

## **UC San Diego Faculty Department Transfer Practice**

### **Background:**

Departments appoint faculty members to further their respective department missions and the pursuit of knowledge in their particular areas of research and/or creative activity. Occasionally, an individual faculty member's research interests may evolve to become more closely aligned to research being conducted in another department or area of study. It is on this *rare* occasion that a department's citizenry may wish to invite a faculty colleague of another department to consider transferring their appointment and research and/or creative interests to their department. Such a transfer is advisable when it is determined to be in the best interest of all parties concerned, including the faculty member, departments, division(s), and UC San Diego, and upon recommendation of the Academic Senate, if requested, and approval from the Executive Vice Chancellor for Academic Affairs.

Additionally, such a transfer will take place only after thorough and considered discussions following the process outlined below. Approval is not automatic and the faculty member is encouraged to ensure that all commitments to their current department are fulfilled and that a reasonable period of notice is provided. Every effort should be made to provide enough notice so that the faculty member's appointment begins as closely as possible to July 1 and also so that the current department can plan for the upcoming year in regards to service and teaching assignments. In addition, the receiving department must be able to provide satisfactory FTE exchange to the current department and/or division.

### **FTE Exchange:**

In general, when a faculty member requests a transfer to a new department, the FTE provision transfers to receiving department/division. If there is a short-term need for temp FTE funding to cover teaching, the current department may discuss this need with their dean. Depending on the circumstances of the transfer, the receiving department may relinquish a future FTE.

### **Eligibility to transfer:**

This process applies to ladder-rank faculty and equivalent ranks. Non-tenured faculty are expected to obtain tenure in the department they are hired into before any transfer request would be considered. Transfers for tenured faculty would generally not be considered for five (5) years after appointment to a department.

### **Recruitment Waiver:**

A recruitment waiver is not necessary for a department transfer.

### Faculty vote:

A vote should be solicited from the receiving department in accordance with Bylaw 55 the following guidelines. Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken. Unusual circumstances may make it impossible to comply with this rule. In such cases, it is incumbent upon the receiving department chair to explain the circumstances in the departmental transfer proposal letter.

### Consultation and Approval:

In 2004, the Academic Senate Committee on Academic Personnel (CAP) agreed that it would not need to evaluate such department transfers as long as there was no change in the faculty member's title, rank, step, or salary. In cases where the departmental vote may be split, or if there are other issues of concern, the EVC may elect to request an advisory opinion from CAP. CAP's role will be to take into account the research, teaching, and service arguments presented and whether, in their opinion, the transfer will be in the best interest of the University's research, teaching, and service missions.

The step-by-step process to initiate a faculty department transfer is located on the APS Web page at [http://academicaffairs.ucsd.edu/\\_files/aps/docs/UCSD\\_Faculty\\_Department\\_Transfer\\_Process\\_2016.pdf](http://academicaffairs.ucsd.edu/_files/aps/docs/UCSD_Faculty_Department_Transfer_Process_2016.pdf)

### Additional considerations:

In cases where the receiving department vote results in a mixed vote, or in any other case where he/she deems appropriate, the EVC retains the discretion to request an advisory opinion from the Committee on Academic Personnel.

### 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.
- Receiving dean endorsement letter.
- Receiving department chair endorsement letter (including the faculty discussion and vote).
- EVC outcome letter.  
(While the previous review file and biobib are provided for EVC and/or CAP review, it does not become a permanent part of the packet.)