SON OP: 20.125 Faculty Reclassification

PURPOSE: Faculty employed by the School of Nursing at the rank of Instructor may be reclassified to the rank of Assistant Professor upon completion of a doctoral degree.

REVIEW: This section of the handbook shall be reviewed by the Dean and Professional Development Council by September 1st on odd-numbered years.

POLICY
Because this is considered a reclassification, faculty do not need to seek promotion. This process is appropriate only for transition from the rank of Instructor to Assistant Professor and is at the discretion of the Dean.

PROCEDURE
1. Faculty will notify their respective Associate Dean/Department Chair of completion of degree.
2. Associate Dean/Department Chair notifies the Dean of faculty completion of degree.
3. Faculty submits an official transcript to the Dean’s office.
4. Dean evaluates the request for faculty reclassification.
5. Dean’s Office notifies faculty of reclassification decision.
6. Upon approval, the Dean’s Office will submit the required paperwork to Human Resources for faculty reclassification.