In addition to the classical triad of teaching, research and public service shared with other departments of the University, the departments of the School of Medicine and Public Health include in their mission an important fourth component. It is the responsibility for direct provision of patient care service in hospitals and clinics, associated with the teaching of clinical medicine to medical students and residents. This major additional responsibility significantly alters the requirements for recruitment and retention. A relatively large staff is needed to provide a critical mass for continuous patient care responsibilities. Appointment and promotion policies must recognize competence in patient care and clinical instruction as well as provide the flexibility essential in guaranteeing maximum quality in our clinical service and educational programs.

To meet these special needs, alternative career tracks for staff members of the School of Medicine and Public Health Faculty have been established. Attached are the School of Medicine and Public Health policies for each of these three tracks and the policy for transfer between the tenure and CHS tracks, and between the CHS and Clinician-Teacher tracks.

1. Tenure Track

2. Clinical Health Sciences (CHS) Track
   (Included with this policy statement are the Policies on CHS Track Faculty Governance Rights and Privileges, July 1998)

3. Clinician-Teacher Track
   (Included with this policy statement are the Policies on Clinician-Teacher Track Faculty Governance Rights and Privileges, October 1999)

4. School of Medicine and Public Health Policy for Faculty Track Transfer
   A. Transfer from Assistant Professor (tenure track) to Assistant Professor (CHS)
   B. Transfer from Assistant Professor (CHS) to Assistant Professor (tenure track)
   C. Transfer from Associate or Full Professor (CHS) to Associate or Full Professor (tenure-track)
   D. Transfer From Clinician-Teacher Track to CHS Track (revised May 2001)
   E. Transfer from CHS Track to Clinician-Teacher Track (revised May 2001)

Approved by the School of Medicine and Public Health Academic Planning Council 6-17-98.
Distributed at meeting of the School of Medicine and Public Health Combined Chairs 7-28-98
Policy for Tenure Track Appointments
University of Wisconsin School of Medicine and Public Health
August 1996, with updates May 2003

Titles:
Assistant Professor, Associate Professor, Professor [NOTE: By current administrative policy, the University's tenure track title of Instructor is not used in the School of Medicine and Public Health].

Appointment policies governed by: The Faculty Policies and Procedures of the University of Wisconsin-Madison (FPP) and this policy statement.

Appointments:
It is expected that careful consideration will be given in choosing the appropriate track and that initial appointments will be based on that consideration.

Initial appointments to the Tenure Track require Executive Committee approval. [Appointment as Associate Professor or Professor with tenure will follow the Guidelines for Recommendations for Promotion or Appointment to Tenure Rank in the Biological Sciences (or other faculty division if appropriate) and will be subject to review by the divisional executive committee and approval by the Dean, the Chancellor and the UW Board of Regents. Appointment as Professor with tenure will require additional review by the Dean, employing the Guidelines for Promotion to Professor (Tenure Track) in the School of Medicine and Public Health.] Initial faculty appointments at 50% time or more may be made to the tenure track for individuals with responsibilities in research, teaching, and service. Appointments as Assistant Professor may be made for up to three year terms.

Calculation of Probationary Periods:
Faculty with appointments to the tenure track: see FPP 7.04.

Letters of Appointment:
Each initial letter of appointment must include a statement which carefully delineates the conditions and expectations of the appointment. Each letter must follow the School of Medicine and Public Health template which includes required information, such as the appointment period, the initial evaluation period (ASPP 2.04), and the dates by which decisions regarding promotion or non-retention must be made.

A copy of this policy statement must be provided to the candidate with the initial letter of appointment.

Reappointment as Assistant Professor may be for up to three year periods. Any changes in the terms of the original appointment will be stated in the reappointment letter.

Transfers:
Enter to any track will normally be through open recruitment. Transfers between tracks will be considered in exceptional cases when there is a substantive change in job responsibilities which prompts a reevaluation of the track assignment and will be governed by the School of Medicine and Public Health Policy for Faculty Track Transfer.

