

## **12.02.99.R0.02    Transfer of Tenure and Rank between Academic Departments**



Approved April, 2001  
Revised September 8, 2016  
Next Scheduled Review: September 8, 2021

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### **Procedure Statement**

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Circumstances may arise when professional objectives of a tenured faculty member, as well as university needs and objects, will be served by the transfer of that faculty member from one academic department to another.

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### **Reason for Procedure**

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This procedure is designed to facilitate such transfers in a fair and open manner.

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### **Procedures and Responsibilities**

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- 1 A faculty member, Department Head/Associate Director, or Academic Dean/Director of School may initiate a request for departmental reassignment of a tenured faculty member, to involve the transfer of tenure and rank from one academic department to another. This transfer should be agreeable to the faculty member, the current Department Head/Associate Director, the receiving Department Head/Associate Director, and the appropriate Academic Dean/Director of School. The proposal should be supported by the faculty of the receiving department.
- 2 The initial request for transfer must be in writing and is submitted to the Academic Dean/Director of School, with copies to the faculty member, current Department Head/Associate Director, and receiving Department Head/Associate Director.
- 3 Development of Timeline and Conditions. The Academic Dean/Director of School will instruct the faculty member, current Department Head/Associate Director, and receiving Department Head/Associate Director to proceed together with the development of details for transfer, to include:
  - 3.1 Proposed timing of transfer.

- 3.1.1 Normally, transfer should occur following a period of not less than one year's split assignment between current and receiving departments, during which time both Department Head/Associate Directors submit to the appropriate Academic Dean/Director of School yearly evaluations commensurate with the assigned time of the faculty. During this time, the Academic Dean/Director of School makes a summary determination concerning yearly evaluation. The date proposed for permanent transfer should be the beginning of an academic year.
- 3.2 Input from receiving department faculty members.
  - 3.2.1 Faculty in the receiving department shall have opportunity to provide written statements of support and/or concerns.
- 3.3 Recommendations that the faculty member's present rank is appropriate or inappropriate to the prospective new appointment.
  - 3.3.1 This is established by comparing teaching, research, and service records with those of faculty of similar rank in the new department.
- 4 Once a formal request is made, the faculty member and the appropriate Department Head/Associate Director should be included as participants in all meetings at which transfer of tenure and rank is formally discussed.
- 5 After the period of split assignment, a final request (see Appendix) for transfer of tenure and rank, along with rationale and supporting documents, should be forwarded to the Provost and Vice President for Academic Affairs for final approval. Appeals concerning the final decision should be addressed to the President of the University.

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## **Related Statutes, Policies, or Requirements**

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System Regulation [12.02 Institutional Procedures for Implementing Tenure](#)

[University Procedure 12.02.99.R0.03 Implementing Faculty Tenure and Promotion](#)

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## **Appendix**

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*Request for Transfer of Tenure and Rank*

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## **Contact Office**

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Office of the Provost and Vice President for Academic Affairs  
903.886.5410

## REQUEST FOR TRANSFER OF TENURE AND RANK

\_\_\_\_\_ is proposed for permanent transfer with tenure, current rank, and salary from the Department of \_\_\_\_\_ in the College/School of \_\_\_\_\_ to the Department of \_\_\_\_\_ in the College/School of \_\_\_\_\_ to become effective at the beginning of the academic year \_\_\_\_\_.

Rationale (attach extra sheets as necessary):

The following conditions have been satisfied and documentation is attached:

- \_\_\_\_\_ 3.1 period of split assignment
- \_\_\_\_\_ 3.2 written statements of support/concern from faculty of receiving department
- \_\_\_\_\_ 3.3 current rank is confirmed as appropriate to prospective new appointment

Faculty member's signature	date
Current Department Head/Associate Directors signature approve/disapprove	date
Receiving Department Head/Associate Directors signature approve/disapprove	date
Current Academic Dean/Director of School signature approve/disapprove	date
Receiving Academic Dean/Director of School signature approve/disapprove	date
Provost/VPAA signature approve/disapprove	date
Appeal Only:	
President signature accepted/denied	date

xc: Graduate Dean (if appropriate) and all signatories