Reclassifications - Non-Tenure Track (NTT) faculty

Process:

If title only is changing, and there are no changes to responsibilities or duties:

1) Department Executive Assistant (EA) completes Posting Waiver, and attaches the following:
   - Memo from department chair explaining the reason for the reclassification request
   - Most current CV

2) Department chair signs Posting Waiver.

3) EA forwards waiver signed by chair with attachments to Claire Bush at COE-HR@austin.utexas.edu to request Dean's signature. If Dean approves, waiver and attachments are sent to Academic Personnel Services (APS) for final approval.

4) Academic Personnel Services (APS) will send notification if Posting Waiver is approved.

Department extends offer letter using NTT reclassification template, and sends signed offer letter to APS at hr-evpp@austin.utexas.edu.

5) Once APS receives the signed offer letter, they will update the position directly in Workday.

Resources:

- COE Box: Faculty Appointments and Titles
- COE Box: Non-Tenure Track Titles at UT Austin
- UT System, Rule 31001: Faculty Appointments and Titles

Please send suggested additions to this page and notifications about broken links to COE-HR@austin.utexas.edu.