

## REQUEST TO TRANSFER BETWEEN TRACKS WORKFLOW

### **Purpose:**

This document defines the workflow for a request to change a faculty member's track. Note: During Fiscal Year 2024 (July 1, 2023-June 30, 2024), non-tenure track faculty seeking to change between non-tenure tracks based upon the May 1, 2023 Memorandum of Agreement should refer to the ["FY24 Change of Track for Form for Non-Tenure Track Faculty"](#) document.

### **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](#) (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:
  - a. A statement of a change in direction of faculty member's career
  - b. A statement requesting change in track and how the faculty member meets the appropriate qualifications of that position.
- 2) 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.
- 3) An FTF is created and uploaded to Perceptive Content along with a CV and the faculty letter with Chair and Dean signatures.
- 4) The action is reviewed in Perceptive Content by the Campus Provost and Chancellor.
  - a. If approved:
    - i. The School Faculty Affairs Office updates the faculty record in FIS by entering the new track selection on the "Academic Information" screen.
    - ii. The campus provost communicates with the chair to assure that the faculty member's workload distribution is appropriate for the track.
    - iii. 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.*
  - b. 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.*
  - c. If denied by Chancellor level:
    - i. The campus provost communicates with the chair and dean reasons for denial.
    - ii. The chair and/or dean will meet with the faculty member to discuss the denial.
    - iii. 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 \(A&P Guidelines\)](#)



### **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)