

STATE SYSTEM/APSCUF

Guidelines for the Implementation of Article 11, Section G

1. By February 15 of each academic year, each department shall notify the Dean/manager of any temporary faculty members who are currently employed in their fifth consecutive academic year of full-time temporary employment and are eligible for conversion to tenure-track status. The Dean/manager shall verify the employment records of these individuals by March 15 of each academic year.
2. By April 15 of each academic year, each department shall conduct a vote of its regular faculty to determine if it will recommend that the eligible temporary faculty member(s) be converted to tenure-track status.
3. Upon completion of the vote required in (2) above, each department shall immediately notify the President, in writing, of the results of each vote and send a copy to local APSCUF.
4. The notification to the President may also contain a recommendation from the department to apply temporary service toward the probationary period of any individual temporary faculty member eligible to be converted to tenure-track status. Additionally, if the department recommends completion of the terminal degree for the granting of tenure, it should state this in the recommendation to the President and set forth its rationale. However, the President or his/her designee may accept or reject the department's recommendation to count temporary service toward the probationary period or the requirement to complete the terminal degree.
5. If completion of the terminal degree or progress towards completion of the terminal degree is required by the university, the President or his/her designee, shall advise the department, in writing, of the reasons therefore.
6. If a department votes not to convert an eligible temporary faculty member to tenure-track status, that faculty member may request that the department provide its reasons in writing to the faculty member with a copy forwarded to local APSCUF and the President of his/her designee.
7. Temporary faculty members who meet the contractual requirements must be converted to tenure-track status.

8. The conversion of an eligible temporary faculty member shall be effective with the beginning of the academic semester following completion of the fifth full consecutive year of temporary employment. The temporary faculty member shall be given a letter of appointment to the tenure-track status position which shall include any specific requirements which must be met for tenure.

9. Eligible temporary faculty members who are converted to tenure-track status must complete the tenure procedure as provided for in Article 15.

10. Article 11, Section G does not apply to faculty members whose salaries are funded by a grant.

11. Section G has not superseded the McGuire Memorandum on temporary faculty members.

STATE SYSTEM/APSCUF

Guidelines for the Conversion of Temporary Faculty Positions (Article 11, Section H)

1. During the Fall semester of each academic year, a department shall survey its use of temporary faculty members during the current academic year and the three prior academic years and shall determine if the courses or responsibilities within a disciplinary specialization have been performed by temporary faculty members over those eight consecutive semesters.
2. Each department shall, as a result of this survey, determine whether any group of such courses or responsibilities within a disciplinary specialization would constitute a full-time faculty position(s) over those eight semesters.
3. If a department so determines that the temporary appointments constituted a full-time faculty position(s) over those eight semesters, it shall forward a recommendation, in writing, to the President to create a regular full-time position(s). This recommendation shall be made by October 1 of each academic year.
4. By November 15 of each academic year, the President shall decide if a regular, full-time faculty position(s) will be created. If the President decides to create a regular full-time position, his/her written notification to the department shall serve as authorization for the department to begin the search process.
5. If a President denies a recommendation to create a regular, full-time position, he/she shall explain the denial, in writing, to the department and send a copy to local APSCUF.
6. The sections of courses or responsibilities identified by the department to be converted to a regular full-time position shall not be taught or performed by temporary faculty members for two years from the date of the denial by the President without the approval of local meet and discuss.
7. All searches for positions converted under Section H shall be conducted in accordance with Article 11 and the search procedures established by the university.
8. Exceptions to the provisions of Article 11, Section H may be made if approved by State Meet and Discuss. However, State Meet and Discuss shall not be permitted to review any decision made at local meet and discuss to permit courses to be taught or responsibilities to be performed by temporary faculty members when a President denies a request to create a regular full-time position.
9. Section H does not apply to positions funded by a grant or to replacements for regular faculty members on sabbatical leave or other approved leaves of absence.
10. Section H has not superseded the McGuire Memorandum on temporary faculty members.