

STANDARD PRACTICE FOR TENURE-LINE FACULTY MEMBERS SEEKING TO CHANGE LINES OR TENURE HOME

Standard practice for changing a faculty member's tenure home

For the purposes of this document, a faculty member's "tenure home" is considered to be an academic college.

- Faculty member will request change by notification to their current tenure home or to the Office of the Vice Provost for Faculty Affairs (OVPFA)
- OVPFA will receive confirmation/agreement from current/outgoing dean
- OVPFA will receive confirmation/agreement from new/incoming dean
 - All of the above can be sent by email in one string or individually
- OVPFA sends an approval memo to all parties involved, assistants and our HR contact (having the date of transfer included is very helpful)

Standard practice for tenure-line faculty interested in moving to a non-tenure-line position

Occasionally, a faculty member on the tenure-line, either tenured or untenured, due to changing career goals or life circumstances, may decide to pursue other career paths at Penn State, including employment as a non-tenure-line faculty member. Such situations must be managed carefully, as unit executives must maximize faculty success while also managing needs and resources in their units. Academic units hire tenure-line faculty members with a probationary period of seven years; these units support these faculty members in their path to tenure and beyond.

1. Administrators are advised to not initiate conversations about transitioning to a non-tenure line role with faculty members in their probationary period. A tenure-line faculty member seeking to move to a non-tenure-line position must be the one to initiate any exploratory discussions or actions toward that end. While administrators may engage in such discussions, it is important to focus on the faculty member's career goals and explore whether such exploration was prompted by faculty members not having the necessary resources to be successful in the tenure process and if so, to develop a plan to support the faculty member moving forward. Administrators may wish to describe how a non-tenure-line position is different from a tenure-line position, including the impact on sabbatical eligibility, salary, voting rights, graduate faculty status, graduate advising, teaching load, and changes to other responsibilities.
2. Tenure-line faculty members seeking a non-tenure-line position are eligible to apply for posted positions in their own unit as well as others across the University. Tenure-line faculty members

are not guaranteed that their candidacy will be successful as such appointments reflect unit needs and budget considerations.

- a. Units contemplating the creation of a position should consider the unit's strategic plan and needs, impact of TL/NTL distribution in the unit, salary considerations including whether the TL person would be replaced if successful at obtaining a NTL position, what support the faculty member will have in their new role given change in responsibilities and privileges, and impact on department culture.
3. Tenure-line faculty members in their probationary period intending to apply for a non-tenure-line position may contemplate whether they should submit a dossier for formal review. As noted in FAQ #15 of "Frequently Asked Questions about Promotion and Tenure," "If a tenure-eligible faculty member in their tenure review year fails to fulfill the responsibilities of submitting a dossier, withdraws their dossier, or otherwise does not comply with the procedural requirements of AC23 prior to a final decision on tenure, the faculty member will be deemed to have voluntarily resigned from their tenure-eligible appointment and will be terminated on June 30 of the current academic year." Candidates are reminded that Penn State's standard practice is to not hire faculty members who were denied tenure into full-time, non-tenure-line faculty roles.
4. In the rare event a unit requests to transfer a faculty member into a non-tenure-line position—rather than asking them to apply for a posted position—such requests must be made to the Provost's designee, the Vice Provost for Faculty Affairs.
 - a. The applicable policy is [AC-13, Procedure for Hiring Full-time Faculty](#). Relevant language can be found in 7d: *Faculty transfers from non-tenure-line to tenure-line or vice versa are rare and must be approved by the Office of the Executive Vice President and Provost. No faculty member may be transferred (or promoted) from one type of faculty role to another (i.e., non-tenure-line to tenure-line or tenure-line to non-tenure-line) unless the faculty member under consideration was originally hired via a nationally advertised search.*
 - b. Transfers may not be initiated during the course of a formal review for promotion and tenure (typically, 2nd, 4th, and 6th years). A formal review is considered to have begun in the 2nd, 3rd, 4th, and 5th year reviews when a dossier is submitted. For reviews at the sixth year, a formal review is considered to have begun when requests have been made to external reviewers.