

CHANGE OF STATUS

(All faculty ranks)

Change in Time status (change to, or from, full-time, part-time, time-as-reported, or no pay).

Submit all documents to the Office of Academic Affairs *via BOX or by email*.

1. Faculty Personnel Action Form (PAF 510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate faculty action noted.
2. Chair's letter requesting the change, and providing an explanation for the change request.
3. Either the faculty member's request for the change, or letter from the Department Chair giving faculty member appropriate notice of change.

Note:

- For changes from time-as-reported to either part- or full-time a faculty recruitment form may be required, please check with OAA on a case by case basis.

Faculty to Trainee:

1. Faculty Personnel Action Form (PAF #510) – signed/countersigned by appropriate Department Chair(s) and/or Center Director(s) with the appropriate action noted.

Note:

- For changes from Faculty to Trainee, Senior Associate Dean for Academic Affairs signature is required.
- Trainees becoming faculty are considered new hires, and the appropriate paperwork for initial appointment at the hire rank should be submitted

For other types of changes (i.e. from Research Assistant Professor to Assistant Professor or from Associate Professor to Associate Professor of Clinical), **please contact OAA to determine appropriate paperwork.**