Q-Card

Changing Appointment FTE

Description
A faculty member’s permanent FTE (full-time equivalent) is the established percentage of effort that is determined at the start of an appointment and can be changed over the course of a faculty member’s career. Faculty members may change their FTE permanently or fluctuate effort throughout any given period (without changing FTE).

Important Things To Remember:
- Professorial/Lecturers-FT/Senior Lecturer-PT/ Principal Lecturers and Artists in Residence may not reduce their permanent FTE below 50%.
- A permanent change in FTE requires the following levels of approval: Dept. Chair/Director and Dean/Chancellor. A faculty vote is also required.
- An Assistant Professor’s % of FTE has an impact on their mandatory promotion/tenure timeline. Regardless of FTE, the first term consists of three years. If FTE is lower than 100%, their second term will be pro-rated depending on the percentage.
- If a faculty member is planning on retiring and returning to work, they will only be eligible for 40% of their FTE at the time of retirement.
- Make sure to ask questions when a faculty member requests for a change in FTE. In some cases, other alternatives to changing percentage of effort may be more appropriate. Please contact your AHR consultant to discuss these options.

Process

Q-Card

Changing Departments

Description
There are a variety of reasons why faculty members may change departments including: changes in field of study or research and changes in funding sources.

Important Things To Remember:
- If a current UW faculty member submits application materials to an open position and is hired, this should be treated as a new appointment and all new appointment paperwork must be sent to AHR. Please go to the AHR website to see the list of documents for a new faculty member.
- If a faculty member wants to end their appointment with one department and begin a new appointment in a different School/College, this should be treated as a new appointment and new appointment paperwork must be sent to AHR.
- If a faculty member wants to end their appointment with one department and begin a new appointment with another department in the same School/College, AHR will only need the following: a letter of resignation from the faculty member, new department Chair/Director letter, concurrence from Dean/Chancellor, a faculty vote, letters of recommendation and an updated CV.
- If a faculty member has existing joint appointments in two departments and s/he wants to switch their primary department, AHR will only need the following: a new Chair/Director letter with concurrence from the Dean/Chancellor, concurrence from prior Chair/Director, a new department faculty vote.
Description
There are a variety of reasons why faculty members may change their professorial tracks but generally, it is in response to changes in the faculty member’s responsibilities within their research or instruction portfolios. Please note that when an Assistant Professor changes tracks it will not change his/her mandatory promotion/tenure review timeline.

Documentation Requirements for Each Change

<table>
<thead>
<tr>
<th>Type of Change</th>
<th>Documentation Requirements</th>
</tr>
</thead>
</table>
| Tenured to Non-Tenured  
  e.g. Associate Professor to Research Associate Professor | - Letter from faculty resigning their tenure  
- Chair/Director letter with concurrence from the Dean/Chancellor  
- Faculty vote |
| Non-Tenured to Non-Tenured  
  e.g. Assistant Professor WOT to Research Assistant Professor | - Chair/Director letter with concurrence from Dean/Chancellor  
- Faculty vote |
| Non-Tenured to Tenured  
  e.g. Associate Professor WOT to Associate Professor | - Treat this situation as you would treat a Promotion or award of tenure  
- See AHR website for more information on Promotion/tenure requirements  
- HFE needed |

Description
Either at the start of a new appointment or during a faculty member’s career at UW, an adjunct or a joint appointment may be added to a faculty member’s portfolio. Adjunct and joint appointments are added to reflect the existence of a working relationship between the faculty member and another department within the unit or elsewhere within the University. These concurrent relationships may be requested by the faculty member or by a secondary unit/departement.

Important Things To Remember:

- Adjunct appointments do not confer governance or voting privileges or eligibility for tenure in the secondary unit. Joint appointments, at the time of appointment, should determine whether s/he will have voting rights, and/or tenure in the secondary/joint unit.

- Adjunct appointments are considered to be annual appointments. When a faculty member’s adjunct appointment is not renewed they will be notified by the unit or Dean/Chancellor’s Office, provide appropriate notification to AHR and the appointment should be ended.

- Joint appointments mirror the appointment dates of the primary appointment. A faculty member’s joint appointment may be discontinued only with the concurrence of the faculty member and the joint unit.

- During the promotion process, primary units are responsible for obtaining concurrence on promotion decisions from the secondary units.

- The unit requesting an adjunct or joint appointment (secondary unit) is responsible for obtaining all the required documentation as well as concurrence from the primary unit.