

REVIEW PROCESS FOR TRANSFER OF A FACULTY APPOINTMENT WITHIN THE COLLEGE OF ARTS AND SCIENCES

This document pertains to the review process when a faculty member in the college wishes to transfer his or her appointment between departments in the college. Please note, this is not the same as the process for establishing or changing a joint appointment or for transfer between schools. Complete information for transfer and joint appointments is available in the Faculty Handbook; corresponding forms are available from the Office of the Provost.

Once the appropriate documents are assembled, the file is forwarded to the dean's office. The decision on the request is within the authority of the Dean of the College. This action does not require consideration by the college's Committee on Appointments since that body has already considered and recommended on the candidate's rank and tenure status in the college. Additionally, this action does not require provost approval or approval by the Board of Trustees. If the dean's decision is in the affirmative, a letter of transfer will be prepared for the faculty member. The dean will inform the provost of the action via a copy of the faculty member's accepted letter of transfer.

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