



TRACK CHANGE REQUEST (TT → NTT)

From Regular (Tenure Track) Faculty to Non-Tenure Track Research, Educator, or Librarian Faculty.

For information, please refer to the [Faculty Manual](#) (Change of Type of Faculty Appointment, section C4.3).

Candidate's Name		Track Change Effective Date	
College/School			
Department (if applicable)			
Current Rank		Current Track	
Proposed Rank		Proposed Track	

VOTING

Record the numerical Departmental vote in the section below:

Number of faculty eligible to vote on this case

(ensure that all vote totals in the section below equal this number)

Track Change Yes No Abstain No Present

INSTRUCTIONS

All paperwork must be in a single PDF in the sequence/order according to the checklist below. **Complete formal request file must be sent to facultyaffairs@miami.edu.**

CHECKLIST

Use the following checklist to confirm the documents included in the file:

	Memorandum from the faculty requestor (addressed to the Chair/Dean, dated and signed)
	Memorandum of recommendation from the Chair (addressed to the Dean, dated and signed)
	Curriculum Vitae (UM template here)

For the Dean: Please indicate in the section below your recommendation. If you require more space than the one provided below, you may attach a separate memo.

Dean Signature Date

APPROVALS

Provost Signature Date

President Signature Date