

**Policy for Faculty Track Transfers**  
University of Wisconsin School of Veterinary Medicine  
*November, 2018*

**A. Transfer from Assistant Professor (Tenure Track) to Assistant Professor (Clinical Track)**

Entry to any track will normally be through open recruitment. Transfers between tracks will be considered in exceptional cases and only under the conditions stated below.

Any track transfer consideration must be initiated by the faculty member and should be based on the best interests of the faculty member's career and departmental and/or School programmatic needs, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean's Office.

A departmental executive committee can recommend that an individual initially appointed to the tenure track at probationary rank be transferred to the clinical track under the following conditions:

- 1) The decision must be reached no later than during the 3rd clock year following the individual's initial appointment as a tenure-track faculty member of the School of Veterinary Medicine. Approved clock extensions during the initial 3-year probationary period will not count against the 3-year time period for consideration of track transfers and,
- 2) The individual must not have been formally recommended by the departmental executive committee for promotion to the rank of Associate Professor with tenure and,
- 3) The individual must request the transfer in writing.
- 4) There must be clear evidence of a change in the individual's duties, activities, or career goals and expectations from those specified in the initial appointment OR
- 5) There must be clear evidence of the inappropriateness of the track choice for the initial appointment.

The executive committee must base its recommendation upon an assessment that the individual's future activities will emphasize and be characterized by a large time commitment to activities considered to be more appropriate to a clinical track faculty member, such as patient care and teaching as described in the "Policy and Guidelines for Appointment and Promotion of Clinical Track Faculty at the UW-Madison School of Veterinary Medicine" and will conform to these guidelines as approved by the School of Veterinary Medicine faculty.

In accordance with Faculty Policies and Procedures, University of Wisconsin-Madison, such lateral transfers "may not be made for the purpose of circumventing a decision between promotion and non-retention" (FPP 7.06.C) and, following School of Veterinary Medicine approval, must be forwarded to the Provost and the University Committee for approval. School of Veterinary Medicine and University policies do not provide for subsequent transfer back to the tenure track following transfer to the clinical track.

To effect this transfer, the executive committee must present the recommendation, with all supporting documentation, to the Dean for consideration and further action with sufficient time remaining to effect and approve transfer with the beginning of the fourth appointment year at the rank of Assistant Professor (clinical track).

Executive committees should submit the following documentation with the transfer request:

- 1) Request for transfer from the individual (addressed to the Chair);
- 2) Statement of support (letter) from the Chair including: (a) evidence of the change of duties or the track misdirection and (b) the executive committee vote;
- 3) Letter of support for the transfer from the candidate's mentor/oversight committee;
- 4) Curriculum vitae of the candidate for transfer;
- 5) Draft letter of appointment that reflects the new clock, including a statement for the candidate's signature that he/she understands these rules and agrees to abide by them.

Faculty whose transfers are approved may count a portion or all of prior service time at the rank of Assistant Professor in determining the amount of time remaining in which to attain promotion. The amount of time to be counted against the probationary period will be determined in consultation with the department chair and approved by the Dean. The maximum probationary period in the clinical track is 7 years of full-time equivalent service (which includes a notice year and which may be increased by approved clock extensions as per University and School of Veterinary Medicine policies and procedures).

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**B. Transfer from Assistant Professor (Clinical Track) to Assistant Professor (Tenure Track)**

Entry to any track will normally be through open recruitment. Transfers between tracks will be considered in exceptional cases and only under the conditions stated below.

Any track transfer consideration must be initiated by the faculty member and should be based on the best interests of the faculty member's career and departmental and/or School programmatic needs, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean's Office.

A departmental executive committee can recommend that an individual initially appointed to the collateral probationary faculty as Assistant Professor (clinical track) be transferred to the tenure track rank of Assistant Professor under the following conditions:

- 1) The decision must be reached no later than during the 5th clock year as Assistant Professor (clinical track). Approved clock extensions (conforming to the criteria described in FPP 7.04.H) during this initial 5-year probationary period will not count against the time period for consideration of track transfers and,
- 2) The individual must request this transfer in writing.
- 3) There must be clear evidence of a change in the individual's duties, activities, or career goals and expectations from those specified in the original appointment, OR
- 4) There must be clear evidence of the inappropriateness of the track choice for the initial appointment.

The executive committee must base its recommendation upon an assessment that the individual's future activities will emphasize and be characterized by a large time commitment to original research, teaching, or outreach as described in the guidelines for achieving tenure in the Division of Biological Sciences, or other Divisions as are appropriate, at UW-Madison and will conform to the policy for Faculty Track Transfers and to FPP.

To effect this transfer, the executive committee must present the recommendation, with all supporting documentation, to the Dean for consideration and further action with sufficient time remaining to effect and approve the transfer before the end of the fifth clock year. All proposed transfers must go through full review.

Executive Committees should submit the following documentation with the transfer request:

- 1) Request for transfer from the individual (addressed to the Chair);
- 2) Statement of support from the Chair including: (a) evidence of the change of duties or the track misdirection and (b) the executive committee vote;
- 3) Letter of support for the transfer from the candidate's mentor/oversight committee;
- 4) Curriculum vitae of the candidate for transfer;
- 5) Sample letter of appointment that reflects the new clock, including a statement for the candidate's signature that he/she understands these rules and agrees to abide by them.

