

Guidelines and Process for Requests to Convert a Non-Tenure Track Appointment to a Tenure Track Appointment

**Office of Academic Affairs
College of Saint Benedict/Saint John's University**

These guidelines are intended to outline the process for departments and programs to request conversion of non-tenure track appointments to a tenure track appointments. In unusual circumstances, conversion of a specific faculty member's non-tenure track appointment to a tenure track appointment may be possible, with the faculty member having their contract revised to a tenure-track contract. These guidelines are intended to outline the process for these types of requests.

[Note: Departments and programs that wish to convert a non-tenure track *line or position* (not a specific person) to a tenure-track line should submit a tenure-track position request as outlined in the document, "Guidelines and Process for Tenure-Track and Multi-Year Faculty Position Requests." If approved, a new national search would occur. Faculty members who have served as adjuncts or in fixed-term positions at CSB/SJU, as well as other applicants generated from a national search, may be considered for the position. Academic Affairs presumes this is the process to be used—rather than a conversion--in most cases when a department or program wishes to have a non-tenure track line become a tenure-track line.]

Departments and programs seeking a conversion of a specific faculty member's non-tenure track appointment to a tenure-track appointment should submit a written position request through Forms Manager, supplying the same documentation required in requests for a new tenure track position (see: "Guidelines and Process for Tenure-Track and Multi-Year Faculty Position Requests").

In addition, departments should demonstrate the following:

- The current appointment resulted from an external, national search, and the candidate was selected from a diverse applicant pool. If this condition is not met, Academic Affairs is unlikely to approve a conversion request. (Academic Affairs presumes that a new search for a tenure-track position will attract a larger, more diverse applicant pool.)
- The conversion of a non-tenure track position to a tenure-track position is justified in terms of department or program needs.
- The faculty member has demonstrated excellence in teaching at CSB/SJU. This should be documented with summaries of student course survey data, written class visit evaluations from colleagues, and a written summary review of the colleague's syllabi and assignments by a senior member of the department.
- The faculty member has demonstrated, or shows strong potential, for scholarship and service.

- While not necessary in all cases, the request is bolstered if the department demonstrates that conversion enhances diversity and equity goals as articulated by the mission and strategic plans of the colleges.
- The request is enhanced if it is demonstrated that current staffing in the department is disproportionately served by non-tenure track appointments. Academic Affairs is unlikely to approve a conversion request if it means that all colleagues in a department are tenured or tenure-track.
- Departments and programs should document the extent to which the tenure-track and tenured members of the department support the conversion. The department should hold a meeting to discuss the conversion request and report the results in the conversion request.

In addition, departments should submit the following documents with the request:

- The faculty member's updated curriculum vitae
- Copies of annual evaluations

Departments should submit requests for a conversion of a faculty member's non-tenure track appointment to a tenure-track appointment no later than March 15 for appointments that would begin the following academic year. Academic Affairs will communicate to the Academic Planning and Budget Committee (APBC) the expected range of tenure-track positions to be authorized, inclusive of new searches and conversions. APBC will review the proposals and provide written recommendations to the Dean of the Faculty and the Provost by the end of the spring semester. Academic Affairs will review the requests and the recommendations from APBC, and it will forward its own recommendations to the presidents for final approval. The Dean of the Faculty will provide a written justification to APBC if there is variance from the committee's recommendations. The Dean of the Faculty will also notify departments and programs of the outcome of their requests, and will communicate the results of the process to the entire faculty.

If the conversion request is approved, the Dean of the Faculty will negotiate a new contract with the faculty member, which may include the option of early third-year or tenure review. Conversion of a non-tenure track appointment to a tenure track appointment does not guarantee that a faculty member will earn tenure, and faculty members may not request that a contract be turned back into a term contract once the appointment has been converted to tenure-track.

If the conversion request is denied, the request will still be considered as a new tenure-track position request, and if approved, the faculty member holding the non-tenure track position will be invited to apply for the new tenure-track position.