

Policy on Conversion from Teaching Track Position to Clinical Track Position

I. Purpose

The purpose of this policy is to establish a uniform procedure, including criteria, for the colleges/schools and departments/schools to follow when addressing the issue of the conversion of current faculty from a teaching track position to a clinical track position. 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. Conversion to a clinical position must not be used to support a recommendation for promotion, workload, or salary adjustments.

II. Criteria

If a faculty member appointed to a teaching position meets the criteria listed below, he/she may be considered for conversion to a clinical track position.

1. 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 clinical faculty member.
2. Must provide evidence of demonstrated success as a full-time faculty member in teaching and clinical practice for at least one academic year, and positive evaluation of future potential necessary to meet the criteria for promotion at Old Dominion University, as evaluated by the department/program and college/school.

III. Application, Review, Recommendation, and Approval Procedures

Faculty appointed in a teaching position who meet the criteria for conversion to a clinical track position should discuss the matter with their department/school chair and dean.

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

1. demonstrated need for a clinical faculty in the department/school,
2. justification for conversion,
3. a statement that the applicant has been informed that if his/her application is successful he/she must remain in rank for at least four years before being considered for another promotion, and
4. an acknowledgment that approval of the conversion request does not mean that the department/school or college/school will receive an additional lecturer 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 clinical faculty position must include the following materials: a current CV, a personal statement, a teaching portfolio that includes courses

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The title should eventually be renamed "Policy on Conversion from Teaching Career Track to Clinical Career Track Position"

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taught and student course evaluation data, and documented expertise in clinical instruction or professional practice as recognized by peers.

2. Faculty whose terminal degree is not awarded in their teaching discipline or on the [SACSCOC](#) approved list for the 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. The review and approval process for the application to convert a faculty position from a [teaching](#) position to a [clinical](#) position shall be as follows. Approval is required at each level for the review process to continue.
 - a. The department/[school](#) promotion and tenure committee reviews the application for conversion to clinical rank and submits its recommendation to the department/[school](#), chair/[director](#).
 - b. The department/[school](#) 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/[school](#) dean. The representative from the candidate's department/[school](#) participates in deliberations in the candidate's case but will not cast a vote.
 - d. The college/[school](#) 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 request and informs 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 president
 July 9, 2018
 Revised March 4, 2019
 Revised May 26, 2020
 Revised January 12, 2022

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