**REQUEST TO TRANSFER BETWEEN TRACKS WORKFLOW**

**Purpose:**

This document defines the workflow for a request to change a faculty member’s track.

**Definition:**

A faculty member may request to change their track in accordance with Transfers Between Tracks section (page 27) of the [Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty](https://academiclaborrelations.rutgers.edu/sites/default/files/Appointments%20%20%20Promotions%20Guidelines%20%2800385501xB0A50%29.pdf) (A&P Guidelines). Please review this section of the A&P Guidelines carefully before proceeding with this process. Questions or concerns may be address to the appropriate Provost or RBHS Faculty Affairs.

**Workflow:**

1. Faculty member submits their request in writing to the Department Chair. Faculty may wish to discuss with his/her Chair, Dean and/or Provost prior to submitting the letter. Faculty should refer to page 25 of the A&P Guidelines when writing the letter.

The Letter should include the signature of the requesting faculty and five (5) additional signature lines: Chair, Faculty Appointments and Promotions Committee, Dean, Provost, and Chancellor. The letter should also include the following:

* 1. A statement of a change in direction of faculty member’s career
	2. A statement requesting change in track and how the faculty member meets the appropriate qualifications of that position.
1. The Chair, Chair of A&P/FCAP Committee, and Dean sign the letter indicating their support. If the faculty member is a member of an Institute or Center, the Chair and/or Dean shall solicit the feedback of the Institute/Center Director when considering the request.
2. An FTF is created and uploaded to Perceptive Content along with a CV and the faculty letter with Chair and Dean signatures.
3. The action is reviewed in Perceptive Content by the Campus Provost and Chancellor.

	1. If approved:
		1. The School Faculty Affairs Office updates the faculty record in FIS by entering the new track selection on the “Academic Information” screen.
		2. The campus provost communicates with the chair to assure that the faculty member’s workload distribution is appropriate for the track.
		3. The chair will provide a letter to the faculty member outlining the specifics included on page 26 of the A&P Guidelines. Letter will be signed by the dean, the chair and the faculty member. *See Template #1.*
	2. If denied at the School level, the request does not move forward to the Chancellor. The School Faculty Affairs Office will draft a denial letter for the chair and dean’s signature and coordinate delivery. *See Template #2.*
	3. If denied by Chancellor level:
		1. The campus provost communicates with the chair and dean reasons for denial.
		2. The chair and/or dean will meet with the faculty member to discuss the denial.
		3. The School Faculty Affairs Office will draft a denial letter for the chair and dean’s signature and coordinate delivery. *See Template #2*.

**Templates (included on pages 3-4)**

* Template #1 | **Formal Notification of Approved Change in Track**
* Template #2 | **Formal Notification of Denied Change in Track**

**References:**

[Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty (A&P Guidelines)](https://academiclaborrelations.rutgers.edu/sites/default/files/Appointments%20%20%20Promotions%20Guidelines%20%2800385501xB0A50%29.pdf)

**Template #1:**

**FORMAL NOTIFICATION OF APPROVE CHANGE IN TRACK**

Date

*(Full Name)
(Address)
(City, State, Zip)*

Dear (Dr./Mr./Ms.),

I am writing to notify you that your Change in Track request has been approved. This letter confirms your assignment to the to the [*insert name of track*] Track in the [*Insert /Department/Unit/School*] effective [*Date*]. (**If applicable:** This is a non-tenure track title.)

The guidelines for appointment and promotion within the [*insert name of track*] Track are outlined in the Rutgers Biomedical and Health Sciences Policies and Guidelines Governing Appointments, Promotions, and Professional Activities of the Faculty located at the following website: <https://facultyaffairs.rbhs.rutgers.edu/appointments-promotions/faculty-appointments-and-promotions-guidelines/>. The responsibilities of a faculty member on the [*insert name of track*] Track can be found in the Guidelines.

We look forward to continuing to work with you.

Sincerely,

(Name) Dean, (School)

(Name) Chair, (Department)

(Name of faculty member)

**Template #2**

**FORMAL NOTIFICATION OF DENIED CHANGE IN TRACK**

Date

(Full Name)
(Address)
(City, State, Zip)

Dear (Dr./Mr./Ms.):

I regret to inform you that your request to change track from [*track*] to [*track*] was not approved. This letter serves as your formal notification of this decision.

I invite you to meet with me to discuss the decision if you so wish.

Sincerely yours,

(Name) Dean, (School)

(Name) Chair, (Department)