

MEMORANDUM

Date: October 13, 2021
To: Chairs and Directors
From: Philip Ganderton, Sr. Associate Dean, College of Arts and Sciences
Ref: Faculty transfer policy guidelines for the College of Arts and Sciences

Academic Affairs recently published a policy outlining the circumstances for, and the procedures to follow when, faculty to transfer their home organization (attached). This also applies for transfers that split the home departments. Below are guidelines for departments and programs (units) in the College of Arts and Sciences (the College) when receiving a request under the policy.

A. The policy contains some first principles.

1. Requests must come from faculty in writing after consultation with both origin and destination chairs.
2. Transfers must have the support of the faculty of both the origin and destination units.
3. Transfers must be endorsed by the Dean and approved by the Provost.
4. Probationary faculty cannot request transfers under the policy.
5. Tenured faculty must have served at least five years in a unit before requesting a transfer.
6. Transferring faculty retain their titles, rank, and salary during the transfer.
7. Transfer requests should be made with sufficient notice to allow units to plan teaching and service adjustments.
8. Approval is not automatic.

B. Detailed guidelines for the transfer process within the College.

1. The faculty member must consult with the chairs of the origin and destination units.
2. A written request must be submitted to the chair of the origin department addressing the following points at least:
 - a) reasons for the transfer
 - b) proposed timing of the transfer
 - c) plan to address instructional impact of the transfer
 - d) disposition of space, equipment, grants, and impact on students, postdocs, and staff.The faculty member should consult with the unit chair on these issues.
3. The chair of the origin unit should consult with the Dean regarding the impact of the transfer. The origin unit should not expect an automatic replacement of the transferring faculty member.
4. The chair of the origin unit should consult with their faculty and obtain a vote of support, or otherwise, for the transfer.
5. The chair of the origin unit writes a letter in support, or not, of the request including a description of the consultation process and the vote of the faculty. This letter along with the request is forwarded to the Dean.
6. The request and chair's letter are sent to the chair of the destination unit.

7. The chair of the destination unit should consult with the Dean regarding the impact of the transfer. The transfer of faculty to a unit may impact the hiring plans for the destination unit as well as current TPT and GA allocations.
8. The chair of the destination unit should consult with their faculty and obtain a vote of support, or otherwise, for the transfer.
9. The chair of the origin unit writes a letter in support, or not, of the request including a description of the consultation process and the vote of the faculty. This letter along with the request is forwarded to the Dean.
10. The Dean will consult with the Provost concerning the transfer, discussing the budgetary impact, the effect on current and future hiring plans if any, and other relevant considerations as outlined in the policy.
11. The Dean writes a letter supporting, or not, the requested transfer. This, along with the other documents in the file are submitted to the Office for Academic Personnel (OAP).
12. If the request is denied at any stage, the request is not forwarded to the next stage. The faculty member can appeal the decision to the next stage decision maker.
13. All details of the transfer as outlined above will be formally recognized in a Memorandum of Understanding (MOU) between the faculty member, the two chairs, and the Dean.
14. In the case of a partial transfer, where the FTE is split between two or more units, the MOU must outline all procedures concerning annual and milestone reviews, salary reviews, and must resolve any issues relating to each unit's workload policy established under Article 13 of the Collective Bargaining Agreement (CBA).
15. Transfers between units in different Schools or Colleges will be guided by the policy as published.