

Complete Policy Title:  
**Conversion of an  
Individual Faculty Appointment**

Policy Number (if applicable):  
**SPS A2**

Approved by:  
**Senate  
Board of Governors**

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Responsible Executive:  
**Provost and Vice-President (Academic)**

Enquiries:  
[Policy \(University Secretariat\)](#)

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All positions must be authorized by the Provost and/or President by means of a fully approved Budget Form. All conversions shall be made by the President on the recommendation of the Faculty Appointments Committee, via the Provost.

### **I Conversion of a Contractually Limited Appointment to a Tenure-Track, Teaching -Track, or Special Appointment.**

Normally, faculty members appointed to contractually-limited appointments (CLA) do not have their positions converted to, or followed by, tenure-track, teaching-track, or special appointments (*McMaster University Revised Policy and Regulations with Respect to Academic Appointment, Tenure and Promotion*, (Tenure and Promotion Policy) Section II, clause 14). Rather, if such positions become available, the contractually-limited appointee applies to the advertised position on an equal footing as other candidates. However, in exceptional circumstances, perhaps arising from conditions extant at the time of the original appointment to the CLA category, a Faculty Dean, on the recommendation of the Chair, may see it appropriate to recommend that a CLA appointment be converted to, or followed by, a tenure-track, teaching-track, or special appointment without initiation of a new fully-advertised search. The following protocol should be adhered to in these exceptional circumstances:

1. The recommendation forwarded to the Provost for transmission to the President shall include:
  - a. A statement from the Faculty Dean as to how the teaching and research capacities of the candidate support the academic plan of the Faculty or Department.
  - b. An academic assessment of the teaching and research (if applicable) accomplishments of the candidate by the Department Tenure and Promotion Committee. This assessment need not include letters from external referees.
  - c. Documentation of the advertising and interview procedures that were followed at the time the candidate was recruited to the CLA position [see Section II. clause 11(d) of the Tenure and Promotion Policy]. If the procedures used at the time of the original CLA appointment deviated significantly from those followed for tenure-track, teaching-track, or special appointments, the position must be re-advertised [see SPS A1 and Section II. clause 16 (a-m inclusive) of the Tenure and Promotion Policy].
2. The recommendation will be reviewed by the President who, as per Section II. clause 16(l) of the Tenure and Promotion Policy.... "retains discretion over and responsibility for appointments...." The letter of appointment from the President offering the tenure-track or teaching-track appointment will articulate '...the earliest opportunity for assessment for tenure or permanence ...' (Section II. clause 14 of the Tenure and Promotion Policy) so that the academic year in which the candidate will first be considered for reappointment, tenure or permanence review is clearly identified.

## **II Conversion of a Special Appointment or a Continuing Appointment Without Annual Review (CAWAR) to a Tenure-Track or Tenured Appointment Respectively**

Faculty members appointed to special or CAWAR appointments normally do not have their positions converted to tenure-track or tenured appointments when external salary support is lost. Rather, if such a position becomes available, the faculty member applies to the advertised position on an equal footing as other candidates. However, in exceptional circumstances, a Faculty Dean, on the recommendation of the Chair, may see it appropriate to recommend that an appointment be converted without initiation of a new fully-advertised search. The following protocol should be adhered to in these exceptional circumstances:

1. The recommendation forwarded to the Provost for transmission to the President shall include:
  - a. A statement from the Faculty Dean as to how the research and teaching capacities of the candidate support the academic plan of the Faculty or Department.
  - b. An academic assessment of the research and teaching accomplishments of the candidate by the Department Tenure and Promotion Committee. This assessment need not include letters from external referees.
  - c. Documentation of the advertising and interview procedures that were followed at the time the candidate was recruited to the special or CAWAR position [see SPS A1 and Section II. clause 16 (a-m inclusive) of the Tenure and Promotion Policy]. If the procedures used at the time of the original appointment deviated significantly from those followed for tenure-track or tenured appointments, the position must be re-advertised [see SPS A1 and Section II. clause 16 (a-m inclusive) of the Tenure and Promotion Policy].
  
2. The recommendation will be reviewed by the President who, as per Section II. clause 16(l) of the Tenure and Promotion Policy.... "retains discretion over and responsibility for appointments...." A letter of appointment from the President will provide details of the offer of a tenure-track or tenured appointment. Since special and tenure-track are the same academically, the academic year in which the candidate will be considered for re-appointment or tenure review will remain unchanged.