



Policy

REQUEST TO CHANGE FROM SPECIAL APPOINTMENT TO TENURE TRACK POSITION –FACULTY
EFFECTIVE DATE: JUNE 2017 REVIEWED: MAY 2025 DCB.617

Policy

In the event a faculty member requests consideration to change from non-tenure to tenure track status, the following criteria for eligibility must be met:

- a. The faculty member has been a full-time DCB faculty member for five consecutive contract years. A letter of request can be submitted during the sixth contract year.
- b. The faculty member is not a member of a low-enrollment program for the previous two years.

Procedure – The procedure to change to a tenure contract is as follows:

- a. A letter of request will be submitted to the Tenure Committee by September 15th of the sixth year. The letter of request shall include:
 - Evidence that the program of the faculty member is not a low-enrollment program, and,
 - Number of years of teaching experience.
- b. The Tenure Committee will notify the applicant in writing of their decision to recommend/not recommend the applicant to be moved to a tenure contract by October 1st. If the Tenure Committee recommends that the applicant be issued a tenure contract, a recommendation will be sent in writing to the Campus Dean by October 1st.
- c. The Campus Dean will decide whether to move the applicant to a tenure contract and will notify the applicant in writing by October 15th.
- d. Applicants submit tenure application portfolio by November 1 of the following academic year.
 - In the event that a faculty member changes to a tenure contract after six years of full-time employment, all steps can be completed in one academic year.