NUMBER: ACAF 1.18

SECTION: Academic Affairs

SUBJECT: Change of Status to and from Tenure-Track Faculty

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Policy for: Columbia and Regional Campuses
Procedure for: Columbia and Regional Campuses
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Issued by: Provost's Office

I. Policy

Tenure-track and non-tenure-track faculty members are defined in University Policies ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions and ACAF 1.16 Non-Tenure-Track Faculty.

This policy governs the change in faculty appointment status to and from the tenure track. This policy does not govern changes in tenure track status in the event of an administrative appointment or changes to the calculation of the probationary period for tenure (tenure clock extensions). See also University Policies ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty and ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period.

A. Transfer from Tenure Track to Non-Tenure Track

Changing the appointment status of a full-time faculty member to a faculty position not on tenure track is an administrative decision and does not require a new search. However, this change does require the approval of the tenured and tenure-track faculty of the affected unit if a tenure-track faculty member withdraws from the tenure track during the penultimate year without applying for tenure to move to non-tenure track. See also USC Columbia *Faculty Manual*, Section 2.

Additionally, tenured faculty members at any rank who change their employment status from full-time to part-time relinquish their tenure. See also University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions.

When appropriate, the administrative unit should consult with the Office of International Support for Faculty & Staff on possible immigration restrictions or implications for international faculty changing to non-tenure track.

B. Transfer from Non-Tenure Track to Tenure Track

Changing the appointment status of a full-time faculty member who is not on tenure track 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. However, this change does require the approval of the tenured and tenure-track faculty of the affected unit unless a competitive search is conducted and the non-tenure track faculty member is the candidate of choice for a tenure track position. See also USC Columbia Faculty Manual, Section 2.

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. The dean will submit a written request to the provost along with 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 on the date specified in the written approval from the Provost.

B. Transfer to Tenure Track Following Two Years' Service

1. The unit faculty should 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, including date, outcome, and ballots of the unit faculty vote.

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 on the date specified in the Provost's approval letter. The tenure start date will also be specified in the Provost's approval letter.

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. The change in the appointment must be approved by the Provost's office.

2. The change in appointment takes effect on either January 1 or August 16 whichever date is first following the date the contingency was satisfied.

D. Notification of Change

The Division of Human Resources must be notified regarding any changes in tenure or appointment status, following the required approvals outlined above.

III. Related Policies

USC Columbia *Faculty Manual*
Regional Campuses *Faculty Manual*
University Policy ACAF 1.00 Recruitment and Appointment of Tenured, Tenure-Track and Non-Tenure-Track Faculty
University Policy ACAF 1.06 Academic Titles for Faculty and Unclassified Academic Staff Positions
University Policy ACAF 1.16 Non Tenure-Track Faculty
University Policy ACAF 1.31 Extension of Faculty Tenure-Track Probationary Period
University Policy EOP 1.00 Equal Opportunity Policy
University Policy EOP 1.04 Non-Discrimination Policy
University Policy HR 1.90 Job Reference and Background Checks

IV. Reason for Revision

Revised to reflect the current University organization, and to change the possible effective date following approval of transfer from tenure track to non-tenure track.