	Title: Faculty Reclassification Among Different Appointment Types	Review Frequency: 2 Years	Effective Date: 6/1/2020
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		Revision #	2

### 1. Purpose/Objectives.

The purpose of this policy is to govern the reclassification of faculty among different appointment types. Reclassification means that an individual faculty member elects to change from a Clinician Educator, Lecturer, or Tenure track appointee to a different track. Generally, only one reclassification will be allowed under this policy in each faculty member's employment with The University of New Mexico College of Nursing (CON). Faculty should consult the applicable Faculty Handbook and CON policies for Appointment and Promotion in Tenure Track, Clinical Educator track, or Lecturer.

Tenure and promotion in the tenure-track at the (CON) are based on performance in three primary areas: research, teaching, and service contributions to the College, University, community, and profession. Promotion in the Clinician Educator Track at the CON is dependent upon demonstrated performance in teaching, service, and clinical scholarly work (i.e. teaching and/or clinical or administrative practice).

Tenure-Track, Clinician Educator, and Lecturer appointments are valued equally in the CON. The varying titles exist to meet the needs of faculty with differing career goals.

A faculty member may find her/his career goals changing over time. Consequently, the CON has determined that a faculty member should have the opportunity to apply for reclassification.

### 2. Scope.

This policy applies to all CON Faculty.

### 3. Content.

Faculty members may be reclassified between Clinician Educator, Lecturer and Tenure Track status, subject to the following limitations and considerations:

- 3.1. The reclassification request must be submitted in writing to the Chair of Faculty Affairs and must be approved by both the existing and future supervisors, and the Dean of the CON.
- 3.2. A reclassification may only be requested into an appropriate open position on the Clinician Educator, Lecturer, or Tenure Tracks and will be subject to competitive review along with other applicants for the position.
- 3.3. The reclassification must be based on genuine and demonstrable changes in career goals as demonstrated by the faculty member's qualifications. Faculty members from the Tenure Track who desire reclassification to another track must apply prior to December 1 during any year in their probationary period.
- 3.4. The reclassification may affect academic rank. Rank after reclassification will be determined through a review by the Senior or Tenured Faculty as appropriate, as convened by the Faculty Affairs Committee, and the Dean of the CON. The rank will depend on a comparison of the faculty member's academic record with the criteria and standards applicable to the new track. See Definitions section for distinctions between Tenure-Track, Clinician Educator, and Lecturer tracks. Also, see appropriate Appointment, Promotion, and Tenure CON policies listed in Internal References section.
- 3.5. For faculty who are reclassified from the Clinician Educator to the Tenure Track, the appropriate tenure code will be determined by the Tenured Faculty at the time of reclassification and will require approval of the Dean of the CON.
- 3.6. Reclassifications approved under this policy will take effect at the start of the next contract year.

### 4. Responsibilities.

RESPONSIBILITIES	
Position/Title/Group	Requirements/Expectations/Duties
College of Nursing Dean	- Shall ensure all College of Nursing faculty adhere to this document.
College of Nursing Faculty Affairs Committee	- Inform all College of Nursing faculty of this policy. - Shall provide guidance to faculty seeking reclassification. - Shall ensure all College of Nursing faculty adhere to this document.
College of Nursing Senior and Tenured Faculty	- Shall ensure adherence to this policy.
Faculty Supervisors	- Shall ensure adherence to this policy.

## 5. Records Applicability/Retention

- 5.1. Documentation regarding faculty reclassifications will be maintained within the faculty member's personnel file with Faculty Contracts and with the CON dean.

## 6. External Reference(s).

None

## 7. Internal Reference(s).

- 7.1. CON Faculty Handbook  
7.2. CON Policy: 303 – Appointment, Promotion, and Tenure for Tenure Track Faculty  
7.3. CON Policy: 304 – Appointment and Promotion for Clinical Educator Professorial Ranks  
7.4. CON Policy: 305 – Appointment and Promotion Criteria for Lecturers

## 8. Definitions.

- 8.1. **Reclassification:** An individual faculty member may request to have his/her rank changed from either a Clinician Educator, Lecturer, or Tenure track appointment and is appointed to a different track.
- 8.2. The Tenure Track exists for faculty members who devote significant amounts of their professional time to those activities in the research/scholarship/creative works category that lead to peer-reviewed publications or other scholarly works such as books or major national policy white papers as is appropriate to the faculty member's field of study. Tenure Track faculty must demonstrate the acquisition of external funding that signifies national reputations in their fields. Tenured faculty at the rank of Associate Professor must exhibit a national reputation in their field and those at the rank of Professor must exhibit an international reputation.
- 8.3. The Clinician Educator Track exists for faculty members who devote the preponderance of their professional time to teaching, applied scholarly work, and other activities related to the clinical educational mission of the CON.
- 8.4. The Lecturer track exists for faculty members who devote the preponderance of their work to education, professional service, and applied scholarly work.

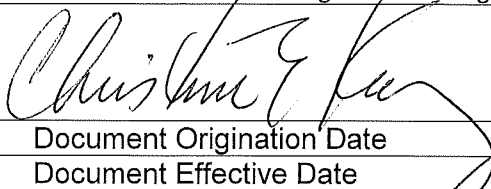
## 9. Key Words.

- 9.1. Reclassification, Tenure, Tenure-track, Clinician Educator, Lecturer, Contract, Appointment

## 10. Attachments.

None

**11. Approval Authority.**

APPROVAL and Information			
Item	Contact Information	Date	Approved/ Reviewed
Document Owner	<i>College of Nursing Faculty</i>		
Committee	Faculty Affairs Committee, Barbara Overman, Chair	10/08/2018	Approved
Committee	CON Senior and Tenured Faculty	10/15/18	Reviewed
Full Faculty	Faculty Business Meeting Approval	11/19/2018	Approved
HSC Academic Affairs	Amy Levi, Vice Chancellor for Academic Affairs	4/5/2019	Reviewed
University Counsel Office	Emma Rodriguez, Associate University Counsel	5/6/19	Reviewed
Official Approver	<i>Christine E. Kasper, PhD, RN, FAAN, FACSM Dean and Professor, College of Nursing</i>		
Official Signature		5/13/2020	
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	Document Effective Date	6/1/2020	

**12. Document History.**

HISTORY LOG				
Date and Date Type:	New/ Revision #	Title of Document:	Description of Change(s):	Approved By: Print Name/Title
1/1/2019 – Revision Effective 6/1/2020	2	Faculty Reclassification Among Different Appointment Types	<ul style="list-style-type: none"> <li>• <i>Changed the title of the policy to Faculty Reclassification Among Different Appointment Types,</i></li> <li>• <i>Added lecturer faculty to the policy on reclassification,</i></li> <li>• <i>Added the word "generally" at the beginning of the sentence stating that one reclassification will be allowed to convey a potential for more than one reclassification application in the course of a faculty career.</i></li> <li>• <i>The words "apply for" replaced request in the last sentence of the purpose statement to be consistent with the process that requires application to an open position for reclassification.</i></li> <li>• <i>Language describing lecturer track from the UNM faculty handbook was inserted</i></li> </ul>	Full College of Nursing Faculty membership