

Request-Convert Faculty Contracts

Process for requesting conversion from term contract to tenure-track faculty positions.

I. General Background Information

Effective July 1, 2004, new Tennessee Board of Regents policies on Faculty Appointments in Community Colleges ([5:02:07:00](#)), Academic Tenure for Community Colleges ([5:02:03:70](#)), and the Nashville State Community College Policy on Academic Tenure for Faculty went into effect.

One notable change in Policy 5:02:07:00 stipulates that:

...A faculty member should not remain in a term appointment for more than six years. If it is determined that a position is warranted beyond the maximum six-year period, a new tenure-track position should be sought to replace it.... Exceptions to the six-year maximum may be granted annually if it is: 1) requested by the affected faculty member, 2) recommended by the appropriate supervisor and VPAA, and 3) approved by the college President.... The conversion of a term appointment to a tenure-track appointment is allowed, and each college should define the process in its institutional policy in keeping with TBR guideline [P-010](#). The holder of the term appointment converted to a tenure-track appointment may be awarded up to three years credit for prior service in residence.

The campus process described in this document has been developed to comply with the directives and provisions of relevant TBR and campus policies. Moving from a term contract to a tenure-track contract does not guarantee that a faculty member will earn tenure. The faculty member will, during the sixth year of tenure-track credit, have to apply and complete the tenure process in accordance with TBR and campus policies. A faculty member who does not receive tenure as a result of that process may not request that the contract be changed back to a term contract.

Faculty members hired on term contracts prior to July 1, 2004 were hired under the previous policy and are not subject to policy [5:02:07:00](#). They do have the option of coming under this policy and should discuss that option with their Deans and the VPAA.

II. Conversion Process

Each year during the fall semester:

1. Full-time faculty on term contracts and who have never had a tenure-track contract at Nashville State in the past may request conversion to a tenure-track contract. They should submit the request to a tenure-track contract. They should

submit the request to their Instructional Dean no later than November 15 for consideration for a tenure-track contract in the following academic year. A faculty member who does not request conversion to a tenure-track contract is effectively the same as a request to continue on a term contract.

2. The Instructional Dean will make a recommendation to the Vice President of Academic Affairs about the conversion of the individual to a tenure-track contract, which would become effective the following year. The recommendation must be forwarded to the VPAA no later than December 1 of the year in which the faculty member requests conversion.

For each faculty position, the supervisor will first examine the relevant information to determine whether or not a recommendation for a tenured position is in the best interests of the institution. The information provided and considered must include, but is not limited to:

- Enrollment and graduates for at least five years, when appropriate.
- NSCC faculty SCH production and faculty/student ratios for at least five years.
- NSCC full-time/adjunct faculty percentages for at least five years.
- NSCC percentage of TLCs in the department taught by tenured faculty for at least five years.
- Current and anticipated curriculum needs.

If it is determined that staffing needs suggest that adding a tenured position is in the best interests of the institution, the immediate supervisor will prepare a recommendation for a tenure-track contract for the faculty member requesting conversion. Information presented must include, but is not limited to:

- Faculty member's credentials and qualifications. Credentials must be exceptionally strong.
- Expertise, certifications, degrees, and experiences needed and anticipated.
- Student and supervisor evaluations of the individual faculty member. 1-3 years credit toward tenure for prior service can be included. The recommendation must be justified through evidence of effective teaching and/or improved academic credentials, such as progress toward earning a higher degree if a higher degree is possible. Any credit for prior service can be awarded only at the time of the initial tenure-track contract.

If the Instructional Dean recommends not converting the contract, then the faculty member should be informed of that decision in writing.

3. The Vice President for Academic Affairs will make recommendations to the President about the conversion of a term contract to a tenure-track contract not later than March 1.

4. The President will make decisions regarding the recommendations and faculty members will be notified of the President's decision by the last day of the spring term.
5. Once a faculty member is converted from a term contract to a tenure-track contract, the Instructional Dean will work closely and communicate regularly with the faculty member to ensure that faculty member is fully prepared to apply for tenure at the end of the tenure-track contract period.

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