

Policy on Track Transfer

School of Mathematics and Physics

1. Scope

This policy outlines the procedures and criteria within the School of Mathematics and Physics (SMP) for track transfers from the Teaching and Research track to the Teaching-only track, and for track transfers from the Teaching-only to the Teaching and Research track.

2. Transfer from Teaching and Research (TR) Track to Teaching-Only (TO) Track

2.1 Application Process

When a staff on the TR track wishes to apply for transfer to the TO track, they should follow the procedure outlined below. The staff is strongly recommended to first discuss their intent to transfer with their current HoD.

STEP 1: Consultation with the Associate Dean for Learning and Teaching (ADLT).

The applicant should inform the ADLT of their intention to apply for track transfer. The ADLT consults with the members of the SSMT (which includes the current HoD of the staff), and makes an initial assessment based on the feedback. The ADLT informs the applicant by email whether or not the applicant may continue with the formal application.

STEP 2: Formal application

After the applicant received approval from the ADLT to continue with the formal application process from the TR track to the TO track, applicants must collect the following material:

- a. Cover letter, with the reason for applying for the track transfer;
- b. Curriculum vitae;
- c. Teaching statement (up to 4 pages);
- d. A table with a summary of all Module Questionnaire results of the past six years;
- e. PDFs of all Module Questionnaires of the past six years;
- f. All Peer Review forms (the form "Feedback to Head of Department") of the past six years;
- g. Email in which the ADLT advises the applicant that a formal application is possible.

Applications must be sent by email. The email should be sent to the current HoD of the applicant, with the ADLT in the CC.

2.2 Application review

A school-level review panel will evaluate the application. The ADLT determines the composition of the review panel, and chairs the review panel. In addition to the ADLT, the review panel must include the HoD of

Foundational Mathematics, the HoD of the current department of the applicant, and the Deputy Dean. The ADLT may include additional panel members.

The review panel will interview the applicant. The ADLT will write a report, which includes the panel's comments, as well as the individual recommendation of each panel member, and submits this report to the SSMT.

The review panel will consider the following in its evaluation:

- 1) The strategic needs of the School.
- 2) The PDR ratings of the applicant over the last five years.
- 3) The performance of the applicant in Learning and Teaching, which is expected to be significantly above expectations for the role to which the staff is applying:
 - a. Module questionnaires;
 - b. Teaching qualifications, such as PGCert;
 - c. Any other qualifications and achievements deemed relevant.

The request will then be evaluated by the SSMT. If the application is approved by the school, then it will be submitted for final evaluation and approval by the VPAA through HR. Track transfers typically take effect at the start of the new semester in consideration of the university teaching arrangements.

3. Transfer from Teaching-Only (TO) Track to Teaching and Research (TR) Track

3.1 Application Process

When a staff on the TR track wishes to apply for transfer to the TO track, they should follow the procedure outlined below. The staff is strongly recommended to first discuss their intent to transfer with their current HoD.

STEP 1: Consultation with the Associate Dean for Research (ADR).

The applicant should inform the ADR of their intention to apply for track transfer. The ADR consults with the members of the SSMT (which includes the current HoD of the staff), and makes an initial assessment based on the feedback. The ADR informs the applicant by email whether or not the applicant may continue with the formal application.

STEP 2: Formal application

After the applicant received approval from the ADR to continue with the formal application process from the TO track to the TR track, applicants must collect the following material:

- a. Cover letter, with the reason for applying for the track transfer. The letter should also indicate to which department the applicant wishes to transfer;
- b. A statement summarizing past research, indicating that the applicant satisfies the school's minimum requirements for being research-active, and that provides evidence of potential for future research productivity (up to 4 pages);
- c. Curriculum vitae;
- d. Full publication list;
- e. Staff must provide a list of six to ten external reviewers (including name, position, affiliation, email address, and a 1-2 sentence motivation for the choice of each reviewer). These reviewers

must be in the applicant's primary or secondary research fields, they must be from institutions ranked in the QS Top 500, and they must have no clear conflict of interest with the applicant, such as being a family member, a former supervisor/student/line manager, or a project collaborator within the past five years. At least half of the reviewers must be based outside mainland China;

- f. Staff must identify one, two or three representative publications, which will be evaluated by the external reviewers. At least one of these publications must have XJTLU as the first affiliation of the staff. When a publication has more than eight authors, the staff must be the main contributor with supporting letters from all authors. The staff must provide the PDFs of these publications. For each of these publications, the staff must provide a one-sentence statement that clearly describes what his/her contribution to the publication is;
- g. Email in which the ADR advises the applicant that a formal application is possible.

Applications must be sent by email. The email should be sent to the current HoD of the applicant, with the ADR in the CC.

3.2 Application review

A school-level review panel will evaluate the application. The ADR determines the composition of the review panel, and chairs the review panel. In addition to the ADR, the review panel must include the HoD of the current department of the applicant, the HoD of the department to which the applicant wishes to transfer, and the Deputy Dean. The ADR may include additional panel members.

The review panel will interview the applicant. The ADR will write a report, which includes the panel's comments, as well as the individual recommendations of each panel member, and submits this report to the SSMT.

The review panel will consider the following in its evaluation:

- 1) The strategic needs of the School.
- 2) The PDR ratings of the applicant over the last five years, which should generally be above expectations. None of the PDR ratings of the recent five years should be Below Expectations.
- 3) The performance of the applicant in Research and Impact, which is expected to be significantly above expectations for the role to which the staff is applying:
 - a. Publications;
 - b. External research grants;
 - c. PhD supervision;
 - d. Any other qualifications and achievements deemed relevant.
- 4) If deemed necessary, the school may ask for external reviews from a number of domestic and/or overseas researchers provided by the applicant, and/or from a list separately compiled by the SSMT.

The request will then be evaluated by the SSMT. If the application is approved by the school, then it will be submitted for final evaluation and approval by the VPAA through HR. Track transfers typically take effect at the start of the new semester in consideration of the university teaching arrangements.

APPROVAL AND REVISION LOG

Date	Approval	Description
Jul 17, 2026	SSMT	Policy created (contents migrated from the SMP policy on promotion applications and track transfer). Included recommendation to discuss with HoD first. Included the requirement for representative publications for applications to the teaching-research track. Minor procedural updates, clarifications and language updates.