

(Approved by VUSM Executive Faculty 1/10/24)

Requesting a Transfer off of the Investigator (Tenure) Track

For those appointed to the Investigator (tenure) track at the rank of Assistant Professor

- 1) Three years prior to the end of the tenure probationary period, each tenure track faculty member's progress towards tenure must be evaluated formally by his or her primary department (in consultation with a Center Director when appropriate). One of three courses of action will ordinarily be proposed after this review:
 - a) By reappointing the faculty member, the Chair indicates that the faculty member will remain on the Investigator (tenure) track and that the department and candidate acknowledge the mutual expectation that the candidate will be proposed for promotion to tenure within the assigned tenure probationary period;
 - b) The Chair and faculty member may request transfer from the Investigator (tenure) track to another faculty track; or
 - c) In rare cases where a decision cannot be made three years prior to the end of the tenure probationary period, the Chair may request in writing a one-year postponement of the decision. Any such written request must contain a detailed explanation of the reasoning for the requested postponement. Requests for postponement will be reviewed and approved or denied by the Dean or Dean's delegate. Choice of this option will not alter the length of the tenure probationary period.
- 2) Any proposal for transfer off the Investigator (tenure) track, be it three years prior to the end of the probationary period (option 1b, above) or earlier, must be supported by evidence of the evolution of the faculty member's career focus and delineation of the amended portfolio of his/her professional effort moving forward.
- 3) These track transfer guidelines will apply to all VUSM faculty appointed as or promoted to Assistant Professor on the Investigator (tenure) track. All reappointments to term appointments on the Investigator (tenure) track will be proposed as indicated under the *Faculty Manual* (Part II, Chapter 2, Section E):

“Tenure track faculty members should be recommended for reappointment only if their performance provides a reasonable basis on which to project continued progress that could ultimately enable them to qualify for tenure. The evidence needed becomes more weighty with continued time in rank. Some degree of evidence is needed at each renewal period.”

- 4) The Executive Committee of the Executive Faculty (ECEF) will review chairs' proposals for transfer off of the Investigator (tenure) track. If the request for track transfer is denied by the ECEF and this denial is accepted by the Dean, the faculty

member will remain on the Investigator (tenure) track until the chair nominates him or her for promotion and tenure or until the tenure probationary period expires, after which separation from the University normally occurs.

For those appointed to the Investigator (tenure) track at the rank of Associate Professor

Some faculty are recruited to VUSM at a career stage and level of accomplishment such that they meet the criteria for appointment as Associate Professor but do not yet meet the criteria for the awarding of tenure at Vanderbilt University. These faculty are typically granted two- or three-year tenure probationary periods, shortening the length of time over which their suitability for tenure can be evaluated. In these cases, faculty will only be appointed or renewed for one-year terms. Additionally, the policy described above will be amended in cases of shortened probationary periods such that a Chair's decision to transfer a faculty member off of the Investigator (tenure) track must be proposed by the end of the first one-year term. These proposals also will be reviewed by the ECEF. Again, if the request for track transfer is denied by the ECEF and that denial is accepted by the Dean, the faculty member will remain on the Investigator (tenure) track until the chair nominates him or her for tenure or until the probationary period expires, after which separation from the University normally occurs.