



Larner College of Medicine (LCOM) Faculty Non-Tenure Track (NTT) to Tenure-Track Position

Objective: The University of Vermont (UVM) and the Larner College of Medicine (LCOM) are committed to the success of our students, faculty, and academic units, and we want to provide our colleagues with opportunities for professional growth and career progression. There are exceptional times when members of our faculty far exceed the expectations of their roles and in those instances, it may be appropriate to consider them for tenure-track positions. While we want to support these individuals, we also need to be mindful of the broader institutional interests and implications of these actions. These guiding principles outline the process for moving a non-tenure track (NTT) faculty (e.g., research, clinical, education) into tenure track positions.

Policy: The standard practice for filling a tenure track (TT) position is to conduct an external national search in which qualified internal candidates are encouraged to apply. It is valuable for internal candidates to have this experience and for departments or programs to engage in the search process. If the internal candidate is selected for the position, their hire is legitimized by the search. If the internal candidate is not selected for the position, the department benefits from the hire of the more qualified candidate. In exceptional cases, LCOM NTT faculty may be considered for waiver hires into TT positions. Any consideration for waiver hire must specifically demonstrate evidence of the Guiding Principles addressed below with provided substantiation from the Department Chair. In the rare event that a faculty member who already holds the rank of Associate Professor or Full Professor is deemed suitable for a waiver hire into a tenure-track position, with the support of the Department Chair, Dean, and Provost Office, they may request a tenure review immediately after the Provost grants conditional approval for the waiver.

Guiding Principles:

Principle 1. The faculty's actions demonstrate evidence of meeting or exceeding all applicable standards and criteria for TT as described in the LCOM Faculty Handbook and additionally in the LCOM Standards and Guidelines and supports LCOM's Strategic Plan

<http://www.med.uvm.edu/vision2025/strategic>

Principle 2. Is aligned with the University's diversity goals as exemplified in LCOM's Statement on Professionalism and UVM's Our Common Ground

<https://med.uvm.edu/com/professionalism>

<https://www.uvm.edu/president/our-common-ground>

Principle 3. Addresses a department's immediate needs and/or national recruitment challenge in a specific academic expertise

Principle 4. The transition of the faculty to the TT position meets the strategic and financial goals of the faculty's department



Procedure:

This policy is specific to rare cases that are determined warrant exception from the standard practice for filling TT positions. Consideration for waiver hire must be justified by Department Chair based on the Guiding Principles and follow the Procedure listed below. This process must precede any commitment to an individual waiver hire candidate.

Process Initiation:

To initiate this process, the following should be submitted to the Senior Associate Dean for Research (SADR) and HR Generalist Jeanna Page via email.

- A detailed cover letter from the Department Chair addressed to LCOM Dean outlining the rationale for the transition to TT, unique qualifications of the candidate, and evidence to support the guiding principles above. It should also contain the support of the candidate's TT transition, and how this meets the strategic goals of the department as well as general financial plans for supporting the faculty. A mentoring plan and a description of how the department will facilitate the candidate's transition to TT responsibilities including how the candidate will satisfy the teaching and service expectations of the TT as outlined by the Faculty Handbook and Standards and Guidelines.
- Faculty member's updated CV in the UVM LCOM format.
- Completed LCOM "request for position" form.

The SADR and the Dean will review the request and, if the request is compelling and consistent with the guiding principles, it may receive an LCOM Dean-level approval to be followed by submission to the Vice President for Faculty Affairs (VPFA) for consideration of conditional approval by the Provost, as below. Consultation with the Department Chair may be necessary as part of the process

Process of Decision:

Following the Dean-level approval, a waiver proposal must be submitted to the Vice Provost for Faculty Affairs (VPFA) via a waiver action in PeopleAdmin. The VPFA and Provost will review the request and if the request is compelling, and consistent with the guiding principles, it may receive a conditional approval to be followed by consideration for final approval. Consultation with the LCOM Dean and Department Chair may be necessary. Please refer to Procedures for Tenure Waiver – LCOM Faculty Non-Tenure Track to Tenure Track Position document for process steps.