

The Office of

Academic Affairs

Reclassification

If a hiring unit or an employee believe that the employee's duties and responsibilities fit better into a classification other than the one into which he or she was hired, the hiring unit can request that the position be reclassified. The NTTF reclassification form and information regarding the administrative process can be found at the [Human Resources - Operations \(http://ups.uoregon.edu/content/nttf-reclassification-process\)](http://ups.uoregon.edu/content/nttf-reclassification-process) (formally known as UPS) website.

Reclassification is not the same as promotion. A change in rank within classification requires a promotion review. An NTTF bargaining unit faculty member may not be reclassified into the tenure-track and tenured professor classification.

Adjuncts who believe that their positions should be career appointments may petition for reclassification after the completion of two years of appointment. Because the defining characteristic of the adjunct classification is its limited duration, the decision of the provost or designee should be guided by the current and anticipated duration of the position, and the completion of successful review(s). A reclassification shall take effect at the beginning of the next fiscal year, grant fiscal year, or academic year, as appropriate.

All bargaining unit members have the right to petition the provost or designee for reclassification if they believe that their work was misclassified at the time of first hire or their position has evolved to more closely resemble a different classification. If a petition for reclassification is denied, a bargaining unit faculty member may petition again after completion of at least one additional year of service in the position.

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