

## Voluntary Reassignment of Tenured / Tenure-Track Faculty Members

(This revision to PS 96-09 was approved by the Academic Senate on November 17, 2022, and approved by the President on November 28, 2022.)

This policy's scope is limited to tenured / tenure-track faculty-initiated, voluntary reassignment to a new department, program, or other academic unit. Any faculty member who has not received a notice of layoff may apply for permanent reassignment to another department or college. A vacant faculty position is not required in order to apply for this reassignment. In such cases, the following procedures shall be followed:

1. The faculty member requesting the reassignment shall send a letter to the dean(s) of the affected college(s). The letter shall contain a description of the individual's academic qualifications for such a reassignment along with a statement detailing the role of the prospective appointee in the educational and professional program to which they will be assigned and outlining their commitment to working with diverse students, faculty, and staff. The dean(s) shall forward this statement and the applicant's letter to the pertinent academic unit chairs/directors.
2. The dean(s) of the affected college(s) shall consult with the faculty member requesting the reassignment, the respective department chairs or program directors, and the Provost. The dean(s) will make a non-binding recommendation to the requesting faculty within 21 calendar days.
3. The requesting faculty member can withdraw their request at any time during the process.
4. If the process continues, the respective chairs/directors shall forward the applicant's letter and statement to the pertinent academic units for the consideration of their respective faculties. The academic units may request additional information (that is not legally protected information) from the faculty member, such as a CV or copies of RSCA artifacts.
5. Within twenty instructional days of receipt of the above letter and statement by the academic units being consulted, they shall discuss and then forward a recommendation on the request to the dean(s). Recommendations forwarded from the departments must include the results of voting in a secret ballot by the tenured and probationary faculty (including individuals on authorized leave status, participants in faculty early and pre-retirement programs), and lecturer faculty with three-year contracts and a time base of at least 0.5 (7.5 WTU) in the semester the voting is held. The affected academic units may request a meeting with the candidate during the twenty instructional day period prior to voting or forwarding a recommendation.

6. After receiving their recommendations and following timely consultation with faculty in the pertinent academic units, the dean(s) shall forward their recommendation(s) and those of the faculty within twenty instructional days to the Provost and Senior Vice President for Academic Affairs for a final decision.

7. An on-campus faculty member who is completely reassigned to another department in this manner shall lose all rights and privileges in the department of previous assignment. An on-campus faculty member who is partially reassigned to another department in this manner shall retain rights and privileges in the department of previous assignment. The faculty member shall, however, maintain all seniority points and tenure rights. The provision concerning seniority points and tenure rights may be waived if the faculty member makes this request in writing to the President.

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**EFFECTIVE: Fall 2023**