

FACULTY TRANSFER POLICY

As a result of changing career circumstances, faculty may wish to transfer from their current department (or non-departmentalized unit) to a different department (or non-departmentalized unit). The process for such a transfer is as follows.

1. The faculty member pursuing transfer will inform in writing their current: (i) department chair (the “*Home Department Chair*”); (ii) executive committee chair, if different (the “*Home Executive Committee Chair*”); and (iii) dean (the “*Home Dean*”) of their desire to transfer to another department.
2. The Home Executive Committee Chair will bring this request to the current executive committee (the “*Home Executive Committee*”) for discussion and a recommendation as to whether to support the transfer request. The recommendation will include the Home Executive Committee’s reasons in support of or against the transfer request (the “*Home EC Recommendation*”). The Home Executive Committee Chair will submit the Home EC Recommendation to: (i) the requesting faculty member; (ii) the Executive Committee of the department to which the faculty member wishes to transfer (the “*Proposed Executive Committee*” and the “*Proposed Department*” respectively); (iii) the Home Dean; and (iv) the dean of the Proposed Department (the “*Proposed Dean*”). If the Home Department and the Proposed Department are in the same college, the Home Dean and the Proposed Dean are the same person. The Home EC Recommendation shall be transmitted within 30 working days of the submission of the request by the faculty member to the Home Executive Committee Chair (the “*Request Submission Date*”).
3. After the earlier of: (i) receipt of the Home EC Recommendation; and (ii) 30 working days after the Request Submission Date if the Home EC does not issue any recommendation before then, the faculty member will request in writing that the chair of the Proposed Executive Committee (the “*Proposed Executive Committee Chair*”) place the matter before the Proposed Executive Committee for consideration. The transfer request must be approved by a majority vote of the Proposed Executive Committee in order for the transfer to be considered approved by the Proposed Executive Committee. The Proposed Executive Committee Chair will share the results of the Proposed Executive Committee’s consideration with: (i) the faculty member; (ii) the Home Executive Committee Chair; (iii) the Home Dean; and, (iv) if applicable, the Proposed Dean.
4. In the event that the Proposed Executive Committee does not approve the transfer request, the proposed transfer cannot occur and the faculty member retains their appointment in their Home Department. In the event the Proposed Executive Committee approves the transfer request, the Proposed Dean will decide whether to

approve or reject the transfer. The Proposed Dean will make their decision: (i) after taking into consideration the effect of the transfer on staffing, graduate students currently being advised by the faculty member, and academic programs and (ii) if the transfer is between different colleges, after discussing the potential re-allocation of resources between the colleges with the Home Dean and the Provost.

5. If the Proposed Dean approves the transfer, the Provost then makes the final decision as to whether to approve the transfer.