**Humanities and Social Sciences**

**Rank Change from Lecturer or Senior Lecturer to Teaching Assistant Professor**

* This form is only for use when change in rank from Lecturer or Senior Lecturer to Teaching Assistant Professor is **solely** a function of a change in credential and supported by a positive DVF vote, a justification from the Department Head, and approval of the Dean. This applies only when the individual’s qualifications have changed and the job duties remain the same. If the job duties change, then it is considered a new position and appropriate procedures must be carried out to fill it.
* Must meet university requirements as stated in REG 05.20.34 – Professional Faculty Ranks and Appointments (<https://policies.ncsu.edu/regulation/reg-05-20-34/>).
* Must meet college requirements (<https://policies.ncsu.edu/rule/rul-05-67-413/>) and department standards for the rank of Teaching Assistant Professor.
* Salary must be at least minimum for the FTE at the rank of Teaching Assistant Professor. Increases require HR approval.
* Appointments shall be for a minimum of two academic years if .75 or greater.
* If approved, effective date will be the **following Fall or Spring semester** and will not be awarded retroactively.

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| **Section 1 (to be completed by Department)** |
| Department | Choose department from list |
| Employee Name | Click to enter name |
| Description of Vote | Click to enter results of vote (mandatory field) |
| Justification from Head | Click to explain circumstances (mandatory field) |
| Salary Increase Amount if applicable (requires HR approval) | Enter annual amount of increase or indicate “no increase” |
| New Annual Salary (if approved by HR – must be at least minimum for FTE at Teaching Assistant Professor) | Enter proposed annual salary with increase or current salary if no increase |
| FTE (rehire FTE if effective date is at the beginning of a new appointment or current FTE if within an appointment) | Enter FTE |
| Term (must be minimum of 2 years if FTE is .75 or greater) | Start Date Click or tap to enter a date.End Date Click or tap to enter a date. |
| Head signature below certifies that all university, college, and department requirements were met. |

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| **Head’s Signature** |  | Date |  |

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| **Section 2 (to be completed by Dean’s Office)** |
| Date Form Received in Dean’s Office (due by May 1 for the following Fall semester or November 1 for the following Spring semester) |  |
| Dean’s Review and Decision | ☐ Approved or ☐ Disapproved |
| Additional Comments |  |
| **Dean’s Signature** |  | Date |  |

Disposition of Form and Next Steps:

1. Department completes Section 1 and submits form to Dean no later than May 1 for the following Fall semester or no later than November 1 for the following Spring semester.
2. Dean completes Section 2 and returns form to Department.
3. If approved, Department attaches completed form to personnel request and submits to HR Services.
4. If applicable, HR Services submits request for salary approval to University HR.
5. If employee is in a Lecturer or Senior Lecturer pooled position, an OIED waiver may be required to move to a Teaching Assistant Professor position.
6. HR Services informs department of HR approval of rank, OIED approval (if applicable), and salary (if applicable).
7. Effective date of salary increase, if applicable, is 6/30/xx or 1/1/XX. Effective date of rank change action changing the job title and rank is 7/1/xx or 1/1/xx. Date of rank change to Teaching Assistant Professor on Rank/Tenure panel 8/16/xx or 1/1/xx.
8. Term should be for a minimum of two academic years if .75 FTE or greater.
9. HR Services will provide a letter informing of the change in rank and include salary increase if applicable.