

MEMORANDUM

DATE: August 17, 2015

TO: Deans, Department Chairpersons and School Directors

FROM: Gary Perry, Provost and
Vice President for Academic Affairs



SUBJECT: POLICY AND PROCEDURES FOR FACULTY TRANSFERS (Revised)

Preamble

The offering of a degree program, disciplinary or interdisciplinary, requires the assembly of a faculty group expressly for the offering, promoting, and moving forward of that program. Individuals are recruited and employed to that end on the basis of their educational background, experience, and specialization. Such individuals are normally employed to assist the university in attaining these goals in a specific place and a specific unit. Therefore, when a person is employed in a specific unit at a specific site, it is expected that a faculty member will remain at that campus. The corollary is that statements of expectation, assignment, and evaluation will emanate from the specific place of assignment. None of the foregoing, however, precludes temporary assignment of duties on other campuses as needed in the best interest of Florida Atlantic University.

Nevertheless, it is recognized that in the course of professional development a faculty member may conclude that permanent assignment to another unit and/or campus may be desirable or advantageous to professional growth and to facilitate her or his contributions to the institution. The university itself retains the prerogative of changing the designated unit or principal place of employment, should such a change be in the best interest of the institution, in accordance with policy or applicable collective bargaining agreement. In either case, whether transfer is in response to a request from an individual faculty member or in response to a need by the university, the intent is that such transfers are in the best interests of the university and its students.

Policy

The University may approve a request by faculty for a change in academic unit or principal place of employment subject to the following.

1. Any request for change in academic unit or principal place of employment should address college and university needs, e.g., programmatic expertise or enrollment demand, or personal needs, e.g., academic or research interests and peer environment.
2. The change in academic unit or principal place of employment may not create undue hardship for the program or programs at the current assignment. A college/school/department has a responsibility to maintain a mix of faculty experience and rank throughout.
3. The dean(s) and department chair(s)/school director(s) must agree that the specialty and qualifications of the individual are complementary to the ongoing development of their programs. The faculty of the unit(s) involved need to be consulted about the proposed change.

Meeting of the requirements cited above is to be documented by sign-off of the respective department chairs/school directors and deans.

Procedures to be followed in changing the academic unit or principal place of employment

1. Requests for transfer submitted by individual faculty when no open positions are available or advertised.

Faculty are to submit any request for transfer to their current department chair/school director for review and recommendation. The recommendation of the department chair/school director is to be forwarded to the current dean for further review. The dean will render a decision as to the acceptability of transfer after review of disciplinary specialty, tenure status, resources, performance evaluations, and needs of the college. In the event that a recommendation is made that further consideration not be given to the request, the dean or designee is to convey that recommendation to the faculty requesting transfer and meet with the faculty should he or she desire a consultation. In the event that the dean reviews and makes a recommendation to approve the transfer, the discussion of arrangements may proceed. If the request includes transfer from one college to another then a similar recommendation from the receiving college is necessary.

2. Requests for transfer by individual faculty when an open position exists and for which a search is to be conducted.

Departments/Schools authorized to conduct a search for faculty should notify any corresponding faculty groups in other colleges or on other campuses, if appropriate, immediately upon completion of the position description. Any faculty qualified by specialty will then be given opportunity to request a transfer.

An immediate concurrent review in keeping with the procedure outlines under Paragraph 1 above will be conducted by the releasing and searching departments/schools and colleges to determine the desirability of transfer. The review is to be completed within two weeks to

assure that either college campus may conduct any needed external search in a timely manner. If no faculty express an interest in transfer within one week of notification, the external search may proceed immediately.

3. Change in principal place of employment directed by the university.

Any change in principal place of employment must be implemented in accordance with policy and applicable collective bargaining agreement. The principal elements of this process are that: 1) where possible, any faculty shall be given at least nine months' notice of the change in place of employment; 2) the employee is granted, upon written request, a conference with the person responsible for making the change, and 3) that voluntary changes and available new positions within the department are considered prior to involuntary changes, if practicable.

The Vice Provost for Academic Affairs needs to be consulted before any change in academic unit or principal place of employment is finalized.

Cc: Diane Alperin, Vice Provost

Academic Affairs