

Full-time Faculty Campus Transfer Procedures

The college meets campus needs in one of two ways: (1) internal transfer of existing faculty or (2) hiring through external advertising/postings.

Position Approval Process

1. During the fall term, IRO provides contact hour ratio data to be used in assessing campus faculty needs.
2. The Deans submit requests for new faculty to the Provost for review. The list may also include opportunities for faculty transfers out if FT/PT ratios are high for the campus.
3. Provosts submit the final faculty requests to the SVPCO for review.
4. Final approval is given by the College President.

Phase 1:

Prior to the external advertising/posting process, the college provides an opportunity for current full-time faculty to request a transfer. The final list of approved faculty position vacancies is provided to HR by the final Monday in November. HR will send an email to all full-time faculty identifying the internal transfer opportunities and procedures. Faculty members currently on a multi-year contract, who are interested in a campus transfer, are eligible to be considered. 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. Deadline for faculty to submit transfer requests per HR defined procedures is second Friday in December by 5pm. See sample email below.

Email sample:

We are happy to announce that there are several opportunities for full-time faculty internal transfer. Faculty members currently on a multi-year contract, who are interested in a campus transfer, are eligible to be considered. Please see the list below. If you are interested, please contact both your current campus leadership (associate dean and dean) and prospective campus leadership (appropriate associate dean and dean) for the discipline with the position opening and submit your application. Deadline for request is Friday, December XXXX at 5pm.

Phase 2:

The receiving associate dean and dean will review the faculty request and will consider the following:

- Qualifications/credentials/experiences of the faculty member relative to the specific needs of the position
- Performance factors, including annual appraisals, class observations, student evaluations and other formal performance documentation
- Consultation with the current associate dean and dean

The dean may seek input from the campus provost. Upon approval by the campus provost(s), the decision will be communicated to all internal applicants by the receiving dean. This should be done prior to completing the process in Workday, as this will automate a response to the candidate.

Phase 3:

Once the transfer is approved by relevant campus Deans and Provosts, and in consultation with the SVPCO, the receiving Dean will facilitate the budget transfers and Workday updates. All updates will be made at the end of August in preparation for the new fiscal year. It is also the responsibility of the prior Associate Dean to deliver relevant employee files to the Associate Dean receiving the faculty member in a timely manner.

If an approved new faculty position is filled internally, the resulting vacant position, as approved by the SVPCO, will be advertised/posted externally. Prior to the advertising and posting, current eligible full-time faculty may be given the opportunity to transfer to the new vacant position following all processes outlined above.

Exceptions to process and deadlines:

Open full-time faculty positions identified after the March 2nd retirement deadline shall be considered for internal transfer if approved by the SVPCO. The faculty position will be available for internal transfer for one week (5 business days) and following procedures above. If an approved new faculty position is filled internally, the resulting vacant position, as approved by the SVPCO, will be advertised/posted externally.

Temporary Full-Time Faculty Procedure

In extenuating circumstances, temporary full-time faculty appointments and/or hiring may be made. The Associate Dean will consult with their Dean to provide data-driven justification for a temporary full-time position. Once the Dean approves, they will seek approval from the campus provost with final approval from SVPCO and college president. Temporary full-time positions can be by appointment (one long semester) or by following posting and hiring procedures for a full academic year (two long semesters).

As a district guideline, one-semester TFT appointments should be held by the faculty member for no longer than one academic semester per fiscal year. Extension requests to these guidelines are to be submitted by the Associate Dean up to and including the SVPCO and college president for approval.