



Policy on the Conversion of Contractual Faculty Positions to Regular Faculty Positions

I. Faculty Conversions

- A. Recommendations for the conversion of a vacant contractual faculty position to a tenure-track faculty position shall be made by the Provost through the respective Deans. Recommendations for consideration for position conversion shall include:
 - a. Improved student retention
 - b. Enhanced quality of instruction
 - c. Enrollment demands
 - d. Meeting accreditation standards
 - e. Increased research, outreach and fundraising activities
 - f. Maintaining or enhancing Morgan's competitive position

- B. Recommendations for the selection of employed contractual faculty for conversion shall be done in accordance to the Morgan State University Policy and Procedure on Appointment, Promotion and Tenure approved by the Board of Regents on April 13, 2004 which states:
 1. When a faculty position becomes available, the Department Chair shall develop, in consultation with the Dean, the specifications for the position to be filled, including but not limited to: the discipline/area of specialization, academic degree level, teaching experience, departmental needs, and research interest.

 2. The Department Chair shall establish a Departmental Search Committee of three to five (3-5) faculty members who are equivalent in rank to the rank of the position to be filled. The Departmental Search Committee may include faculty members from a related field (from the University or other institutions of higher education) when there is an insufficient number of eligible faculty in the department. Faculty selected from the related field must be equivalent to or senior in rank to the rank of the position to be filled. The Department Chair shall either serve as or appoint the chair of the Departmental Search Committee. In instances where the Department Chair is not available, the Dean shall appoint the Chair of the Departmental Search Committee.

 3. The Department Chair shall advise the Departmental Search Committee of the appropriate specifications for the position, the time frame for the

search and other essential information. After proper advertisement of the position, both externally and internally, the Departmental Search Committee shall review all applications and determine those to be interviewed by departmental faculty and other appropriate personnel based on the specifications developed for the position. No interview shall be held until all documentary evidence is received from the candidate, including curriculum vitae, official transcripts, letters of recommendation and other published requirements.

4. After interviewing the candidates, the Departmental Search Committee shall recommend a maximum of three (3) qualified candidates to the Department Chair who shall, in turn, forward the Departmental Search Committee's recommendations along with the supporting documentation of the candidates to the Dean. In instances where the Department Chair is also the Chair of the Departmental Search Committee, the recommendation of the Departmental Search Committee shall be made to the Dean. The Department Chair shall also forward to the Dean the Department Chair's recommendation (independent of the Departmental Search Committee's recommendation) whether or not the Chair serves as chair of the Departmental Search Committee.

5. School Level

The Dean shall review the recommendation of the Departmental Search Committee and the Department Chair. The Departmental Search Committee's recommendation and the recommendation of the Departmental Chair are advisory. The Dean may request the applications of every person who applied for the position. The Dean shall forward a recommendation to the Vice President for Academic Affairs (VPAA). The Dean's recommendation shall include the vitae for every candidate who applied, the Dean's recommendation for the order of preference of each candidate, the recommendation of the Department Chair, and the recommendation of the Departmental Search Committee. The Dean shall verify the credentials listed on the nominee's vitae and shall insure that all documents requested in published advertisements for the position are submitted with the Dean's recommendation to the VPAA.

6. Vice President for Academic Affairs

The VPAA shall verify that a candidate is minimally qualified for appointment at the University and that all required documentation concerning a candidate's academic status is on file at the University. The VPAA shall submit a recommendation and may provide rationale for each candidate to the President.

7. President Review and Final Decision

Appointment - The President shall consider the recommendation of the VPAA. The President shall make a final decision regarding the appointment and shall notify the appointee in writing. All appointments shall be subject to the final approval of the President. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

8. Employment Contract

An appointment to a faculty rank shall have no effect until such time as a fully executed employment contract is executed by the President (or the President's designee) and the appointee. Prior to the existence of a fully executed employment contract between the parties, no employment relationship exists between the parties, and the appointee shall neither perform any services for the University nor have a reasonable expectation of compensation for any services that the appointee may render. Any attempts by any person other than the President (or designee) to effectuate an appointment shall be void.

- C. Funding associated with part-time or full-time contractual positions identified for abolishment shall be directed toward the total cost of the newly created full-time regular positions.
- D. Fringe benefits provided to a converted faculty shall be the same as any incoming regular Morgan State University faculty.

II. The effective date of this policy is August 6, 2013.