

**MEMORANDUM**

**TO:** Faculty Senate

**FROM:** The Faculty Affairs Committee 

**RE:** Addition to Section I.B.1.a of the *Faculty Manual*

**DATE:** January 20, 2022

The Faculty Affairs Committee was asked to add language to the *Faculty Manual* clarifying the process for changing from one sub-track or another within the career track, for between tracks. The Faculty Affairs Committee recommends to the Faculty Senate the following addition to Section I.B.1.a of the *Faculty Manual* to be inserted on page 11 immediately before (1) *Faculty Categories*:

Moving faculty between the short-term track and the career track, or between different sub-tracks, can be advantageous for the faculty member and the university. To consider moving a faculty member between the short-term track and the career track, or from one sub-track to another, approval must first be obtained from the chair and dean, as well as the academic director and VCAA, as appropriate.

If a faculty member is currently on a continuous contract, the faculty member can agree to start a position in the new track/sub-track at any time; however, if there is no agreement with the faculty member, the notification periods from Section III.E.1 must be observed. If a faculty member is currently on a contract with a terminal date, the faculty member can agree to start a position in the new track/sub-track at any time; however, the faculty member may also choose to finish the current contract before moving to the new track/sub-track.

If a change in track/sub-track is approved, the offer letter for the new track/sub-track should specify how much of the time served in the previous track/sub-track will be counted as time in rank toward promotion in the new track/sub-track.

Moving faculty between the career track and the tenure track is more complicated because of budgetary differences in how these two tracks are funded. Because of these differences in funding, prior approval from both the dean and provost are required. The details of the procedure for switching from the career track to the tenure track are available from the Office of the Provost upon request. Before a faculty member can be awarded tenure, the normal procedure for deciding if tenure is warranted must be followed.