

Change in Title Series

College of Nursing Procedures

1. Faculty submits request to Associate Dean
 - a. It is recommended that pre-tenure applicants do not apply until after year 3 of the pre-tenure period*
2. AD will meet with Dean for support
3. Associate Dean writes letter to Dean in support (will be included in the dossier)
4. Faculty submits dossier to AD
5. AD writes position description and gives to CON HR Officer to submit to AREA committee
6. Faculty applicant gives oral presentation to full faculty
7. CON HR Officer requests that faculty review dossier (after AREA approves positiondescription)
8. Faculty writes letters
9. PATA reviews and recommends to Dean
10. Dean sends letter to Provost

**AR 2:4: "The Special Title Series is not intended to serve as a means for appointing and promoting individuals who are unable to qualify for appointment or promotion in the Regular Title series because of demonstrated lack of research competence."*