Promotion:
For criteria see the following three sources:
1. FPP 7.14.,
2. the University’s Guidelines for Recommendations for Promotion or Appointment to Tenure Rank, and
3. Guidelines and Procedures for Promotion or Appointment to Professor in the School of Medicine and Public Health.

Governance: See UW-Madison Faculty Policies and Procedures.
http://wiscinfo.doit.wisc.edu/secfac/governance/FPP/Table_of_Contents.htm

UW School of Medicine and Public Health Policies Governing Faculty Appointments
Policy for Clinical Health Sciences (CHS) Track Appointments
University of Wisconsin School of Medicine and Public Health
August 1996, with updates as of September 2006

Titles:
Assistant Professor (CHS), Associate Professor (CHS), and Professor (CHS).

Appointment policies governed by:
University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP) and this policy statement.

Appointments:
It is expected that careful consideration will be given in choosing the appropriate track and that initial appointments will be based on that consideration.

Initial appointments to the CHS Track require Executive Committee approval. [Appointment as Professor (CHS) or Associate Professor (CHS) will follow the Guidelines for Appointment and Promotion of CHS Track Faculty to Associate or full Professor rank and will be reviewed by the CHS Track Appointments and Promotions Committee and approved by the Dean]. Initial appointments at 50% time or more may be made to the CHS track for individuals with responsibilities in teaching, service, and clinical research. Appointments as Assistant Professor (CHS) may be made for up to three year terms and for Associate or Full Professors (CHS) for up to five year terms.

Appointments as Instructor (CHS) are usually made to provide temporary coverage for a critical area and are normally for periods under two years.

Calculation of Probationary Period:
Faculty with appointments as Assistant Professor (CHS) have a total of nine clock years in which to attain promotion to Associate Professor (CHS).

Prior service at this or other institutions at 50% or greater time in either probationary rank on tenure track or at the rank of Assistant Professor or above in a CHS equivalent faculty track will be considered in determining the amount of time remaining in which to attain promotion. Any such prior service, not to exceed three years, will be subtracted from the normal nine years unless programmatic circumstances can be documented to justify otherwise.
Policy for Clinical Health Sciences (CHS) Track Appointments, cont.

An Assistant Professor (CHS) who has not been promoted to Associate Professor (CHS) by the end of eight clock years must be given a one year notice of non-renewal of his/her (CHS) track appointment.

Letters of Appointment:

Each initial letter of appointment must include a statement which carefully delineates the conditions and expectations of the appointment. Each letter must follow the School of Medicine and Public Health template which includes required information, such as the appointment period, the initial evaluation period (ASPP 2.04), and the dates by which decisions regarding promotion or non-retention must be made.

A copy of this policy statement must be provided to the candidate with the initial letter of appointment.

Reappointment as Assistant Professor (CHS) may be for up to three years. Reappointment as Associate Professor (CHS) or Professor (CHS) may be for up to five year periods. Any changes in the terms of the original appointment will be stated in the reappointment letter.

Transfers:

Entry to any track will normally be through open recruitment. Transfers between tracks will be considered in exceptional cases when there is a substantive change in job responsibilities or clear evidence of the inappropriateness of the initial track choice, which prompts a reevaluation of the track assignment, and will be governed by the School of Medicine and Public Health Policy for Faculty Track Transfer.

Promotion:

For criteria, see the School of Medicine and Public Health’s Guidelines for Appointments and Promotions of CHS line faculty in Clinical Departments to Associate or Full Professor.

Recommendations to promote from Assistant Professor (CHS) to Associate Professor (CHS) and from Associate Professor (CHS) to Professor (CHS) will be reviewed by the CHS Track Faculty Appointments and Promotions Committee, which will advise the Dean.

The promotion of an Assistant Professor (CHS) must occur within the time limits stated above under Calculation of Probationary Period.

