



Faculty Appointment Modification Request

University of Nebraska-Lincoln

Use this form to:

- Request a change in tenure home
- Request a change in primary department
- Request a change to FTE assigned in one or more departments

Step 1 (Required): Faculty member will initiate this process by submitting a formal request to their department executive officer (DEO) and college dean(s) specifying the reason for the request. A copy of the request must be attached to this form, which should include appropriate signatures of acknowledgement.

Faculty Member's Name: _____

Faculty Member's Title: _____

Current appointment

List all appointments for which the faculty member has FTE. If there is only one appointment, list that appointment and use 1.0 FTE.

Department	College	FTE

Proposed new appointment

List all appointments for which the faculty member will have FTE. If there is only one appointment, list that appointment and use 1.0 FTE.

Department	College	FTE

Requested action

Respond to the questions below about the requested modification. If you answer "yes" to any of the three questions, Steps 3 and 4 are required to complete the process.

The requested modification includes a change in tenure home.

Yes

No

The requested modification includes a change in primary department.

Yes

No

The proposed new appointment includes FTE in a department/college that is not in the current appointment.

Yes

No

Faculty Member Signature

Date

Step 2 (Required): DEO of department(s) in the proposed new appointment provides faculty member with an outline and apportionment of duties to be associated with the modified appointment, and/or modified MOU for Joint Appointments and requests the faculty member to indicate in writing their agreement. College dean's office(s) provides documentation of the funding arrangement to support the requested appointment. A copy of this documentation must be attached to this form along with the faculty member's CV, and the DEO and dean(s) must sign this form.

Step 3 (if applicable): If hiring this type of faculty member typically requires a vote of the faculty, then a vote of the faculty is required for such a faculty member to move into the department. In that situation, once the proposed new DEO and dean approve, the new DEO initiates a vote of the appropriate departmental faculty to accept the faculty member into the new department.

Date of faculty vote: _____

Numerical results of faculty vote:

_____	_____	_____
Yes	No	Abstain

Date of faculty vote: _____

Numerical results of faculty vote:

_____	_____	_____
Yes	No	Abstain

Date of faculty vote: _____

Numerical results of faculty vote:

_____	_____	_____
Yes	No	Abstain

Step 4 (if applicable): If a vote of the faculty is required, then after the faculty vote, the new DEO and new dean make their final recommendation

Final recommendation of new DEO on transfer:

Yes

No

Final recommendation of new dean on transfer:

Yes

No

Final recommendation of new DEO on transfer:

Yes

No

Final recommendation of new dean on transfer:

Yes

No

Effective date for new appointment: _____

Step 5 (Required): This form and all attachments must be signed by all appropriate parties and forwarded for approval to the Office of the Executive Vice Chancellor and/or the Vice Chancellor for IANR. Once the change is approved, the new primary department should complete the necessary paperwork to enact the modified appointment.

Signatures

_____ DEO (Current Appointment)	_____ Date	_____ DEO (New Appointment)	_____ Date
_____ DEO (Current Appointment)	_____ Date	_____ DEO (New Appointment)	_____ Date
_____ DEO (Current Appointment)	_____ Date	_____ DEO (New Appointment)	_____ Date
_____ Dean (Current Appointment)	_____ Date	_____ Dean (New Appointment)	_____ Date
_____ Dean (Current Appointment)	_____ Date	_____ Dean(New Appointment)	_____ Date
_____ Executive Vice Chancellor	_____ Date	_____ Vice Chancellor, IANR	_____ Date