



## 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