

AOP-10-23-07-02
FACULTY TRANSFER POLICY

Policy Statement: It is the policy of Troy University to work cooperatively with our faculty through transfer, when such transfer is consistent with the needs of the University and is beneficial to all parties involved.

In order for a transfer to be considered for a faculty member, there must be a corresponding position available at the receiving site, or an agreement between the dean of the college and the site to transfer the position from the originating location to the receiving location.

The transfer request must be initiated by senior academic/program officials at both the sending and receiving locations, accepted by the dean of the college and forwarded to the Executive Vice Chancellor/Provost for approval. For transfers in or out of the University College, the Vice Chancellor for the University College must approve the request for transfer prior to the request being submitted to the dean of the college and the Executive Vice Chancellor/Provost.

Documentation submitted to the Executive Vice Chancellor/Provost to support a transfer request includes an approved Personnel Action form, accompanied with a letter agreement specifying all conditions associated with the transfer to be executed by the respective dean and faculty member. The draft letter should set forth any conditions on the transfer, the effective date of the transfer, and specifically any issues of rank or tenure.

By Troy University policy, faculty members employed by the University College hold tenure within their region (Faculty Handbook, 3.5.1 (5)). Any exception to this policy must be approved by the dean of the college and the Executive Vice Chancellor/Provost and will be articulated in the draft letter of agreement submitted with the transfer request.

Transfers between or within regions of the University College require, in addition to the documentation above, the approval of the Vice Chancellor for the University College.

With support of the dean of the college, transfers between or within regions of the University College may be initiated by the Vice Chancellor for the University College to support regional requirements such as exigencies associated with internal or external decisions that result in discontinuance of a program.

APPROVED BY ACADEMIC STEERING COMMITTEE, OCTOBER 23, 2007

OPR: DR/ HAL FULMER