**GUIDELINES FOR ACADEMIC PROFESSIONAL TRACK RECLASSIFICATIONS**

In some instances, there may be a need to reclassify an academic professional track (APT) faculty member to a lateral APT title (e.g., lecturer to instructional assistant professor, instructional associate professor to associate professor of the practice, etc.). These instances should be rare, but when the need does arise, the reclassification must meet the guiding principles outlined in this document.

## Guiding Principles

1. The reclassification request must fulfill a departmental need for teaching, research, or service.
2. The faculty member must have demonstrated evidence of potential success or expertise in the area of responsibilities related to the reclassification request.
3. If the reclassification involves a reduced teaching load for the faculty member (i.e., the teaching load is reduced from teaching 8 courses per academic year to 6), the department must use its own resources to cover the teaching load adjustments. Additional hires will not be approved by the college to cover the loss in teaching power due to reclassifications.
4. All faculty members must have at least a 10% service appointment (see [SAP 12.01.99.M1 2.4.3.4.2](https://rules-saps.tamu.edu/PDFs/12.01.99.M1.pdf)). Anything beyond 10% is considered significant service.
5. If the request is to reclassification to an instructional, clinical, or professor of practice title, the faculty member’s teaching/educating/clinical responsibilities must be at least 70% of their overall responsibilities (e.g., 70% teaching and 30% service, or 70% teaching, 20% research, 10% required service).
6. All reclassification requests must follow rules in the [TAMU Guidelines to Faculty Titles](https://facultyaffairs.tamu.edu/dof/media/DOF-Media/Documents/Faculty-Titles-Review-5.pdf).
7. Equity adjustments due to reclassification are funded by the department. Only in exceptional circumstances will equity adjustments be considered for reclassification purposes.
8. Reclassifications will be considered annually with a submission deadline of May 31 and approved reclassifications will be effective September 1.
9. Reclassifications are initiated by the department head, though APT faculty can initiate a conversation about the possibility of reclassification with the department head.

## Process

The department head must submit a reclassification memo (see template) for approval to the Dean and TAMU Faculty Affairs Office. The reclassification memo should be emailed to the college faculty affairs office, artsci-fac@tamu.edu.

**MEMORANDUM**

**Date:** [Today’s Date]

**TO:** Click or tap here to enter text.Vice President for Faculty Affairs

**THROUGH:** Click or tap here to enter text.
 Dean, College of Arts & Sciences

**FROM:** Click or tap here to enter text. Department Head, [Title/Department]

**SUBJECT:** Request to reclassify [faculty’s name]from [current title] to [proposed new title]

**1. Requested Actions and Faculty Information**

* Name: Click or tap here to enter text.
* UIN: Click or tap here to enter text.
* Department: Click or tap here to enter text.
* Current title: Click or tap here to enter text.
* Proposed title: Click or tap here to enter text.
* Proposed salary: Click or tap here to enter text.
* Appointment term (start and end date): Click or tap to enter a date.
* Current percent in each area of responsibility
	+ Teaching: Click or tap here to enter text.
	+ Research: Click or tap here to enter text.
	+ Service: Click or tap here to enter text.
* Proposed percent in each area of responsibility
	+ Teaching: Click or tap here to enter text.
	+ Research: Click or tap here to enter text.
	+ Service: Click or tap here to enter text.

**2. Justification for the proposed change of title.**

Click or tap here to enter text.

**3. Discussion of the departmental need for the proposed reclassification**.

Click or tap here to enter text.

**4. Discussion of the proposed duties and responsibilities as compared to those under the existing title.**

Click or tap here to enter text.

**5. Discussion of how loss in teaching, if there is any, will be handled by the department.**

Click or tap here to enter text.

Please attach (a) a copy of the member’s updated curriculum vitae, (b) copy of the original appointment letter containing the title to be changed, and (c) signed acceptance of faculty member (offer letter).