

## Faculty Track Change Form

### Instructions

1. Complete the form below.
2. For Dean's Review and Approval, submit the completed form AND a current CV to Tina Clark ([Tasamania.D.Clark@uth.tmc.edu](mailto:Tasamania.D.Clark@uth.tmc.edu) / 500-5103).
3. Once the fully approved form is returned to the department, the department will complete a Change Position PASS (Reason: Title Change) and include in the PASS transaction comments, a request to update the faculty's tenure table. Include the new track and effective date for the change in the comment.

**Example 1:** Associate Professor going from Non-Tenure Clinical Track to On Tenure Track will have a title change from Associate Professor NTC to Associate Professor. PASS Comment: "Please Update Tenure Table to On Tenure Track effective 9/1/2020."

**Example 2:** Professor going from On Tenure Track to Non-Tenure Research track will have a title change from Professor to Professor NTR. PASS Comment: "Please Update Tenure Table to Off Tenure Track effective 9/1/2020." For questions regarding the PASS Transaction, please call Erin Wells (500-5078).

Faculty Name:

Department:

From Track:

To Track:

Effective Date:

Requested by Faculty:

Printed Name

Signature

Date

Approved by Chair:

Printed Name

Signature

Date

Approved by Dean:

Printed Name

Signature

Date

### OAFA Use Only

First Track Change:

Second Track Change:

Years on Tenure Track: