

UC San Diego Faculty Department Transfer Process

	Who is responsible:		What they need to do:
1.	Faculty Member		<ul style="list-style-type: none"> • Consults with current and proposed department chairs • Writes a request letter to include: <ul style="list-style-type: none"> ○ Reasons for making the request. ○ Timing of the proposed transfer. ○ Plan to address anticipated instructional impact to current department. ○ Disposition of grants, space, equipment, students, postdocs, staff. <p><i>This document will form the basis of the transfer packet.</i></p>
2.	Department Chair of Current Department		<ul style="list-style-type: none"> • Consults with current divisional dean, considering impact (both positive and negative) of the faculty member's request. • Endorses faculty member's request. (May either sign off on the request or write a separate letter.) • Forwards request to current dean.
3.	Current Divisional Dean		<ul style="list-style-type: none"> • Consults with proposed dean and EVC/AVC <p>Discussion items to include:</p> <ul style="list-style-type: none"> • Plans for transfer of FTE • Impact on departmental/divisional recruiting • Space/equipment • Any remaining start-up funds, grants, Intellectual property • Endowed chairs, if held at the divisional level • Endorses request (May either sign off on the request or write a separate letter.)
4.	Department Chair of Proposed Department		<ul style="list-style-type: none"> • Receives request • Consults with divisional dean, department faculty
7.	Proposed Department Faculty		<ul style="list-style-type: none"> • Discussion and vote. • If proposal supported by department vote, transfer request may proceed. • If not supported by department vote, proposal will not go forward.
8.	Proposed Department AP Staff		<ul style="list-style-type: none"> • If approved by faculty and chair, assists department chair with a letter describing the level of faculty consultation, vote, and plans for the candidate to engage in research, teaching, and service for the department. • Adds letter to request packet.

			<ul style="list-style-type: none"> • Submits request packet to proposed dean.
9.	Proposed Divisional Dean		<ul style="list-style-type: none"> • Prepares a letter with recommendation on request.
10.	Proposed Divisional Dean AP Staff		<ul style="list-style-type: none"> • Submits packet to Academic Personnel.
11.	Academic Personnel		<ul style="list-style-type: none"> • Receives packet. • Reviews the packet and provides the candidate's most recent academic review for EVC/AVC review.
13.	EVC		<ul style="list-style-type: none"> • Reviews packet. • Renders a decision on the transfer. • If approved, instructs Academic Personnel to issue a new offer letter to the faculty member; departments instructed to enter the change in payroll system. • If disapproved, instructs Academic Personnel to communicate the outcome to the faculty member, departments, and dean(s).

A completed faculty transfer proposal packet will include:

- Faculty member's original request. The candidate may include any supporting documentation, such as an updated biobib.
- Current department chair endorsement.
- Current divisional dean endorsement.
- Proposed department chair endorsement letter (including the faculty discussion and vote).
- Proposed dean endorsement letter.
- EVC appointment letter, if approved.