

## ASSISTANT PROFESSOR – CHANGE OF DEPARTMENT

### General Information

- A Change of Department occurs when a regular Assistant Professor is changing his/her current primary department to another
- Change of Department is effective July 1<sup>st</sup>
- When requesting a change of department, the candidate often maintains a without salary Joint Appointment with his/her current primary department
- Candidate should submit a letter requesting to change to another department and also needs to include whether or not s/he will be maintaining a Joint Appointment with the current department
  - If a Joint Appointment is sought, the candidate may request in writing that the department consider waiving participation in his/her personnel actions. This can occur at any time during the duration of the Joint Appointment.
  - The waiver may be in effect for a period of up to two (2) years and can be renewed
  - If no affiliation is being maintained, the candidate should submit a resignation letter to his/her current department

### **Submit the following to Luskin:**

- ☐ Original plus one (1) single-sided copy of the dossier.

### **Dossier Contents in the order below:**

- ☐ **Assistant Professor Data Summary cover page**
  - Check the “Change in Department” box and add the proposed department’s name
  - If the candidate is maintaining a without salary affiliation with the current department, check the “Joint Appointment” box and indicate the department
  - The Present Status and Proposed Status sections need to be completed in their entirety
- ☐ If applicable, a copy of the **Joint Appointment waiver form**
- ☐ **History Record** (entire history, updated by the current primary department)
- ☐ **Assistant Professor Data Summary Vote page** (for guidelines, see [The CALL, Appendix 4](#))
  - Votes from both the primary and secondary departments must be recorded, one page for each department
  - Be specific as to the motion voted on and the proposed effective date
  - Separate votes are required for cases involving Joint Appointment, Joint Appointment waiver, or both
  - The sum of the vote tally must equal the number eligible to vote
  - Votes must add up and match the Departmental Assessment/Director’s letter
  - **ALL** prior assistant professor vote actions should be shown on the [vote page](#) (landscape version)
- ☐ If applicable, a **resignation letter** (if no affiliation is being maintained with the primary department)
- ☐ **CV**
- ☐ **“Prior” Certification page**
  - **Must** be read by the candidate and signed before any committee or departmental review
- ☐ **“After” Certification page**
  - **Must** be read by the candidate and signed after the Department votes on the action
  - **Must** be dated on or after the date on the department assessment letter
- ☐ **Department Assessment/Recommendation Letter**
  - This is the letter setting forth each department’s recommendation, written under the Chair’s signature
  - **Note:** Letters are required from both the current primary department and proposed primary department
  - The department’s vote on the action(s) should be reiterated in the first paragraph of each letter
- ☐ **Candidate’s Letter**
  - The letter should indicate the candidate’s request to change to another department and also needs to include whether or not the candidate will be maintaining a Joint Appointment with the current department

### Opus

Process the action in Opus, and submit to the Dean’s Office queue before the hard copies of the dossier are delivered.

**Publications and Teaching**

**Evaluations** Do not submit these to  
Luskin.

**Routing and Approval**

The Luskin analyst will review the case then forward it to the appropriate Dean for review. The Dean has final approval authority.