

PROCEDURE FOR FULL-TIME FACULTY CAMPUS TRANSFERS

Full-time faculty position vacancies identified by **March 2nd** will be posted for internal campus transfers. (March 2nd is the deadline for resignation or retirement notification. A new position or a resignation notification received on time would open a position for an internal transfer. Internal transfer positions shall be posted no later than March 10th.)

Open full-time faculty positions identified by March 2nd shall generally be posted internally only for one week (5 business days) prior to the external advertising/posting process to provide an opportunity for current full-time faculty within the discipline to be considered for transfer to a different campus. Regular full-time vacancies identified after March 2nd will not be posted for internal campus transfers.

Faculty members currently on a multi-year contract, who are interested in a campus transfer, are eligible to apply for the open position online within the one-week internal posting period. Faculty members in a one-year contract, or faculty members who have applied, but have not yet been approved by the Board for a multi-year contract, are not eligible to apply for a voluntary transfer to another campus. Campus transfer opportunities within district-wide divisions are handled by the dean and are generally not posted internally prior to the external advertisement.

When the position is posted, HR will send an email notification to full-time faculty and deans notifying them of the “internal only” vacancy. To apply, the faculty member needs only to complete the short campus transfer request application. The dean(s) will review the applications of the eligible faculty members expressing an interest in transferring campuses and will consider the following:

- Qualifications/credentials/experiences of the faculty member relative to the specific needs of the position (e.g., skills to teach General Biology vs. A&P)
- Performance factors (including Dean’s appraisals, class visit evaluations, student evaluations and other formal performance documentation)

The dean(s) may seek input from the appropriate campus academic chair and departmental faculty prior to forwarding a recommendation to the Vice President(s) for consideration. Upon approval by the Vice President(s), the decision will be communicated to all internal applicants by the receiving dean. The receiving dean will ensure that documentation of the selection process is on file in Human Resources.

If the position is filled internally, the resulting vacant position will be opened, as approved by the Vice President(s), and posted online for the regular external application process without proceeding through another “internal only” posting period. If approved, this position would be opened at the campus where the vacancy was created.

PROCEDURE FOR FALL AND MID-YEAR FACULTY HIRES

Search committees shall generally be established for regular, full-time faculty positions that are identified by March 2nd and are scheduled to start at the beginning of an academic year (Fall).

Search committees will not generally be established for positions identified after March 2nd, or positions with a mid-academic year start date, unless extenuating circumstances exist and approval is obtained by the appropriate vice president provost and senior vice president. If a vacancy is identified after March 2nd, the dean may assign the courses to part-time associate faculty members, within part-time associate faculty load guidelines, or fill a temporary full-time position as described below:

- If the position will be assigned to teach 15 or more instructional units AND the duration of the position is scheduled to last **4.5 months or more** (benefits eligible), the dean will post the temporary, full-time position (internally and/or externally). The dean will be responsible for reviewing applications, interviewing and making a hiring recommendation for vice president/provost and senior vice president approvals.
- If the position will be assigned to teach 15 or more instructional units AND the duration of the position is scheduled to last **less than 4.5 months** (non-benefits eligible), the dean may choose to post the position (internally and/or externally), or may appoint an internal part-time faculty member to the temporary full-time assignment without posting the position.

If a temporary full-time position is filled, the regular full-time position will then be posted (if/when approved) and a search committee will be established. Individuals serving in temporary full-time positions, who wish to be considered for the regular full-time position, must apply and be recommended through the regular search committee process.