

96-09

September 30, 1996

**Permanent Reassignment of a Tenured or  
Probationary Faculty Member  
(This policy supersedes Policy Statement 86-10 and 93-08)**

This revised policy was recommended by the Academic Senate on March 28, 1996  
and approved by the President on April 19, 1996

**I. NON-LAYOFF CIRCUMSTANCES**

A. Tenured Faculty: Any on-campus tenured faculty member who has not received a notice of layoff 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. A memorandum requesting the reassignment shall be sent to the dean of the affected college. 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 will be assigned. Faculty of the affected departments shall also be informed of the candidate's seniority status.
2. The dean shall forward this memorandum to the pertinent academic unit, including the unit(s) in which the prospective appointee currently holds appointment, for the consideration of their respective tenured faculties.
3. Within thirty working days of receipt of the above memorandum, the academic units being consulted shall forward a recommendation on the request to the dean(s). Any recommendation forwarded from the department must have the approval of a majority of the votes cast by the tenured and probationary faculty in a secret ballot.
4. After receiving their recommendations, and following consultation with the pertinent academic units, the dean(s) shall forward their recommendation(s) and those of the faculty within thirty working days to the Vice President for Academic Affairs for final decision.
5. An on-campus faculty member who is transferred to another department in this manner shall lose all rights and privileges in the department of previous assignment. The faculty member shall maintain all seniority points and tenure rights, however. The provision concerning seniority points may be waived if the faculty member requests in writing to the President a permanent forfeiture of all or part of the accrued seniority points.

B. Probationary Faculty. Any on-campus probationary faculty member who has not received a notice of layoff may apply for an announced vacant probationary position in another college or department in accord with the following procedures:

1. The on-campus faculty member shall notify the department of current assignment of the intent to submit an application for a vacant probationary position in another department.
2. The recruiting department shall receive and process the application of an on-campus faculty member in the same manner as an off-campus applicant.

3. The recommendation for the appointment of an on-campus faculty member to a probationary position in another department shall follow the same process as for the appointment of an off-campus applicant.
4. If the President approves the appointment of an on-campus faculty member to a probationary position in another department and the faculty member accepts the conditions of appointment, the faculty member shall notify the current department of the effective date of transfer.
5. The department of previous assignment may submit to the Vice President for Academic Affairs a request for a replacement probationary faculty position based upon the impact of the transfer. The Vice President for Academic Affairs may authorize the probationary position and early recruitment.
6. An on-campus faculty member who is transferred to another department in this manner shall lose all rights and privileges in the department of previous assignment. The faculty member shall maintain all seniority points and probationary service credit previously earned, however. The provision concerning seniority points may be waived if the faculty member requests in writing to the President a permanent forfeiture of all or part of the accrued seniority points.

## **II. LAYOFF CIRCUMSTANCES**

A. A tenured faculty member who has received a notice of layoff may apply for permanent reassignment to another position on the campus for which he/she is qualified, in accordance with the provisions of the current collective bargaining agreement, whether or not a vacant position has been announced by the department to which application for reassignment has been made. In this case, the following procedures shall be followed:

1. Upon receipt of the faculty member's request, the recipient department shall confer with the college dean to determine whether it has or will have a vacant faculty position to which the applicant could be reassigned without causing the layoff of another faculty member in that department during the academic year in which reassignment occurs.
2. The recipient department shall elect a committee of tenured faculty members to review the applicant's qualifications and make a recommendation to the department concerning whether the applicant is qualified for a position in the department. The tenured faculty of the department shall vote whether or not to recommend the requested reassignment, with or without the forfeiture of some or all seniority points.
3. The department's recommendation for or against reassignment shall be forwarded to the President (or designee) via the college dean, who may also make a recommendation if desired.
4. The President (or designee), after considering the recommendations received, shall approve or disapprove the requested reassignment. If approved, the applicant shall receive a letter of permanent reassignment as a tenured member of the recipient department, with forfeiture of all rights and privileges in the original department.

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**EFFECTIVE: Immediately**