Conversion from Non-Tenure Track Appointment to Tenure-Track Appointment

**A&M Commerce Procedure:** 12.02.99.R0.01
**Approved:** January 2000
**Revised:** July 27, 2015
**Next Scheduled Review:** July 27, 2020

**Responsible University Office:**
Office of the Provost and Vice President for Academic Affairs

**Responsible University Administrator:**
Provost and Vice President for Academic Affairs

Non-tenure track appointments are of benefit and offer significant advantages to academic programs within the university. However, in rare but important circumstances, academic programs benefit from the conversion of non-tenure track appointments to tenure-track appointments.

To facilitate conversion of a faculty member’s appointment from non-tenure track to tenure track in a fair and open manner, the following process must be completed (see Procedure 12.02.99.R0.01):

Documentation is required to show that: (a) the current appointment resulted from an external search. If this condition is not met, an external search shall be conducted; (b) the conversion of a non-tenure track position to tenure-track is justified in terms of program needs and productivity; (c) the faculty member’s annual teaching, research, scholarship or creative activity, and service evaluations have clearly met criteria for probationary renewal if the faculty were to be on tenure-track; and (d) the majority of tenure-track and tenured faculty in the department support the conversion. All opinions, including any dissent, should be forwarded to the academic dean/director of school.

Additional required documentation includes: (a) the faculty member’s updated curriculum vitae, (b) copies of annual evaluations, (c) a letter from the department head recommending conversion, and (d) any other materials the faculty member wishes to include to support the conversion application.

No later than February 1, the academic dean/director of school forwards his or her recommendation, with documentation, to the provost and vice president for academic affairs. If February 1 falls on a day the university is closed, the recommendation must be received no later than the next business day the university is open. If approved, the conversion becomes effective at the beginning of the following academic year.