing the appointment status of a full-time faculty member to a faculty position not on tenure track (e.g., lecturer, instructor, research faculty, clinical faculty, or visiting faculty) is an administrative decision and does not require a new search. The administrative unit should consult with the Office of International Support for Faculty & Staff on possible immigration restrictions or implications for international faculty.
- B. Changing the appointment status of a full-time faculty member who is not on tenure track (e.g., lecturer, instructor, research faculty, clinical faculty, or visiting faculty) to tenure track is also an administrative action, not governed by procedures for promotion within the tenure track, and does not require a new search, provided a proper search was conducted initially. As in the case above, the administrative unit should consult with the Office of International Support for Faculty & Staff on possible immigration restrictions or implications for international faculty. Such a change in status may occur under two circumstances:
1. After having served as a full-time faculty member for not less than two academic years, a faculty member may be considered for reappointment at the appropriate tenure-track rank if the unit criteria for appointment at that rank have been met, and if the faculty member was hired as a result of a proper search; or
  2. the official offer letter sent pursuant to a proper search may specify that a tenure-track appointment is contingent upon satisfaction of contingencies; e.g., documented completion of a terminal degree; otherwise, the initial appointment will be as a faculty member not on tenure track (e.g., instructor, research professor, lecturer, etc.).

## II. Procedures

A. Transfer from Tenure Track to Non-Tenure Track

1. For units not in Health Sciences, the dean will submit a written request to the Provost along with the candidate's curriculum vita. For Health Sciences units, the dean will submit a written request through the Vice President for Research & Health Sciences to the Provost, including the candidate's curriculum vita.

2. The Provost may approve, disapprove, or defer a decision on the change of appointment status.

3. The change in appointment takes effect the first day of the Spring or Fall semester immediately following written approval of the Provost.

B. Transfer to Tenure Track Following Two Years' Service

1. Unit faculty vote, providing a recommendation for or against the change of status.

2. The dean and department chair (in departmentalized units) provide written recommendations to the Provost. For Health Sciences units, written recommendations are provided first to the Vice President for Research & Health Sciences, who then forwards them with a recommendation to the Provost.

3. The dean certifies that a proper search was conducted at the time of the initial appointment.

4. The Provost may approve, disapprove, or defer a decision on the change of status.

5. The change in appointment takes effect the first day of the Spring or Fall semester immediately following written approval of the Provost.

C. Transfer to Tenure Track for Satisfying Contingency

1. The change in appointment follows when the contingency has been met, provided the faculty member's performance has been satisfactory.

2. The change in appointment takes effect the first day of the Spring or Fall semester following the date the contingency was satisfied.

III. Reason for Revision

The scope of the policy is expanded from instructors and lecturers to include visiting assistant professors, research professors and other full-time faculty not on tenure track. The policy is made more flexible by allowing transfers from tenure track to positions not on tenure track. The routing scheme is adjusted to include the Vice President for Research & Health Sciences for Health Sciences units. U.S. Labor Department and Immigration regulations restrict use of this policy for international faculty.