A recommendation for promotion to Professor (CHS) may be made at any time after Associate Professor (CHS) rank has been obtained. Promotion or appointment to Professor (CHS) requires the attainment of national or international recognition in the candidate’s major areas of success and must include scholarly publications.

Governance:

CHS track faculty with 50% or greater appointments may vote on all departmental and School matters with the exception of those matters restricted by University regulations to tenure track or tenured faculty. Policies on CHS Track Faculty Governance Rights and Privileges, July 1998 (appended) describes avenues for involvement by CHS track faculty in school and departmental governance. Designation as (CHS) faculty does not confer upon an individual membership to the University faculty, regardless of rank or percentage of appointment. As Academic Staff members CHS faculty have Academic Staff governance rights at the department, school, and campus levels as outlined in Academic Staff Policies and Procedures (ASPP).
This document formalizes the rights and privileges of CHS track faculty within the School of Medicine and Public Health and pertains to all departments with CHS track faculty members. It is intended to articulate the School of Medicine and Public Health long term goals and commitment to equal opportunity within the School of Medicine and Public Health for CHS and tenure track faculty. While recognizing that technically School of Medicine and Public Health CHS track faculty remain, in the eyes of the University, academic staff, the School of Medicine and Public Health is committed to full involvement of both CHS and tenure-track faculty in the governance of the School. This document represents those steps that can be taken within current university governance policies and procedures. These policies were developed in association with the Basic and Clinical department chairs, following recommendations arising from the 1995-96 LCME re-accreditation of the School of Medicine and Public Health.

1. Each CHS track faculty member in the School of Medicine and Public Health will have rights and privileges equal to those of all other CHS track faculty in the School, regardless of department, as articulated in the following.

2. School of Medicine and Public Health CHS track faculty may serve on all School-wide faculty committees either by election or by appointment by the Dean.

3. Annual merit reviews, post-promotion reviews, and salary increases for School of Medicine and Public Health CHS track faculty will follow the same processes as for tenure track faculty.

4. School of Medicine and Public Health departmental executive committees will take into account fully the views of both tenure track and CHS track senior faculty (i.e., those at the ranks of associate and full professor). Ways in which this could be implemented would be:

   a. For hiring, department executive committees could consult both tenure track and CHS track faculty equally.

   b. For promotions, department executive committees could agree not to forward promotion votes unless a majority of the quorum present of each of the tenure track senior faculty and the CHS track senior faculty had recommended promotion. (Then, the respective votes on all promotions will be reported to the Dean and the respective votes on promotions to tenure rank will be reported to the University as they currently are, separated by track.)
Policies on CHS Track Faculty Governance Rights and Privileges, cont.

5. School of Medicine and Public Health research funds will be awarded to faculty (tenure track and CHS track) on the basis of the merit of their research proposals. In those cases
6. in which a CHS track faculty member does not have access to campus research funds (because of present stipulations about permanent PI status), equity in research opportunity will be assured through applications for funds to the School of Medicine and Public Health Research Committee.

6. The CHS designation as part of School of Medicine and Public Health faculty titles will be discontinued for external professional use. Job definitions, expectations, and promotion policies will continue to reflect the specifics of individual appointments and track assignment.

For implementation 1 July 1998
Accepted by the Combined Clinical and Basic Science Chairs: 3/24/98
Accepted by the School of Medicine and Public Health Academic Planning Council: 4/17/98
Discussed with the University Committee: 4/27/98 and 5/11/98
Discussed at School of Medicine and Public Health Faculty meeting, 6/22/98
Policy for Clinician-Teacher Track Appointments
University of Wisconsin School of Medicine and Public Health
October 1996, with updates as of September 2004

**Titles:** Clinical Assistant Professor, Clinical Associate Professor, and Clinical Professor. Titles may be for on-site or off-site appointments.

