UNT | OFFICE OF THE PROVOST & DIVISION OF ACADEMIC AFFAIRS
Academic Resources

Faculty & Research Staff Reclassification Request Form

This form is to request reclassification of existing faculty and research staff roles *(including postdoctoral researchers and research scientists)* when the workload and expectations have significantly and permanently changed, or when a change in position type or contract type is warranted based on documented performance and departmental needs. The completed form, the current CV of the individual, and all unit signatures should be submitted to the Office of Academic Resources at Academic.Resources@unt.edu.

Approval of this reclassification request may require a new criminal history background check. Consistent with UNT Policy 05.006, reclassification actions are contingent upon successful completion of all applicable background check requirements.

POSITION & EMPLOYEE INFORMATION

Date:		**Current 9-Month Base Salary:**	
College:		**Proposed 9-Month Base Salary:**	
Department:		**Current 12-Month Base Salary** *(if applicable)*:	
Employee Name:		**Proposed 12-Month Base Salary** *(if applicable)*:	
UNT ID:		**Funding Chartstring(s):**	
Position Number:		**Will new or continued UNT visa sponsorship be needed?**	
Current Title/Rank:			
Proposed Title/Rank:		**For Professional Track Faculty:**	
Effective Date of Reclassification:		Will contract terms remain the same:	
FTE:		If new contract terms, note desired contract length:	

JUSTIFICATION

Justification should address: the circumstances related to the reclassification; the rationale for the change; how the faculty member's documented performance, workload, or departmental needs support the request; and how the proposed classification aligns with the duties described above.

POSITION SUMMARY

Briefly describe the current and proposed duties and responsibilities of the position. This will be the official position summary utilized for the role.: *Workload expectations of the role. Include general expectations for teaching (courses, modality, level), research/scholarship expectations, advising, service, and any unique duties (lab management, clinical work, program leadership).*

Is this position related to critical infrastructure work in any of the following fields/areas?

◯ **Yes** ◯ **No**

A faculty position should be designated as a Critical Infrastructure Role if the faulty member conducts work on or has access to critical infrastructure, and/or has research as part of their position related to critical infrastructure. Faculty who only teach courses related to these topics and do not conduct research, work on, or have access to critical infrastructure do not meet the criteria.

- Personal data information storage system architecture (not data access or entry)
- Cybersecurity
- Telecommunications networks
- Electrical power delivery systems
- Water supply, refinement, storage, and delivery systems
- Hazardous waste/material storage, treatment, and delivery systems
- Public safety
- Emergency services

Environmental Hazards expected consistently for the role (select all that apply):

- ☐ No adverse environmental conditions expected.
- ☐ Elevated temperatures.
- ☐ Exposure to fumes or airborne particles.
- ☐ Exposure to moving mechanical parts or vibration.
- ☐ Low temperatures.
- ☐ Noisy environments.
- ☐ Outdoor elements such as precipitation and wind.
- ☐ Small and/or enclosed spaces.
- ☐ Work with toxic or caustic chemicals.

Physical Requirements expected consistently for the role (select all that apply):

- ☐ Communicating with others to exchange information.
- ☐ Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.
- ☐ Lifting and moving objects up to 20 pounds.
- ☐ Lifting and moving objects up to 50 pounds.
- ☐ Lifting and moving objects up to 100 pounds or more.
- ☐ Moving about to accomplish tasks or moving from one worksite to another.
- ☐ Moving self in various positions to perform tasks in tight and confined spaces.
- ☐ Operating machinery and/or power tools.
- ☐ Operating motor vehicles or heavy equipment.
- ☐ Repeating motions that may include the wrists, hands, and/or fingers.
- ☐ Sedentary work that primarily involves sitting/standing.

APPROVALS

Supervisor (Department Chair/School Director):	
Dean/Executive Dean:	
Provost:	