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 1st.
- 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.

Updated: 05/2016
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.