**Appointment policies governed by:** University of Wisconsin-Madison Academic Staff Policies and Procedures (ASPP) and this policy statement.

**Appointments:**

It is expected that careful consideration will be given in choosing the appropriate track and that initial appointments will be based on that consideration.

Initial appointments to the Clinician-Teacher Track require Executive Committee approval. [Appointment as Clinical Professor or Clinical Associate Professor will follow the School of Medicine and Public Health Guidelines for Appointment and Promotion of Clinician-Teacher Track Faculty to the Rank of Clinical Associate Professor and Clinical Professor and will be reviewed by the Clinical Faculty Promotions Committee and approved by the Dean.] Appointments as Clinical Assistant Professor are for one to three year terms and are renewable. Appointment as Clinical Associate Professor or Clinical Professor may be for one to five year periods and are renewable. These positions are intended for staff members who supervise the clinical training of students while engaged in the direct provision of patient care and who are primarily self-supported through clinical revenue production.

Volunteer faculty are occasionally paid for short periods of time. These are presumed to be non-recurring arrangements; the volunteer appointment continues to be distinguished from that of our Clinician-Teacher faculty who are appointed through open recruitment or a PVL waiver.

The title of Clinical Instructor is not a faculty title in the Clinician-Teacher title series. Appointments as Clinical Instructor in the School of Medicine and Public Health are reserved for fixed-term terminal, usually small-percentage appointments for individuals in an advanced training/clinical fellowship program at the University of Wisconsin.

**Letters of Appointment:**

Each initial letter of appointment shall include a statement which carefully delineates the conditions and expectations of the appointment. Each letter must follow the School of Medicine and Public Health template which includes required information such as the appointment period and the initial evaluation period (ASPP 2.04).

A copy of this policy statement must be provided to the candidate with the initial letter of appointment.

Reappointment letters should include any changes to the terms of the original appointment.

**Transfers (revised May 2001)**

Entry to any track will normally be through open recruitment. Transfers between the Clinician-Teacher track and the CHS track will be considered in exceptional cases when there is a substantive change in job responsibilities or there is clear evidence of the inappropriateness of the track choice for the initial appointment which prompts a reevaluation of the track assignment. Transfers will be governed by the School of Medicine and Public Health Policy for Faculty Track Transfers.
Policy for Clinician-Teacher Track Appointments -- continued

Promotion:

Promotions will follow the Guidelines for Appointment and Promotion of Clinician-Teacher Track faculty to the Rank of Clinical Associate Professor and Clinical Professor and will be reviewed by the Clinical Faculty Promotions Committee. Criteria for promotion are established by the Academic Planning Council and the School of Medicine and Public Health Faculty. Promotion requires approval by the departmental executive committee and the Dean. If promotion is recommended, it will be effective on July 1; a base salary adjustment may be offered as part of the budget process. At the least, the base salary rate will be increased to the minimum rate for the promoted title as of the effective date of the promotion.

Governance rights and responsibilities (revised 11/99)

Clinician-Teacher track faculty, with the approval of their Departmental Executive Committees, may vote and participate in departmental faculty meetings, with the exception of those matters restricted by University regulations to tenure track or tenured faculty. Voting and participation at monthly School of Medicine and Public Health Faculty meetings will include Clinician-Teacher track faculty. Policies on Clinician-Teacher Track Faculty Governance Rights and Privileges, October 1999 (appended) describes avenues for involvement by Clinician-Teacher Track faculty in School and departmental governance. Designation as Clinician-Teacher Track faculty does not confer upon an individual membership to the University faculty, regardless of rank or percentage of appointment. As Academic Staff members Clinician-Teacher Track faculty have Academic Staff governance rights at the department, school, and campus levels as outlined in Academic Staff Policies and Procedures (ASPP).
This document formalizes the rights and privileges of Clinician-Teacher track faculty within the School of Medicine and Public Health and pertains to all departments with Clinician-Teacher track faculty members. It is intended to articulate the School of Medicine and Public Health long term goals and commitment to equal opportunity within the School of Medicine and Public Health for Clinician-Teacher, CHS and Tenure Track faculty. While recognizing that technically School of Medicine and Public Health Clinician-Teacher faculty remain, in the eyes of the University, Academic Staff, the School of Medicine and Public Health is committed to full involvement of Clinician-Teacher, CHS and Tenure Track faculty in the governance of the School. This document represents those steps that can be taken within current university governance policies and procedures.

