

Policy on the Voluntary Reassignment of Faculty (February 2012)

The purpose of this policy is to provide guidelines for requests for reassignment to another department or program by a tenured or probationary faculty member.

The underlying principle which shall govern considerations of reassignment is as follows:

Except for circumstances following from the reorganization of a department or program, no faculty member shall be reassigned to a different academic department without the individual's consent and without the consent of the department or other organizational unit to which the faculty members is to be reassigned. This provision shall not be construed as applying to layoff rules pursuant to the Collective Bargaining Agreement.

A. Tenured Faculty

Any tenured faculty member may apply for permanent reassignment to another department or college, whether or not a vacant faculty position has been announced by the department to which application for reassignment has been made. In such cases, the following procedures shall be followed:

1. The tenured faculty member shall submit a memorandum requesting the reassignment to the dean of the college of the recipient department asking for consideration for a reassignment. This memorandum shall contain a description of the individual's academic qualifications for such a reassignment along with a statement detailing the role of the prospective appointee in the educational and professional program to which they seek reassignment. A curriculum vitae shall accompany the request. The request shall be copied to the Provost and Vice President for Academic Affairs (hereinafter Provost), dean of the college in which the faculty member currently resides, the Associate Vice President for Faculty Affairs, the chair of the recipient department, and the chair of the faculty member's current department.
2. The recipient dean shall forward this memorandum, including attachments, to the recipient department for consideration. Faculty of the recipient department shall also be informed of the candidate's seniority status.
3. Within thirty working days of receipt of the above memorandum, the probationary and tenured faculty of the recipient department shall forward a recommendation on the request to their college dean. Any recommendation forwarded from the department must have the approval of a majority of the votes cast by the probationary and tenured faculty in a secret ballot. A copy of the recommendation shall be provided to the Provost, the dean of the college where the faculty member currently resides, the AVP for Faculty Affairs, the current department chair, and the faculty member making the request.¹
4. After receiving a positive recommendation from the recipient department, the dean receiving the request shall meet with the dean of the college in which the faculty member currently resides

¹ A negative recommendation from the faculty of the recipient department shall conclude the process.

to discuss the possible reassignment.² The dean of the college in which the faculty member currently resides shall also confer with the current department chair.

5. After these discussions, both deans shall jointly make a written recommendation to the Provost for final decision. A copy of the recommendation shall go to the AVP for Faculty Affairs and to the chairs of the affected departments and to the faculty member making the request.

6. Any reassignment may only take effect with the approval of the Provost.

7. A faculty member who is transferred to another department in this manner shall forfeit all rights and privileges in the department of previous assignment. However, the faculty member shall maintain all seniority points earned to date³ and tenure rights. The provision concerning seniority points may be waived if the faculty member requests in writing to the Provost a voluntary and permanent forfeiture of all or part of the accrued seniority points.

8. A tenured faculty member may request a temporary reassignment to another department pursuant to Article 38 of the Collective Bargaining Agreement.⁴ In such cases, the process delineated above shall be used.

9. The effective date of any reassignment shall be determined by the Provost.

B. Probationary Faculty

1. A probationary faculty member may request temporary reassignment to another department pursuant to Article 38 of the Collective Bargaining Agreement.

2. A probationary faculty member may apply for a vacant probationary position in another department or school. In such cases, the probationary faculty member shall notify the dean and department chair. The recruiting department shall receive and process the application of an on-campus faculty member in the same manner as an off-campus applicant. Should a probationary faculty member accept an appointment as a result of a search process, the faculty member shall resign their current probationary position effective with the appointment date to the new position. S/he shall begin a new probationary period in the new position. The faculty member shall forfeit any seniority points accrued to date⁵ and all rights and privileges in the previous department.

² Except as a result of reorganization of schools or departments, no resources shall be permanently removed from a department or school as the result of reassignment. A temporary transfer of resources shall be made only upon the written recommendation of the current college dean and the approval of the Provost.

³ The calculation of seniority points is described in Article 38 of the CBA.

⁴ Article 38 deals with layoff including alternatives to layoff, computation of seniority points and reassignment.

⁵ Article 38 states that seniority points are accrued during the probationary period but are not given to the faculty member until the award of tenure. Under the circumstances described, the new position would be considered a new appointment rather than a reassignment.