

# The University Senate of Michigan Technological University

## PROPOSAL 10-06

(Voting Units: Academic Departments)

### GUIDELINES FOR TRANSFER OF TENURE AND RANK BETWEEN ACADEMIC UNITS

1. **In the case of transfer voluntarily initiated by a faculty member**, the transferring faculty member will initiate this procedure with a written request to the unit administrator in which he/she 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. A faculty member may not request a transfer due to denial of tenure in the unit where he/she was hired.
2. **In the case of mandatory transfers due to elimination, consolidation, or creation of academic units, or other transfers initiated by an administrator**, the Provost, Dean of school or college, or Chair can initiate this procedure. A chair or dean wishing to transfer a faculty member will notify the Provost. The faculty member facing mandatory transfer must be informed of the proposed transfer in writing in a timely manner.
3. The **facilitator** will be the next higher administrator above the affected units or that person's designee.
4. The facilitator or Dean of school/Chair 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. The affected faculty member can request additional units for consideration at a later date.
5. The Chairs/Deans of schools of the two units will **discuss with the next level of administrator (Dean or Provost) the impact** the transfer will have on the respective units and the resource considerations of the transfer.
6. The Provost or facilitator will ask the department Chairs/school Deans of the potential receiving units to arrange an **informal discussion with the affected faculty member**. 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.
7. Each unit charter may describe the process of accepting a transferring faculty member into its unit. If the charter lacks provisions for transfer, the procedure for recommendation and the description of the process will be the responsibility of the unit's promotion, tenure, and reappointment committee. A copy of the description of the faculty member's potential contributions and any relevant documentation will be provided to the facilitator and faculty member.
8. The unit administrator will then provide to the facilitator a **statement** that addresses the **suitability or unsuitability** of the transfer to the unit's functions, possibilities of an administrative appointment (e.g., Assoc. Chair/Dean, student counselor, learning center

administrator), if appropriate, and any resource issues associated with the transfer.

9. After all discussions with the various units are completed, the **facilitator** will arrange another **meeting with the affected faculty member** to discuss potential appointments. The affected faculty member will identify his/her choice of an appointment in a single or multiple academic units and prioritize various appointment possibilities.
10. After this discussion, the **facilitator/Dean** will **discuss** part-time or full-time appointment of the affected faculty member **with the administrator(s)** of the gaining unit(s). The unit administrator(s) can add additional material to the documentation at this time. The facilitator will attempt to resolve any outstanding issues in a timely manner. The facilitator will then forward the documentation to the Provost along with his/her recommendation regarding the placement of the affected faculty member.
11. If the gaining unit recommends acceptance of the transferring faculty member, then the **Provost or Dean/facilitator** will **discuss transfer arrangements** with the two academic units. The Dean must approve transfers within a College. Both deans must approve transfers between Colleges and/or Schools. The receiving Dean will make his/her recommendations and address all resource issues affecting units within the college.
12. If the transfer was **initiated by the faculty member**, and if the gaining academic **unit declines** to accept the transferring faculty member, the matter is settled. If circumstances causing the unsuccessful application for transfer have changed substantially, the faculty member may reapply to the same academic unit under this procedure.
13. In case of conflicting recommendations, the Provost will meet with the disputing parties and establish an *ad hoc* process to resolve the conflicts within thirty days. If no resolution can be found, the Provost, in consultation with the President, shall determine the new home for the affected faculty member.
14. The President has final approval in all cases and that decision shall be binding.
15. The Provost will inform all parties of the final decision. All documents related to this transfer process will be forwarded to the Faculty Personnel Office where the records will be maintained in the faculty member's file.

**Introduced in Senate: 18 January 2006**

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**Adopted by Senate: 1 February 2006**

**Revisions Requested by Administration**

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