

# REQUEST FOR TRANSFER TO NON-TENURE TRACK CLASSIFICATION

DATE: \_\_\_\_\_

TO: The Office of the Provost and Vice President for Academic Affairs

Name and Title of Administrator

I am currently employed as a non-tenured [rank and title] \_\_\_\_\_ on tenure track at Kennesaw State University.

In accordance with the Policies of the Board of Regents, I hereby request that my present position be reclassified as a non-tenure track position effective [date] \_\_\_\_\_.

I am familiar with the non-tenure track policy of the Board of Regents (copy attached), and I make this request for reclassification of my position freely and voluntarily, without any assurance of my retention, promotion, or reward by my superiors or others at this institution.

I understand that this request for reclassification may or may not be approved.

Name	Signature	Date
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## ACTION TAKEN:

I recommend that this request be:

Approved/Denied	Dean	Date
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Approved/Denied	VPAA	Date
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Approved/Denied	President	Date
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