During the first 3 clock years, lateral transfers from Assistant Professor (clinical track) to Assistant Professor on tenure track need only departmental executive committee and School of Veterinary Medicine approval. After the first 3 years of the Clinical Track clock, lateral transfers from Assistant Professor (clinical track) to Assistant Professor on tenure track, following School of Veterinary Medicine approval, must be forwarded to the Provost and the University Committee for their approval.

The maximum probationary period in the tenure track is the equivalent of 7 years of full-time service (which includes a notice year). Prior service on a tenure track at another institution may be taken into consideration in determining the total tenure track probationary period. The total tenure track probationary period remaining when an individual transfers must be clearly stated in writing and will not exceed the maximum probationary period allowed by University Faculty Policies and Procedures for new faculty.

An Assistant Professor must have an appointment on the tenure track at the time of the department recommendation for tenure. An Assistant Professor (clinical track) who transfers to the tenure track cannot be permitted to return to the clinical track, except as provided in FPP 7.06.C.

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**C. Transfer from Associate or Full Professor (Clinical Track) to Associate or Full Professor (Tenure Track)**

Entry to any track will normally be through open recruitment. Transfers between tracks will be considered in exceptional cases and only under the conditions stated below. An individual may only be considered for transfer under this section one time.

Any track transfer consideration must be initiated by the faculty member and should be based on the best interests of the faculty member's career and departmental and/or School programmatic needs, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean's Office.

A departmental executive committee can recommend that an individual Associate Professor (clinical track) or Professor (clinical track) be transferred to the tenure rank of Associate Professor or Professor under the following unusual and infrequent conditions:

- 1) When there has been a clear change in an individual's duties, activities, or career goals and expectations subsequent to appointment or promotion on the clinical track OR
- 2) When an individual's duties and activities initially fit tenure-track guidelines but the individual was ill-advised or misdirected to an initial clinical-track appointment.

To effect transfer at this level, the faculty member must voluntarily convert their indefinite appointment in exchange for a one-year rolling horizon appointment and the executive committee must present the recommendation, with all the supporting documentation that would normally be a part of a tenure dossier, to the Dean for consideration and further action.

The recommendation must include clear evidence of a change in the individual's duties, activities, or career goals and expectations from those specified in the initial appointment or clear evidence of the inappropriateness of the track choice of the initial appointment. All proposed transfers must provide documentation of tenure worthiness, in line with current Divisional Committee Guidelines. If the Dean agrees to consider the transfer, he/she will forward the dossier to the appropriate University Divisional Committee for tenure consideration. If a positive recommendation for tenure is obtained from the appropriate Divisional Committee and a transfer as full Professor is to be considered, the Dean will decide the rank following successful tenure review.

If the candidate has more than 10 years of total service on the clinical track since the initial appointment when the request for transfer to the tenure track is made, the Dean must also have the concurrence of the Provost and the University Committee before seeking the advice of the appropriate Divisional Committee.

The department will be informed of the Dean's decision following review by the appropriate committees. If the transfer is not approved, the faculty member retains their clinical track appointment for one year with no guarantee of reappointment. A rigorous review will be conducted by the department executive committee to determine whether the faculty member continues to fulfill the expectations of a clinical track associate or full professor. If the review determines that the faculty member is fulfilling the department's expectations, and the dean concurs, the faculty member may reapply for indefinite status and the appointment can be renewed. If the decision is to non-renew the appointment, the faculty member shall be given one year's notice of termination of the clinical appointment.

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**D. Transfer from Associate or Full Professor (Tenure Track) to Associate or Full Professor (Clinical Track)**

Entry to any track will normally be through open recruitment. Transfers between tracks will be considered in exceptional cases and only under the conditions stated below. An individual may only be considered for transfer under this section one time.

Any track transfer consideration must be initiated by the faculty member and should be based on the best interests of the faculty member's career and departmental and/or School programmatic needs, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean's Office.

A departmental executive committee can recommend that an individual Associate Professor (tenure track) or Professor (tenure track) be transferred to the rank of Associate Professor or Professor (clinical track) under the following unusual and infrequent condition: When there has been a clear change in an individual's duties, activities, and career goals and expectations by the department and the School subsequent to appointment or promotion on the tenure track and the individual faculty member requests such a change

To effect transfer at this level, the executive committee must present the recommendation, with all the supporting documentation that would normally be a part of a tenure dossier, to the Dean for consideration and further action.

The recommendation must include clear evidence of a change in the individual's duties, activities, or career goals and expectations from those specified in the initial appointment or clear evidence of the inappropriateness of the track choice of the initial appointment relative to the current duties, activities and career goals of the faculty member. All proposed transfers must provide documentation in line with current School of Veterinary Medicine Guidelines for Clinical Track Faculty. If the Dean agrees to consider the transfer, he/she will forward the dossier to the appropriate School of Veterinary Medicine committee for consideration. If a positive recommendation for transfer is obtained, the transfer will occur at a similar rank as was obtained in the tenure track after approval by the Dean and subsequent proposal and approval of the faculty member for indefinite appointment by the Academic Staff Area Review Committee in the Biological/Medical Sciences.

The department will be informed of the Dean's decision following review by the appropriate committees. If the transfer is not approved, the faculty member retains his or her tenure track appointment as stipulated under the individual's prior promotion and appointment documents.