

Process for Requesting a Contract Change

Updated 9/24/2021

Overview:

The College of Health Sciences employs faculty in 9-, 10-, 11-, and 12-month contracts based on the faculty member's preference and the needs of the unit, department, and college. Request for a contract change should be initiated by the faculty member and discussed with the Department Chair. Once the faculty member obtains the support of the Chair, s/he should follow the steps below.

Process:

1. Faculty member submits a formal written request to the Department Chair stating the requested contract period and effective date.
2. If Department Chair supports the request, he/she will forward the request to the Dean indicating support.
3. The Dean will consider the request and if approved will forward all supporting documentation to the Provost.
4. Once the contract change has received full approval, the OFA will update status and notify the faculty. This notification will include a confirmation of updated salary amount, if applicable.

Note: If approval is not received at any level, the faculty member will be notified and may initiate further discussion.

Resources

[AR 3:6 Faculty Assignment and Vacation Leave Policy](#)

[AR 3:7 Faculty Salary Conversion Related to Change in Assignment Period](#)