

## CHANGE IN SERIES

A change in series action is generally initiated at the department level. It may also be the result of a recommendation made during a merit, appraisal or promotional review. A change in series recommendation usually occurs when an individual's participation in teaching, research, and service has shifted from the original appointment criteria. See [CALL, Appendix 26](#) for further details. Refer to the charts below (excerpted from Appendix 26) to determine dossier requirements.

### Appointment vs. Change in Series

The following chart identifies whether a proposed action should be considered as either an appointment or as a change in series. See Summary of Procedures for dossier content of specific action.

#### A. Regular Series

From	Change to	Type of Action
Any Series	Regular Series	Appointment
Regular Series	Any Series	Change in Series

#### B. In-Residence Series

From	Change to	Type of Action
Adjunct Series Prof Research Series	In-Residence Series	Appointment
Regular Series	In-Residence Series	Appointment
In-Residence Series	Adjunct Series Prof Research Series	Change in Series

#### E. Adjunct Series

From	Change to	Type of Action
Prof Research Series	Adjunct Series	Appointment
Regular Series In-Residence Series	Adjunct Series	Change in Series