



MEMORANDUM

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3/18/19

TO: Houston Davis  
President

FROM: Patricia Poulter  
Provost and Executive Vice-President

*[Handwritten signature: Patricia Poulter]*

CC: Rahul Mehta  
Faculty Senate President

DATE: March 15, 2019

RE: Request for conversion of tenure track position to Clinical Instructor I in Elementary, Literacy, and Special Education

To meet the needs of their academic programs, Dr. Victoria Groves-Scott, Dean of the College of Education, has requested that they are authorized to convert a current tenure track position to a Clinical Instructor I position. Following my discussion with Dean Groves-Scott, I recommend approval of this position.

The Faculty Handbook outlines specific procedures to be followed prior to the addition of non-tenure track positions. Consistent with policy outlined in Chapter 3.III.B.2.d. of the Faculty Handbook, the final decision is to be determined by the President in consultation with the Provost. Therefore, I am now forwarding this recommendation for your consideration. A copy of this recommendation is also being forwarded to Dr. Rahul Mehta, President of Faculty Senate. Upon receipt of this documentation, the Faculty Senate will have five (5) days to provide its written recommendation to you.

Please let me know if you have questions or need additional information. Thank you.

c Rahul Mehta