AY21-4-F

Issue Form for Consideration by Faculty Senate

Date: 7/22/2021

Title of issue: Proposed revisions to conversion policy for non-tenure-eligible to tenure-eligible position (http://ww2.odu.edu/ao/facultyhandbook/index.php?page=ch02s12.html)

Description of issue: Lack of clarity about how to manage external review process; lack of clarity about need for annual review.

Rationale for submission: The *Handbook* policy (section III.4.) includes the following language:

Three external individuals identified by the department/school chair shall be invited to provide recommendations on the applicant’s record of current research/creative work and future potential. These reviews shall be submitted by the reviewers to the department/school chair.

It is unclear if the chair needs to share the names of potential external reviewers with the applicant for a position conversion. The current practice is that, as in P&T processes, the names of potential external reviewers are shared with the applicant. In addition, it is unclear if the applicant should declare conflicts of interest with the potential external reviewers. The current practice is that, as in P&T processes, the applicant is asked to declare any conflicts of interest with potential external reviewers.

Also, it is not clear from the language in the *Handbook* policy if the individual who has applied for a position conversion should undergo an annual review in the same review cycle in which they apply for a position conversion. Current practice, which is consistent with promotion policies in the Handbook, is that in the review cycle in which an applicant is being reviewed for a position conversion, s/he does not also undergo an annual review.

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Date: 7/22/2021

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