



Academic Affairs
Faculty Senate

FACULTY EXCHANGE PROGRAM

FAM 361.4

A faculty exchange may be arranged within the CSUC system, with another private or public institution of higher learning. Faculty exchanges are primarily for faculty who have been at an institution for an extended period of time and who would, therefore, most benefit by the renewal which may be gained from an exchange agreement. Exchanges are made for a period of one academic year.

The following criteria will be applied in evaluating requests for faculty exchange. Only tenured faculty are eligible for faculty exchange, except in unusual circumstances. The faculty member's Department Chairman and College Dean must approve the exchange and certify that the absence of the faculty member will not curtail nor have a negative effect on the academic program. There must be a tangible demonstration of prospects for the professional growth of the faculty member or for other benefits for this institution. In order that there not be too great a disruption to a department's academic program, normally no more than 20% of the tenured faculty of any department may be on leave at any one time.

The responsibility lies with the faculty member to initiate the exchange. Thus, a faculty member bears the burden of finding the exchanging faculty member. A faculty member should request approval for a proposed exchange in a written memo to his or her Department Chairman and College Dean, in which the particulars of the exchange are outlined. The exchanging faculty member coming to this campus must be acceptable to the gaining department here. Faculty exchanges are normally made by two faculty members in the same department or discipline. However, an exchange between faculty or differing disciplines is permissible if appropriate arrangements are made and if no staffing problems result. A faculty exchange should be arranged sufficiently early in the academic year to ensure that appropriate curricular and scheduling arrangements can be made.

Normal faculty appointment procedures, such as the development of a dossier and an interview, are followed in all faculty exchanges. A written exchange agreement, developed by the Office of Academic Affairs, will be signed by all faculty involved in the exchange and by appropriate administrative officers of the institutions. Appropriate Faculty Benefits, such as accrual of time toward sabbatical leave or an earned merit salary increase will be specified in the exchange agreement. Arrangements for travel expenses, if the exchange is within the CSUC system and if the distance between campuses is greater than 100 miles, may be arranged through the Office of Academic Affairs. Upon completion of the exchange, the faculty member shall file a report with the Office of Academic Affairs detailing the experience gained during the exchange.