

Procedure for Faculty Transfers between Extension Program Units
November 2012

During the evolution of one's career a faculty member may decide that the Program Unit in which they are tenured or assigned is not the best fit for their subject-matter or professional focus. In this case it is acceptable for the faculty member to request transfer to a different Extension Program Unit. Transfers between Program Units have significant implications with respect to performance expectations, tenure and promotion, and unit staffing. As a result, requests to transfer between Program Units will only be granted for exceptional and well-justified cases. The formal process for transfer is outlined below. Final decisions regarding these transfers rest with the Program Unit Directors and Associate Dean and Extension Director. A faculty member who is not meeting expectations in their current Program Unit is not eligible to request a transfer.

Procedure for Tenure Track Faculty

This procedure applies to faculty on tenure tracks, but untenured faculty members are strongly discouraged from requesting such transfers prior to tenure.

1. The faculty member should initiate the request in writing with letters to the Program Unit Directors in their current and proposed unit. These letters should provide a brief rationale for the requested transfer and should be received by the Program Unit Directors no later than December 15th of any year.
2. The Program Unit Directors shall jointly consider and respond to the request before the end of the calendar year, indicating if approval is granted to proceed to the next step in the process.
3. If granted approval to proceed, a tenured faculty member shall prepare a contribution statement (limited to four pages) similar in format to that used for promotion and tenure considerations. This document and a current curriculum vita must provide essential information to substantiate consideration of transferring tenure to the proposed unit. Additionally the faculty member shall prepare a written statement declaring their future program focus areas and describing how these align with the proposed Program Unit. The statement is limited to no more two pages in length and should concisely present a summary of planned educational program outputs along with desired outcomes and impacts associated with this future work.
4. These written statements and a current CV must be submitted to the Program Unit Director no later than January 15th. This statement and CV will be posted for review by all tenured faculty members for at least two weeks prior to a Program Unit Faculty Meeting.
5. The faculty member seeking transfer shall deliver a presentation to the assembled faculty of the program unit during the first unit meeting of the year (typically in February). The presentation should provide a clear and compelling case that the primary work of the faculty member is well aligned with unit, and that their record of accomplishment and scholarship is consistent with the unit's expectations relative to rank and tenure status.
6. Recommendation forms will be provided to all tenured faculty members in the unit to provide a recommendation for either granting or rejecting the tenure status and transfer request. These forms will be collected and reviewed by the Program Unit Director within two weeks of the unit meeting.
7. The Program Unit Director will consider all documentation and the recommendations of the tenured faculty in making a determination on the transfer request and tenure.

8. The Program Director will make a formal written recommendation to the Associate Dean and Director of Extension for either granting or denying the request and the Associate Dean will make the final determination.
9. The Associate Dean and Director of Extension will notify the faculty member of the results within approximately one month after the program unit meeting.
10. The transfer, if granted, shall become effective immediately or at an appropriate time determined by the Association Dean.

Note: A faculty member making a transfer request will continue to remain active in their current program unit during the process described above. All annual review processes and personnel management will remain within the current program unit, until a transfer is granted.

Procedure for Non-Tenure Track Faculty

1. The faculty member should initiate the request in writing with letters to the Program Unit Directors in their current and proposed unit. These letters should provide a brief rationale for the requested transfer and should be received by the Program Unit Directors no later than December 15th of any year.
2. The Program Unit Directors shall jointly consider and respond to the request before the end of the calendar year, indicating if approval is granted to proceed to the next step in the process.
3. If granted approval to proceed, the faculty member shall prepare a written statement declaring their primary program focus areas and describing how these align with the proposed program unit. The statement should be no more than four pages in length and should concisely present the planned educational program outputs; including curricula, publications, grants, and other creative products linked to each program focus. The statement should also identify specific desired outcomes and impacts that will be assessed and reported.
4. The written statement and a current CV must be submitted to the Program Unit Director no later than January 15th. This statement and CV will be posted for review by all faculty members of the unit (regardless of their tenure status or appointment) for at least two weeks prior to a Program Unit Faculty Meeting.
5. The faculty member seeking transfer shall deliver a presentation to the assembled faculty of the program unit during the first unit meeting of the year (typically in February). The presentation should provide a clear and compelling case that the primary work of the faculty member is well aligned with unit, and that their record of accomplishment and scholarship is consistent with the unit's expectations relative to rank and appointment.
6. Recommendation forms will be provided to all faculty members in the unit to provide a recommendation for either granting or rejecting the transfer request. These forms will be collected and reviewed by the Program Unit Director within two weeks of the unit meeting.
7. The Program Unit Director will consider all documentation and the recommendations of unit's faculty in making a determination on the transfer request.
8. The Program Director will make a formal written recommendation to the Associate Dean and Director of Extension for either granting or denying the request and the Associate Dean will make the final determination.
9. The Associate Dean and Director of Extension will notify the faculty member of the results within approximately one month after the program unit meeting.
10. The transfer, if granted, shall become effective immediately or at an appropriate time determined by the Association Dean.

Note: A faculty member making a transfer request will continue to remain active in their current program unit during the process described above. All annual review processes and personnel management will remain within the current program unit, until a transfer is granted.