

# Polk State College Procedure

Subject	Reference	Date	Number
Faculty Campus Transfers		2/07/2017	1028

## I. Purpose

Faculty members at Polk State College are currently assigned to a particular campus. If a faculty member prefers to be assigned to a different campus, he or she may request a transfer. This procedure outlines the process for transferring to a different campus within Polk State College.

## II. Procedure

To request a transfer, the faculty member must submit a *Campus Transfer Request Form* to the office of the campus provost. The campus provost's office retains the form and adds the faculty member's name to the *Transfer Wait List* that is maintained in seniority order (based on full-time hire date) by discipline. The *Transfer Wait List* is a joint list shared among the various provosts and distributed to supervisors periodically or upon request.

The faculty member may at any time ask his or her supervisor or the campus provost of the status of his or her transfer request. The faculty member may remove his or her name from the list at any time by sending written notification to the campus provost.

### A. When there is an opening:

In the event of an opening, the hiring supervisor (i.e. the appropriate dean of academic affairs or director of collegiate high school) consults the list for that discipline and sends an email notification of the opening to the first faculty member on the list, along with a copy of this information to the faculty member's current supervisor. After seeking input regarding specific teaching needs from the department coordinator or program director, the hiring supervisor, in collaboration with the current supervisor and the faculty member, should weigh the teaching needs, as well as the desire and willingness of the faculty member to meet these needs. As a result of this collaboration, an expeditious decision is made whether or not to offer a transfer to the requesting faculty member. If offered, the faculty member must either accept the transfer or refuse it in a timely manner (i.e., within seven calendar days). If the transfer is refused, the faculty member retains his or her position in the list, and the same procedure is followed with the next person on the list. If the position is not filled using this transfer procedure, the position may be advertised. If the transfer process results in a filled position, there may be an opening in the position that was vacated due to the transfer. If a vacancy occurs, the transfer procedure can apply to this newly vacated position before it is advertised.

### B. When there is not an opening:

It is the joint responsibility of the campus provost and the various supervisors to periodically check the list in an attempt to find possible exchanges of departmentally compatible personnel. If a possible exchange is noted, the faculty involved, along with their supervisors, are notified of the possibility and, if all agree, the exchange is made at a time that is mutually convenient.

This transfer procedure is intended to be used for voluntary relocation and shall not be used to transfer a faculty member from one campus to another without his or her knowledge and consent. This procedure is not designed to address situations where a faculty member may have to be moved involuntarily to a different campus due to low enrollment or other extreme situations.

**Faculty Campus Transfer Request Form**

Name of faculty member: \_\_\_\_\_ Date of hire: \_\_\_\_\_

Discipline(s) qualified to teach: \_\_\_\_\_

Current campus: \_\_\_\_\_ Desired campus: \_\_\_\_\_

Signature of faculty member: \_\_\_\_\_ Date: \_\_\_\_\_

Received by campus provost office: \_\_\_\_\_ Date: \_\_\_\_\_

*The faculty member must send two signed copies of this document to the provost's office on the current campus of service. A signed copy is returned to the faculty member for his or her records. If sending this document via email, no signatures are required; however, the individual must request an email receipt.*

**History:**      Adopted:      May 19, 2008  
                   Revised:      April 29, 2013; February 7, 2017

D. U. S.	2/7/17	D. U. S.	2/7/17
<b>Executive Responsible for Procedure</b>	<b>Date</b>	<b>President's Staff Member's Approval</b>	<b>Date</b>
Eileen Holden			2-13-17
<b>President's Approval</b>			<b>Date</b>