

Faculty Member Changing Department or School
Guidelines – October 8, 2003

From time-to-time, faculty members initiate conversations about transferring from one program/department/school to another. The procedure outlined below provides a guide to the Faculty of Education process for initiating and making a transfer.

Any faculty member considering a transfer may wish to have an exploratory conversation with his or her original department and the destination department. If the faculty member wishes to pursue the transfer, they must meet with the Dean to discuss the nature of the transfer, the reasons for the request and possible implications of such a move from a career perspective. If there is agreement from the Dean to proceed, the faculty member will write a letter to the Dean with copies to the original and destination department heads concerning the wish to make the transfer. This ensures that all parties are involved in the discussions at the outset.

Transfers are not automatically given since faculty members are hired into a department based upon their specific expertise and departmental needs. The transfer of faculty members should be weighed against possible impacts upon a program area as well as the faculty member's career aspirations, tenure and other matters. The details of any new appointment need to be specified including the expectations for the faculty members in the departments with which they are affiliated.

The destination department must make a case to the Dean about why the transfer is a priority and how the appointment would meet the department plans, offering and needs. If this can be established then the transfer process may continue. The destination department will handle a transfer like a new hire where departmental requirements and standards as well as the candidate's qualifications are considered. This means that the faculty member must receive the recommendation of the departmental personnel committee and the department head. Those transferring can anticipate that new expectations will be established by the destination department, just as there are expectations of all member of a department. Faculty members should be aware that their scholarly pursuits must fit into Departmental mission(s) as this is a consideration for promotion and tenure matters.

If the destination department agrees to a transfer, the faculty member must address his or her obligations to their original department with that department head. Transfers will take place so that the impact on the original department especially in terms of academic offerings, student progress and so forth is minimized. The original department head must identify the nature of the faculty member's obligations in this regard. The fulfillment of obligations will be negotiated between the department head and the transferring faculty member. If agreement cannot be reached, the Dean will make the final decision.

For faculty members transferring to other programs within their original department, their engagement with the program needs to be negotiated. If they are supervising students or teaching courses related to their original program, this needs to be handled to minimize impact on students and faculty.

Transfers of faculty members also involve the transfer of the salary budget slot to the destination department.