

# UNIVERSITY OF MICHIGAN MEDICAL SCHOOL

## FACULTY TRACK TRANSFER PROCEDURE

Three faculty tracks (instructional, research, and clinical) currently serve the Medical School needs and selection of appropriate track is an important facet of the appointment process. The track selection should suit a faculty member's training, career goals and expertise, as well as the needs of the Medical School. Yet sometimes career interests or life circumstances change and the original track designation may no longer be appropriate. These guidelines describe how track transfers may occur.

### Instructional Track to Clinical or Research Track Research Track to Clinical Track

These track transfers are usually discussed during a faculty member's third year review. As the Affirmative Action requirements are met at the time of a faculty member's initial appointment, additional posting/national advertising is not required.

- Justification
  - Academic job change (e.g. clinical interest or teaching effort have increased)
  - Original track was a suboptimal selection and no longer fits the needs of the faculty member or their department.
- Timing
  - Usually within 12 months of 3<sup>rd</sup> year review
- Process
  - The Office of Faculty Affairs will need:
    1. Letter from the faculty member detailing changes in interest, clinical commitment, research or teaching that have occurred concomitant with or prior to the track change.
    2. CV
    3. Letter from department chair explaining the reasons for the track transfer and a career development plan in the new appointment.
  - Upon receipt of the request the following steps will take place:
    - Assistant Dean/ OFA review
    - Medical School Executive Committee and Provost approval

### Clinical or Research Track to Instructional Track

A Clinical or Research Track to Instructional Track recommendation is not a "track transfer," but considered a **new appointment**, as an Instructional Track position must be available and a national search conducted (60-day posting required) before a preferred candidate is identified. As a long-term tenure commitment is assumed and/ or a tenure probationary period accompanies most Instructional Track appointments, a formal review of a candidate's academic credentials, scholarly work, and career development is conducted by the Advisory Committee on Appointments, Promotions, and Tenure (ACAPT) and the Medical School Executive Committee. Senior-level appointments also must be endorsed by the Provost and Vice President for Academic Affairs and the University President, with final approval by the Board of Regents. **A complete, new appointment packet needs to be submitted.**