

**College of Engineering
Specialized Faculty Appointment Changes
Processing Quick Guide**

Lecturer/Instructor to Senior Lecturer/Senior Instructor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: None
ODEA: Appointment Change Form
BOT: None
AHR HRFE: ODEA Approval, Offer-Acceptance, CV

Lecturer/Instructor to Teaching Assistant Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: None
ODEA: Appointment Change Form
BOT: None
AHR HRFE: ODEA Approval, Offer-Acceptance, CV

Lecturer/Instructor to Teaching Associate/Full Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: Communication No. 26 - Attachment 2
ODEA: Appointment Change Form
BOT: None
AHR HRFE: Provost Approval, ODEA Approval, Offer-Acceptance, CV

Lecturer/Instructor to Clinical/Research Assistant Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: None
ODEA: Appointment Change Form
BOT: None
AHR HRFE: ODEA Approval, Offer-Acceptance, CV

Lecturer/Instructor to Research/Clinical Associate/Full Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: Communication No. 26 - Attachment 2
ODEA: Appointment Change Form
BOT: None
AHR HRFE: Provost Approval, ODEA Approval, Offer-Acceptance, CV

Senior Lecturer/Senior Instructor to Teaching Assistant Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: None
ODEA: Appointment Change Form
BOT: None
AHR HRFE: ODEA Approval, Offer-Acceptance, CV

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Senior Lecturer/Senior Instructor to Teaching Associate/Full Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: Communication No. 26 - Attachment 2
ODEA: Appointment Change Form
BOT: None
AHR HRFE: Provost Approval, ODEA Approval, Offer-Acceptance, CV

Senior Lecturer/Senior Instructor to Research/Clinical Assistant Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: None
ODEA: Appointment Change Form
BOT: None
AHR HRFE: ODEA Approval, Offer-Acceptance, CV

Senior Lecturer/Senior Instructor to Research/Clinical Associate/Full Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: Communication No. 26 - Attachment 2
ODEA: Appointment Change Form
BOT: None
AHR HRFE: Provost Approval, ODEA Approval, Offer-Acceptance, CV

Teaching Assistant/Associate Professor to Teaching Associate/Full Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: Communication No. 26 - Attachment 2
ODEA: None
BOT: None
AHR HRFE: Provost Approval, Offer-Acceptance, CV

Research/Clinical Assistant/Associate Professor to Research/Clinical Associate/Full Professor

College: Request Letter with CV, HRF (attach approved request letter)
Provost: Communication No. 26 - Attachment 2
ODEA: None
BOT: *Approved* Communication No. 26 - Attachment 2
AHR HRFE: Provost Approval, BOT Approval, Offer-Acceptance, CV

Note: Promotion effective date should be the day after the BOT meeting at which it is approved or a later date (not when campus approved the form).

Research Scientist/Senior Research Scientist (AP) to Research Assistant Professor (Specialized Faculty)

College: Request Letter with CV, HRF (attach approved request letter)
Provost: None
ODEA: Search Waiver Form
BOT: None
AHR HRFE: ODEA Approval, Offer-Acceptance, CV

**College of Engineering
Specialized Faculty Appointment Changes
Processing Quick Guide**

Research Scientist/Senior Research Scientist (AP) to Research Associate/Full Professor (Specialized Faculty)

College:	Request Letter with CV, HRF (attach approved request letter)
Provost:	Communication No. 26 - Attachment 2
ODEA:	Search Waiver Form
BOT:	None
AHR HRFE:	Provost Approval, ODEA Approval, Offer-Acceptance, CV