

Requesting a Change off of the Tenure Track

- 1) At the end of the sixth year of the tenure probationary period, each tenure track faculty member's progress towards tenure must be evaluated formally by his or her primary department, in consultation with a Center Director (when appropriate). One of three courses of action will ordinarily be proposed after this review:
 - a) The Chair may indicate that the faculty member will remain on the tenure track and that the department and candidate acknowledge the mutual expectation that the candidate will be proposed for promotion to tenure within the nine-year tenure probationary period;
 - b) The Chair and faculty member may request transfer from the tenure track to another faculty track; or
 - c) In rare cases where a decision cannot be made at the end of the sixth year, the Chair may request in writing a one-year postponement of the decision. Any such written request must contain a detailed explanation of the reasoning for the requested postponement. Choice of this option will not alter the probationary period.
- 2) Regardless of the timing, any proposal for track change (option 1b, above) must be supported by evidence of the evolution of the faculty member's career focus and delineation of the amended portfolio of his/her professional effort in the future.
- 3) These new track transfer guidelines will apply to current tenure track faculty members who are in the first three years of their tenure probationary period and to all newly appointed tenure track faculty into VUSM. All reappointments to term appointments on the tenure track will be proposed as indicated under the *Faculty Manual* (Part II, Chapter 2, Section E):

"Tenure-track faculty members should be recommended for reappointment only if their performance provides a reasonable basis on which to project continued progress that could ultimately enable them to qualify for tenure. The evidence needed becomes more weighty with continued time in rank. Some degree of evidence is needed at each renewal period."
- 4) The Executive Committee of the Executive Faculty should continue to review chairs' proposals for change off of the tenure track.

(Approved by the Executive Faculty of the School of Medicine: June 15, 2011)