

## POLICY ON REASSIGNMENT OF FACULTY

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 should be reassigned to a different academic department without his/her consent and without the consent of the department or other organizational unit to which he/she is to be reassigned. This provision shall not be construed as applying to layoff rules pursuant to the Collective Bargaining Agreement.<sup>1</sup>

### I. Tenured Faculty

1. A tenured faculty member may apply for permanent reassignment to another department at any time.
2. The tenured faculty member shall submit a written request to the dean of the school of the recipient department asking for consideration for a reassignment. The request shall contain a description of the individual's academic qualifications for such a reassignment along with a statement detailing how the faculty member might contribute to the educational goals of the recipient department. A vitae shall accompany the request. The request shall be copied to the Provost and Vice President for Academic Affairs (hereinafter Provost), dean of the school in which the faculty member currently resides, the department chair of the recipient department, and the chair of his/her current department.
3. The recipient dean shall forward the request, including attachments, to the recipient department for consideration.
4. The tenured faculty of the recipient department shall meet as a committee of the whole to consider the request. After a discussion of the pertinent issues and voting by secret ballot, the tenured faculty shall forward a recommendation to the dean. After consultation with the tenured members of the department, the department chair shall make a separate recommendation. Copies of the recommendations shall be provided to the Provost, the dean of the school where the faculty member currently resides, his/her current department chair, and the faculty member making the request.<sup>2</sup>
5. After receiving a positive recommendation from the recipient department, the dean receiving the request shall meet with the dean of the school in which the faculty member currently resides to discuss the possible reassignment.<sup>3</sup> The dean of the school in which the faculty member currently resides shall also confer with the current department chair.

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1. The 1972 campus policy statement on reassignment.

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

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

6. After these discussions, both deans shall jointly make a written recommendation to the Provost. A copy of the recommendation shall go to the chairs of the affected departments and to the faculty member making the request.
7. Any reassignment may only take effect with the approval of the Provost.
8. In the event a tenured faculty is reassigned to another department, he/she shall
  - (a) retain their tenure status
  - (b) retain all seniority points earned to date<sup>4</sup>
  - (c) forfeit all rights and privileges in the department of previous assignment.
9. A faculty member may voluntarily request a permanent forfeiture of all or part of the his/her accrued seniority points. Such a request shall be made in writing to the Provost.
10. A tenured faculty member may be reassigned without his/her consent if the reassignment is part of a departmental or programmatic reorganization.
11. A tenured faculty member may request a temporary reassignment to another department pursuant to Article 38 of the Collective Bargaining Agreement.<sup>5</sup> In such cases, the process delineated above shall be used.
12. The effective date of any reassignment shall be determined by the Provost.

## II. Probationary Faculty

1. A probationary faculty member may be reassigned without his/her consent if the reassignment is part of a departmental or programmatic reorganization.<sup>6</sup> Otherwise, faculty members normally shall not be reassigned to another department during the probationary period.
2. A probationary faculty member may apply for temporary reassignment to another department pursuant to Article 38 of the Collective Bargaining Agreement. In such cases, the process delineated in Section I of this document shall be used.

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

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

6. If as a result of reorganization, a probationary faculty member is assigned to a new department or program, the approved probationary plan shall remain in effect.

3. 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 his/her 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, he/she shall resign their current probationary position effective with the appointment date to the new position. He/she shall begin a new probationary period in the new position. He/she shall forfeit any seniority points accrued to date<sup>7</sup> and all rights and privileges in the previous department.

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7. 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.

Reference: CBA Article 38

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Approved by the Academic Senate  
Approved by the President  
Amended

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