

PROCESS FOR TRACK CHANGE INTO THE STANDING FACULTY

Proposals for all track changes* into the Standing Faculty (Tenure and CE track) require preliminary support from the Senior Vice Dean for Academic Affairs. Preliminary support from the Executive Vice Dean and Chief Scientific Officer is additionally needed for all non-CHOP, Tenure track candidates. This support must be received before a department can move forward with the standard new appointment requirements, including a national search. Track changes are not a university recognized faculty action. Changes in track require resignation from one track and appointment to a new track, and must be completed by the year prior to the final reappointment.*

If the candidate is currently an Associate or Full Professor, additional support must be granted by the Dean. Such proposals will be exceedingly rare.

If the new appointment is turned down by the University, subsequent requests will not be considered.

Preliminary review requires the following:

- Statement of Justification for proposed switch (see details below)
- Candidate's FEDS CV & Grant's pages
- Submission of CSO's web-based ["Terms of Recruitment" Request Form](#) for Tenure track candidates (excluding CHOP considerations).

Instructions and Process:

1. Department Chair sends email request (may be forwarded by Faculty Coordinator) to Jane Waltman, Director of Academic Review, in the Office of Academic Affairs (OAA) seeking preliminary support of the department's interest to propose the faculty member for a new appointment as a track switch candidate. Request must clearly identify candidate's current track and proposed new track (e.g. Research to Tenure track).

Request will include:

- Candidate's updated FEDS CV and Grants pages
 - Statement of Justification explaining why the track switch is being requested:
 - Proposals to the Tenure track should explain how the faculty member's career has pivoted to leading an independent research program that discovers new knowledge that will include funding by highly competitive peer reviewed awards.
 - Proposals to the CE track should explain how the faculty member will engage in continuous scholarly productivity (defined as original peer-reviewed publications, editorials, chapters, and reviews) reflecting a defined focus resulting in national/international impact of their body of work.
2. For Tenure track proposals, at the same time, department submits CSO Terms of Recruitment Request Form - online. (Full CSO process will be completed following national search if preliminary support is given.)

3. OAA reviews and confirms submitted materials and forwards all documentation to the Senior Vice Dean for Academic Affairs and office of the EVD/CSO as applicable with copy to Arberetta Bowles.
4. OAA (Jane Waltman or Arberetta Bowles) forwards decision to proposing Department.

If preliminary support is given, department proceeds with standard Appointment requirements:

- A position must be available and a National Search conducted
- Submission of complete CSO/RAC or CHOPPA RAC (for Tenure candidates)
- Completion of RTR
- dCOAP review and submission of Appointment Dossier to OAA

*As explained in the PSOM COAP Guidelines:

Though it should be rare, there are times when a track change may be appropriate for individuals who have substantially changed the direction of their careers and such change meets the strategic needs of the department and PSOM.

Track changes from the Research track (or by CE track basic scientists with no clinical duties) to the Tenure track must be completed by the end of the first appointment (generally by year 3, not including extensions) due to resulting changes to the probationary period (shortened from 10 years to 7).

Effective Date: 12/18/2023