UNIVERSITY OF MIAMI

Office of Faculty Affairs 1252 Memorial Drive, Ashe 235 Coral Gables, Florida 33146 Ph: 305-284-3386

TRACK CHANGE REQUEST (NTT ⟶ TT)

From Non-Tenure Track Research, Educator, or Librarian Faculty to Regular (Tenure Track) Faculty at the rank of Assistant or Associate Professor, Tenure-Earning.

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	Make selection		
Department (if applicable)			
Current Rank	Make selection	**Current Track**	Make selection
Proposed Rank	Make selection	**Proposed Track**	Regular (Tenure-Earning)

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 ☐