



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

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 ChangeYesNoAbstain	No Present
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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 <u>here</u>)	

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
Fresherit	Signature	Date