

University Senate of Michigan Technological University

See Proposals 9-06 and 10-06

Proposal 20-05 (Revised)

(Voting Units: Academic Senators)

Transfer of Tenure and Rank Between Academic Units

Background: Faculty tenure at Michigan Tech is based in the University and not in a particular academic unit. However, a faculty member needs a designated home department for administrative purposes. At times, it may be in the best interests of a faculty member or the University for the faculty member to transfer to another academic unit in the University. At other times, a transfer may be mandated due to elimination, consolidation, or creation of academic units. This proposal describes the central principles associated with the transfer of tenured faculty between academic units and provides procedures for transfers voluntarily initiated by a faculty members and for transfers mandated from elimination, consolidation, or creation of academic units.

Principles

1. Faculty tenure and rank are based in the university and not in a particular academic unit. Under no circumstances may a faculty member be asked to give up tenure or rank before moving to another academic unit or administrative assignment.
2. All affected parties must have an opportunity to provide input into the process of arranging transfers between academic units before a transfer occurs. Resource issues of the gaining and losing academic units must be clearly addressed.
3. The faculty in the gaining academic unit must provide input on the acceptability of transfers to its unit.
4. Deans must work with faculty members desiring to transfer to other academic units or facing transfer due to the elimination, consolidation or creation of new academic units.
5. Any plan to eliminate, consolidate, or create academic units must indicate where affected tenure and tenure-track faculty members are proposed to be affiliated.
6. In the event of transfer due to the elimination, consolidation, or creation of new academic units, the Provost must resolve any disputes following a good-faith effort to find a satisfactory solution.

Procedure for a transfer voluntarily initiated by a faculty member

1. _____ The transferring faculty member will intiate this procedure with a written request by to the unit supervisor ~~responsibility for implementing this procedure is delegated to the dean of the college~~ in which he/she ~~member's home department currently resides.~~ ~~In case of schools, the provost will appoint a facilitator who is a person with academic rank. For the remainder of this procedure, the facilitator refers to the appointed person or the dean of college~~ resides with copies to the Provost and the Dean of college (if applicable). This request must provide reasons for the transfer,

describe how the transfer will benefit the faculty member and the gaining academic unit, and how it may affect the losing unit.

~~1.2.~~ The Provost, with input from the transferring faculty member and the affected unit supervisor(s), will appoint a facilitator who will be authorized to implement this procedure. The facilitator could be an affected unit supervisor or a person with academic rank.

~~2.3.~~ A copy of this procedure will be given to the transferring faculty member and to department chairs and school/college deans of the losing and gaining academic units.

~~1. A faculty member requesting a transfer must make a written request to the dean of his/her current college or school. This request must provide reasons for his/her transfer, describe how the transfer will benefit the faculty member and the gaining academic unit, and how it may affect the losing unit.~~

4. The facilitator will meet with the faculty member to discuss the voluntary request for transfer to one or more academic units.

5. The facilitator will ask the gaining unit supervisor to arrange for a visit of the transferring faculty member to the unit.

6. Each unit charter must describe the process of accepting a transferring faculty member in its unit.

7. If the gaining academic unit as per its charter procedure declines to accept the transferring faculty member, the matter is settled. The faculty member may reapply to the same academic unit under this procedure after 12 months have passed or may reapply to another academic unit after six months have passed.

8. If the gaining unit recommends acceptance of the transferring faculty member, then the facilitator will discuss transfer arrangements with the losing academic unit. The dean must approve transfers within a College. Both deans must approve transfers between Colleges and/or Schools. It is recommended that the transferring faculty member spend one academic year with shared duties in the losing and gaining academic units before making the decision final.

9. The facilitator will inform all parties of the final decision. All documents related to this transfer process will be forwarded to the Provost's office where the records will be maintained.

Procedure for mandatory transfers due to elimination, consolidation, or creation of academic units

1. The Provost will initiate ~~The responsibility for implementing this procedure is delegated to the dean of the college in which the tenured faculty member's home department currently resides or, in the case of schools, to a facilitator who is a person with academic rank. For the remainder of this proposal, the facilitator refers to the appointed person or the dean of college.~~ his procedure.

2. The faculty member facing mandatory transfer must be informed of the proposed transfer in writing in a timely manner.

~~3.~~ The Provost with input from the affected faculty member and the affected unit supervisor(s) will appoint a facilitator who will be authorized to implement this procedure. The facilitator could be the affected unit supervisor or a person with academic rank.

~~1.~~

~~3.4.~~ A copy of this procedure will be given to the affected faculty member, department chairs and college/school deans of the losing and gaining academic units.

~~4.5.~~ The facilitator shall meet with the affected faculty member to identify the academic unit(s) where he/she can contribute. Potential administrative appointments may also be discussed at this stage. The facilitator and the affected faculty member will agree upon a list of potential receiving units, which the facilitator will maintain. The affected faculty member can request additional units for consideration at a later date by a written memo to the facilitator.

- ~~5.6.~~ The facilitator will ask department chairs/school deans of the potential receiving units to arrange a visit of the affected faculty member to their units. The purpose of the visit is to seek as well as to provide information about teaching and research areas in which the affected faculty member can contribute.
- ~~6.7.~~ Each unit charter must describe the process of accepting a transferring faculty member in its unit. Each charter must also include a provision that allows the unit's qualified faculty (as defined in its charter) to provide a written description to the unit's supervisor of the transferring faculty member's potential contributions in education, scholarship, and service to the unit. A copy of this description and any relevant documentation will be provided to the facilitator.
- ~~7.8.~~ The unit supervisor will then write a memo ~~to the facilitator~~ that addresses the suitability of the transfer to the unit's functions, possibilities of an administrative appointment (e.g., student counselor, learning center supervisor), if appropriate, and any resource issues associated with the transfer. This memo as well as the faculty's description will become part of the affected faculty member's procedural dossier.
9. This step is relevant only for transfers within a college and if the college dean is not the facilitator. Copies of all documents up to step 9 will be given to college dean. The college dean will make his/her recommendations and address all resource issues affecting units within the college. The dean's memo will become part of the affected faculty member's procedural dossier.
- ~~8.10.~~ After all visits to the various units are completed, the facilitator will arrange another meeting with the affected faculty member to discuss potential appointments. This appointment could be in a single unit or joint appointments in more than unit.
- ~~9.11.~~ The affected faculty member will then write a memo to the facilitator that identifies his/her choice of an appointment in single or multiple academic units and prioritizes various appointment possibilities. The memo becomes part of this procedural dossier.
- ~~10.12.~~ After receiving the memo, the facilitator will discuss part time or full time appointment of the affected faculty member with the supervisor(s) of the losing and gaining units. The unit supervisor(s) can add additional material to the dossier at this time. The facilitator will attempt to resolve any outstanding issues in a timely manner. The facilitator will then forward the affected faculty member's entire dossier to the Provost along with his/her recommendation regarding the placement of the affected faculty member.
- ~~11.13.~~ In case of conflicting recommendations, the Provost will meet with the disputing parties ~~may and~~ establish an *ad hoc* process to resolve the conflicts within thirty days. If no resolution can be found, the Provost shall determine the new home for the affected faculty member. The Provost's decision shall be binding.
- ~~12.14.~~ The Provost's office shall maintain the final record of transfer decision.

30 March 2005: Tabled by the University Senate
Passed as Proposals 9-06 and 10-06: 19 April 2006