1. Each Clinician-Teacher track faculty member in the School of Medicine and Public Health will have rights and privileges equal to those of all other Clinician-Teacher track faculty in the School, regardless of department, as articulated in the following.

2. Voting and participation at monthly School of Medicine and Public Health Faculty meetings will include Clinician-Teacher track faculty.

3. School of Medicine and Public Health Clinician-Teacher track faculty may serve on all School of Medicine and Public Health-wide faculty committees either by election or by appointment by the Dean. (exceptions are the Tenure Track Promotions Committee and the CHS Track Promotions and Appointments Committee).

4. Annual merit reviews, post-promotion reviews, and salary increases for School of Medicine and Public Health Clinician-Teacher track faculty will follow the same processes as for CHS track and tenure track faculty.

5. Clinician-Teacher track faculty, with the approval of their Departmental Executive Committees, may vote and participate in departmental meetings. In any event, School of Medicine and Public Health departmental executive committees will take into account fully the views of tenured faculty, CHS track senior faculty, and Clinician-Teacher track senior faculty (i.e., those at the ranks of associate and full professor).

Ways in which this could be implemented would be:

a. For hiring of Clinician-Teacher track faculty, department executive committees could consult tenure track, CHS track, and Clinician-Teacher track faculty equally.

b. For promotions, department executive committees could agree not to forward Clinician-Teacher track faculty promotions unless a majority of the quorum present from each track, including Clinician-Teacher track senior faculty, voted for promotion.

6. School of Medicine and Public Health research and educational development funds will be awarded to faculty (tenure track, CHS track, and Clinician-Teacher track) on the basis of the merit of their proposals.

7. Job definitions, expectations, and promotion policies will continue to reflect the specifics of individual appointments and track assignment.

*Proposed by the School of Medicine and Public Health Clinical Faculty Promotions and Appointments Committee July 1999
Approved by the School of Medicine and Public Health Academic Planning Council 11/17/99*
A. Transfer from Assistant Professor (tenure track) to Assistant Professor (CHS)

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.

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

a) The decision must be reached no later than during the third clock year following the individual’s initial appointment as a tenure-track faculty member of the School of Medicine and Public Health.

b) The individual must not have been formally recommended by the departmental executive committee for promotion to the rank of Associate Professor with tenure.

c) The individual must request the transfer in writing.

d) 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

e) There must be clear evidence of the inappropriateness of the track choice for the initial appointment.

Any track transfer consideration should be based on the faculty member’s career best interests, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean’s Office.

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 patient care and teaching and will conform to guidelines approved by the School of Medicine and Public Health 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 Medicine and Public Health approval, must be forwarded to the Chancellor and the University Committee for approval. School of Medicine and Public Health and University policies do not provide for subsequent transfer back to the tenure track following transfer to the CHS 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 (CHS).

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 which reflects the new clock, including a statement for the candidate’s signature that he/she understands these rules and agrees to abide by them.
6) PVL Waiver request, Pay Data appointment change form to end the old appointment and Pay Data appointment add form for the new title.

Faculty whose transfers are approved must count prior service at this or other institutions at 50% or greater time at the rank of Assistant Professor in determining the amount of time remaining in which to attain promotion. The maximum probationary period in the CHS track is nine years of full-time equivalent service (which includes a notice year).
Policy for Faculty Track Transfers
University of Wisconsin School of Medicine and Public Health
October 1996, with updates through July 2003

B. Transfer from Assistant Professor (CHS) 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.

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

a) The decision must be reached no later than during the fifth clock year as Assistant Professor (CHS).

b) The individual must request this transfer in writing.

c) 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

d) There must be clear evidence of the inappropriateness of the track choice for the initial appointment.

