

Adopted 9/28/01; Revised July 20, 2017

Changes in Tenure Home Department

There are occasionally faculty members who, for various reasons, have requested and been approved for a change in tenure home. There are two stages involved in any change in tenure home:

1. Since a transfer in tenure home must be preceded by administrative decisions as to changes in budgeted salary, as well as the impact on facilities and the ability to offer curriculum, the dean(s) and chairs involved have the authority to approve or deny a faculty member's request to initiate a transfer of tenure home.
2. If approval is granted, the process for transfer of tenure home parallels the process used in the hiring of a new faculty member, e.g., the appropriate faculty group votes on whether to recommend the candidate to the chair (and, if applicable, on tenure and rank), and the chair and dean will make a final recommendation to the office of the Executive Vice Chancellor and/or the Vice Chancellor for IANR as appropriate.

In order to document that existing policy has been fully adhered to, and to ensure that a current record of the academic affiliation of all faculty members is available, the following steps in the process to transfer tenure home must be recorded on the enclosed request form:

- The faculty member will initiate the transfer by making a formal request to his/her current chair or head, specifying the reason for the request to transfer tenure.
- Upon the approval of the chair, the request will go to the faculty member's current dean for approval.
- The chair/head of the new tenure home (and the dean, should a different college be involved) must indicate approval of the request to initiate a transfer to the new tenure home department.
- The chair/head of the new tenure home will provide the faculty member with an outline and apportionment of duties to be associated with the new appointment, and request the faculty member to indicate in writing his/her agreement.
- Given agreement of the individuals involved, the chair will initiate a vote of the appropriate departmental faculty on the new tenure home appointment.
- The faculty recommendation will be transmitted in writing to the department chair/head who will transmit his or her independent recommendation to the dean.
- The completed transfer request form and attachments (the faculty member's initiating request; the understanding regarding apportionment of duties) must be forwarded for approval to the Office of the Executive Vice and/or the Vice Chancellor for IANR as appropriate.