# UC San Diego Faculty Department Transfer Process

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<th>Who is responsible:</th>
<th>What they need to do:</th>
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| **1. Faculty Member** | - Consults with current and proposed department chairs  
- **Writes a request** letter to include:  
  - 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.  
*This document will form the basis of the transfer packet.* |
| **2. Department Chair of Current Department** | - 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** | - Consults with proposed dean and EVC/AVC  
Discussion items to include:  
- 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** | - Receives **request**  
- Consults with divisional dean, department faculty |
| **7. Proposed Department Faculty** | - 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** | - 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. |
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| 9. | Proposed Divisional Dean | • Submits request packet to proposed dean.  
|   |   | • Prepares a letter with recommendation on request.  |
| 10. | Proposed Divisional Dean AP Staff | • Submits packet to Academic Personnel.  |
|   |   | • Reviews the packet and provides the candidate’s most recent academic review for EVC/AVC review.  |
| 13. | EVC | • 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.