

POLICY CONCERNING FACULTY DEPARTMENTAL/SCHOOL TRANSFER FAM 668.4

1. Purpose

The purpose of this policy is to enable, whenever appropriate, the transfer of a faculty member from one department/school to another.

2. Request for Transfer

The request to transfer a faculty member from one department/school to another shall be initiated by the faculty member. This request shall be made in memo form addressed to the faculty member's college dean. The memo shall include a justification for the transfer.

3. Approval Process

- A. Request for transfer shall be forwarded by the faculty member's college dean to the department chair(s)/school director(s) of both the current department/school and the department/school to which the transfer is requested (recipient department/school). If the recipient department is outside the faculty member's college, the request shall also be forwarded to the dean of that college
- B. The dean shall then consult and review the request with the two department chair(s)/school director(s). If needed, the dean of the college who will be receiving the new faculty member will also be consulted to determine the appropriateness, feasibility, and programmatic implications of the transfer. If the transfer is deemed appropriate and feasible the request for transfer will be forwarded to the recipient department/school.
- C. The recipient department/school shall vote on whether to recommend or not recommend the transfer.
- D. All tenured and tenure-track faculty members in the recipient department/school shall be eligible to vote.
- E. The vote shall be conducted by confidential ballot and require an affirmative vote of an absolute majority of the tenure track members of the department/school for approval of transfer to pass. [Note: a (majority in this context means 50% plus

one of all tenure-track members of the department/school irrespective of whether they cast a valid ballot.]

- F. If the recipient department/school does not agree to the transfer the request shall not be approved.
- G. If the recipient department/school does agree to the transfer the college dean (or the college deans jointly if a second college is involved) shall then make a recommendation to the Vice President of Academic Affairs/Provost.
- H. The Vice President/Provost shall make the final decision on whether to approve the transfer.

4. Faculty Rights and Status

Faculty members involved in transfers from one department/school to another within the university shall retain all rights, including tenure and seniority, in their new department/school.