



**MEMORANDUM**

TO: Houston Davis  
President

FROM: Patricia Poulter *PSP*  
Provost and Executive Vice-President

CC: Rahul Mehta  
Faculty Senate President

DATE: February 5, 2019

RE: Request for change of new position in Occupational Therapy to Non-Tenure Track  
Clinical Instructor

To meet the needs of their academic program, the Department of Occupational Therapy has requested that one of their new tenure track lines is changed to a non-tenure track clinical instructor position. Following my review of the attached correspondence, I recommend approval of this position.

The Faculty Handbook outlines specific procedures to be followed prior to the addition of non-tenure track positions. Consistent with policy outlined in Chapter 3.III.B.2.d. of the Faculty Handbook, the final decision is to be determined by the President in consultation with the Provost. Therefore, I am now forwarding this recommendation for your consideration. A copy of this recommendation, along with the appropriate supporting documentation, is also being forwarded to Dr. Rahul Mehta, President of Faculty Senate. Upon receipt of this documentation, the Faculty Senate will have five (5) days to provide its written recommendation to you.

Please let me know if you have questions or need additional information. Thank you.





**MEMO**

DATE: January 30, 2019

TO: Dr. Poulter, Provost

FROM: Dr. Jimmy Ishee, Dean  
College of Health and Behavioral Sciences

A handwritten signature in blue ink, appearing to read "Jimmy Ishee", written over the "FROM" line.

RE: Reclassification of Faculty Position

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I support the attached request to reclassify a tenure track position to a Clinical Instructor 1 position. This is in the best interest of the Department of Occupational Therapy to meet the teaching obligations created by our new OTD degree. It is my understanding this takes the approval of the Faculty Senate. Please contact me if you have any questions.

*I support this  
PSP 2/04/19  
mailed*





**To:** Dr. Jimmy Ishee, CHBS Dean  
**From:** Dee Lance, OT Interim Chair  
**Date:** January 30, 2019  
**Re:** OT Request to Reclassify Position from Tenure Track Assistant Professor to Clinical Instructor I Position.

This memo is a request to reclassify one of the three Assistant Professor positions that are currently being advertised (posting number F0492018 at a salary of \$65,000) to a Clinical Instructor I position with a yearly salary of \$61,000 and a start date of August 16, 2019. The three Assistant Professor positions have been posted for several months, and to date, there have been no applications or inquiries. In contrast, five applicants applied for the two Clinical Instructor I positions that were recently filled. The program is at a critical juncture with a need for more full-time faculty to deliver the curriculum especially as they are in the process of admitting the third cohort of OTD student to start fall 2019.

*el approve  
PSP  
2/04/19*

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