Any track transfer consideration should be based on the faculty member’s career best interests, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean’s Office.

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 and to teaching and will conform to guidelines approved by the School of Medicine and Public Health faculty and to FPP guidelines.

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. While it has been School of Medicine and Public Health administrative practice to allow clinical departments to make an initial appointment as a CHS faculty member and within five years convert this appointment to the tenure track, this should in no way be thought of as automatic. 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 which reflects the new clock, including a statement for the candidate’s signature that he/she understands these rules and agrees to abide by them.
6) PVL Waiver request, Pay Data appointment change form to end the old appointment and Pay Data appointment add form for the new title.

During the first three clock years, lateral transfers from Assistant Professor (CHS) to Assistant Professor on tenure track need only departmental executive committee and School of Medicine and Public Health approval. After the first three years of the CHS clock, lateral transfers from Assistant Professor (CHS) to Assistant Professor on tenure track, following School of Medicine and Public Health approval, must be forwarded to the Chancellor and the University Committee for their approval.

The maximum probationary period in the tenure track is the equivalent of seven years of full-time service (which includes a notice year). Assistant Professors who transfer to the tenure track must count as prior service the number of years over three currently on the CHS clock. Prior service in a tenure track at another institution must 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.

An Assistant Professor must have an appointment in the tenure track at the time of the department recommendation for tenure. An Assistant Professor (CHS) who transfers to the tenure track cannot be permitted to return to the CHS track, except as provided in FPP 7.06.C.
C. **Transfer from Associate or Full Professor (CHS) 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.

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

a) When there has been a clear change in career direction subsequent to appointment or promotion in the CHS track, OR

b) When an individual’s duties and activities initially fit tenure-track guidelines but the individual was ill advised or misdirected to an initial CHS-track appointment.

Any track transfer consideration should be based on the faculty member’s career best interests, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean’s Office.

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. 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 transfer as full Professor is recommended, the Dean will decide the rank following successful tenure review.

If the candidate has more than ten years of service in the CHS track when the request for transfer to tenure 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 his or her CHS-track appointment for the duration of the current appointment. Prior to one year before the end of the current appointment, a rigorous review will be conducted by the department executive committee to determine that the faculty member continues to fulfill the expectations of a CHS-track associate or full professor. If the review determines that the faculty member is fulfilling the department’s expectations, the appointment can be renewed. If the decision is to non-renew the appointment, the faculty member will be notified of the non-renewal at least one year in advance of the termination date of the current appointment.
D. Transfer from Clinician-Teacher Track to CHS Track \((APC\ Revised\ 5-16-2001)\)

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.

A departmental executive committee can recommend that an individual initially appointed to the Clinician-Teacher track be transferred to the CHS track under the following conditions:

- a) The decision must be reached no later than during the third year following the faculty member's initial faculty appointment in the Clinician-Teacher track. (For the Physicians Plus Division faculty on the Clinician-Teacher track as of June 30, 2001, this three-year period will begin July 1, 2001.)
- b) Transfer will be to the rank of Assistant Professor (CHS) except in extraordinary circumstances.
- c) The individual must request the transfer in writing.
- d) 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 there must be clear evidence of the inappropriateness of the track choice for the initial appointment.
- e) Appointments on the CHS track are made at 50% time or greater.
- f) Return to the Clinician-Teacher track is not permitted following transfer to CHS track.

Any track transfer consideration should be based on the faculty member’s career best interests, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean’s Office.

The executive committee must base its recommendation upon an assessment that the individual’s future activities will emphasize and be characterized by a major emphasis on a scholarly approach to patient care, teaching and/or clinical research, and will conform to Policies Governing Faculty Appointments, University of Wisconsin School of Medicine and Public Health.

