

Policy on Conversion from a Career-Track Position to a Tenure-Eligible Position

I. Purpose

The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges/schools and departments/programs to follow when converting a current faculty member from a career-track position to a tenure-eligible position and appointment to the academic rank of assistant, associate, or full professor. The intent of the policy is to provide guidance for these actions that are consistent with the [policy on Academic Rank and Criteria for Ranks](#). A conversion request must not be used to justify recommendation for salary adjustment.

II. Criteria

If a faculty member who is in career track position meets the criteria listed below, he/she may be considered for conversion to a tenure-eligible position.

- Typically, the faculty member must have been appointed to the current position after a national search. In exceptional cases, a faculty member with a three-year sustained record of effective performance in their current full-time position at ODU, including demonstrated excellence in teaching and promise for ongoing/future scholarly contributions to their field, may also be considered for conversion to a tenure-eligible position regardless of whether they were appointed to their current position after a national search.
- Must have been appointed as a full-time faculty member for at least one academic year in a career track position.
- Must have a terminal degree in the field or its clear equivalent from an accredited institution of higher education that supports the individual's role as a teaching and research faculty member.
- Must provide evidence of demonstrated effectiveness in teaching, clinical care (as appropriate to the discipline), and research performance, and positive evaluation of future potential necessary to meet the criteria for tenure and promotion at Old Dominion University, as evaluated by the department/program and college/school.
- A current faculty member in a career track position may request conversion to a tenure-eligible position that is at the same rank as their current rank. For example, a research associate professor can seek conversion to a tenure-eligible associate professor.

III. Application, Review, Recommendation, and Approval Procedures

Faculty members appointed in career track positions who meet the criteria for conversion to a tenure-eligible assistant, associate, or full professor position should discuss the matter with their department/school chair/director and dean. In the case of research faculty member with an appointment in a research center, this process should also be discussed with the center director and needs approval from the relevant chair and dean as well as the vice president for research and economic development for faculty members in research centers that do not reside in an academic college. Base funding for the converted position must be identified and committed before an application is considered.

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Prior approval from the appropriate EVP to proceed with the conversion process is required. As a first step, the dean will confirm in a memo to the appropriate EVP that the candidate meets all the qualifications for the requested position and provide the following information in their recommendation:

1. demonstrated need for a tenure-eligible faculty in the department/school,
2. justification for conversion instead of conducting a national search for the position,
3. impact of the conversion on teaching workload, clinical care, and/or research productivity in the department/program, and college/school,
4. availability of funds in the department/school/college to support the position,
5. a statement that all conversion eligible faculty in the department/school with pertinent background and expertise were given the opportunity to apply,
6. a statement that the applicant has been informed that if his/her application is successful, they must remain in rank for at least four years before being considered for tenure and/or promotion, and
7. an acknowledgment that approval of the conversion request does not mean that the department/school or college will receive an additional career track eligible position as a replacement for the converted position.

The guidance and procedure outlined below should be followed in the preparation and submission of the application for conversion.

1. The application for conversion to a tenure-eligible position and appointment as an assistant, associate, or full professor must include the following materials: a current CV, a personal statement, a teaching portfolio that includes courses taught and student course evaluation data, and copies of scholarly work completed within the past five years.
2. Faculty whose terminal degree is not awarded in their teaching discipline must present documentation, as part of their application, that demonstrates that the degree and program of study is the clear equivalent of a terminal degree in the field/discipline.
3. Faculty undergoing review for conversion do not need to submit annual evaluation materials during that academic year.
4. With one exception, the normal procedures, as outlined in the ODU Teaching and Research Faculty Handbook policy on Academic Rank and Criteria for Ranks, are followed for consideration of appointment to assistant, associate, or full professor, which are tenure-eligible academic ranks. The exception is the addition of external reviews of current research and research potential.
5. Three external reviewers identified by the department/school chair/director selected from a list of six (three provided by the department/school promotion and tenure committee and three provided by the candidate) shall be invited to provide recommendations on the applicant's record of current research/creative work and future potential. The candidate must identify any conflicts of interest with potential reviewers. These reviews shall be submitted by the reviewers to the department/school chair.
6. The review and approval process for the application to convert a faculty position from a non-tenure eligible to a tenure-eligible position shall be as follows. Approval is required at

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each level for the review process to continue.

- a. The department/school promotion and tenure committee reviews the application, including the external reviews, for conversion to tenure-eligible status and submits its recommendation to the department/school chair/director.
- b. The department/program, chair/director reviews the complete set of application materials and the department/school promotion and tenure committee recommendation and submits a recommendation along with the application materials to the college/school promotion and tenure committee.
- c. The college/school promotion and tenure committee reviews the application materials and prior recommendations and submits the application and its recommendation to the college dean.
- d. The college dean reviews the application materials and all prior recommendations and submits them with a recommendation to the appropriate executive vice president.
- e. The executive vice president reviews the application materials and all previous recommendations and makes a final decision on the conversion to tenure-eligible status, informing the candidate, department/school chair/director, college/school dean, and the president.
- f. If approved, the conversion shall be effective at the beginning of the next academic year.
- g. Faculty members whose conversion was denied will remain in their current position.

- Approved by the provost and executive vice president for academic affairs and executive vice president for health sciences.

Approved by the President, dent Revised May 17, 2004
Revised July 9, 2018
Revised May 26, 2020
Revised January 12, 2022

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