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 third year of the faculty member's initial appointment [see a) above].

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 (addressed to the Dean).
3) Curriculum vitae of the candidate for transfer.
4) Sample letter of appointment including probationary clock information for appointment as Assistant Professor (CHS), and including a statement for the candidate’s signature that he/she understands the terms and conditions of the track transfer and the new track assignment and agrees to abide by them. The letter will also include a statement that the transfer is permanent.
5) Rate and Title Change Form and (if approved, forward Pay Data appointment change form(s) to School of Medicine and Public Health Payroll with a copy of the signed letter of appointment to the new title)

If transfer is proposed at the associate or full professor (CHS) level, documentation of extraordinary circumstances will be provided. Prior to approving the transfer, the Dean will seek the advice of the School of Medicine and Public Health CHS Track Faculty Appointments and Promotions Committee concerning the proposed rank, and will require additional documentation as specified in Guidelines For Appointment And Promotion of School of Medicine and Public Health CHS Track Faculty To Associate or Full Professor (50% Or Greater/Full-Time).
The maximum probationary period in the CHS track is nine years of full-time equivalent service (which includes a notice year). Prior service on the Clinician-Teacher track or an equivalent position will not be counted in the determination of the CHS track probationary period. However, prior service in a CHS track or tenure track equivalent position, at half-time or greater as Assistant Professor or above, generally must be considered in setting the CHS track probationary period. No more than three years of such prior service will be deducted from an individual's total CHS track probationary clock time.

The department will be informed of the Dean’s decision following review. If the transfer is not approved, the faculty member retains his or her Clinician-Teacher track appointment.

*Policy statements on transfers between the CHS track and the Clinician-Teacher track were approved by the School of Medicine and Public Health Academic Planning Council 6-17-98, with revisions 10-20-99, 12-11-2000, and 5/16/2001.*
E. Transfer from CHS Track to Clinician-Teacher Track (APC Revised May 2001)

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.

A departmental executive committee can recommend that an individual initially appointed to the CHS track faculty be laterally transferred to the Clinician-Teacher Track under the following conditions:

a) The decision must be reached no later than during the third clock year following the individual’s initial appointment as a CHS-track faculty member of the School of Medicine and Public Health.

b) The individual must request the transfer in writing.

c) 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
   There must be clear evidence of the inappropriateness of the track choice for the initial appointment.

d) Return to the CHS track is not permitted following transfer to Clinician-Teacher track.

Any track transfer consideration should be based on the faculty member’s career best interests, distinct from funding considerations, which will be addressed on an individual basis between the department and the Dean’s Office.

The executive committee must base its recommendation upon an assessment that the individual’s future activities will emphasize and be characterized by a major emphasis on the discharge of clinical responsibilities and supervision of clinical training of students, and will conform to Policies Governing Faculty Appointments, University of Wisconsin School of Medicine and Public Health (August 1996). Appointees to this track will be primarily self-supported through clinical revenue production.

To effect the 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 within the third year following initial appointment in the CHS track [see a) above].

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) Curriculum vitae of the candidate for transfer.

4) Sample letter of appointment including a statement for the candidate’s signature that he/she understands the terms and conditions of the track transfer and the new track assignment and agrees to abide by them. The letter will also include a statement that the transfer is permanent.

5) Rate and Title Change Form and (if approved, forward Pay Data appointment change form(s) to School of Medicine and Public Health Payroll with a copy of the signed letter of appointment to the new title)

The department will be informed of the Dean’s decision following review. If the transfer is not approved, the individual retains his or her CHS track appointment.

Policy statements on transfers between the CHS track and the Clinician-Teacher track were approved by the School of Medicine and Public Health Academic Planning Council 6-17-98 with revisions approved 10-20-99, 12-11-2000, and 5/16/2001