

Section: EMPLOYMENT
Subject: Faculty Transfer
Number: HR 3146

I. Definition

A transfer is the permanent movement of an employee from a position in one department to a position in a different department or on a different campus.

II. Procedure

A. VOLUNTARY TRANSFER

1. Job announcements for faculty vacancies which the College determines to fill, will be posted as described in HR 3120. Each job announcement shall indicate the final date for receiving applications.
2. To be considered for a vacant position, an employee must file a written statement requesting a transfer, listing his/her current position, and indicating the specific vacant position for which he/she wishes to be considered. An application for the posted position must be submitted in the hiring system, and will serve as the written statement. Applications for transfer must be received on or before the posted closing date for receiving applications.
3. In making a determination to fill a vacancy, the hiring supervisor will choose among all applicants based upon qualifications, ability, and seniority.
4. Seniority shall be a factor, but not an overriding factor, when considering outside applicants. However, when the choice is between two or more current employees who are judged by the hiring supervisor to have equal ability and qualifications, then seniority shall be the controlling factor in the voluntary transfer.
5. Human Resources will inform the employee by application system email of the approval or denial of his/her transfer request and will meet, upon the employee's request, to discuss the matter. Such notification shall be made within thirty (30) calendar days of the Board action filling such position.

B. INVOLUNTARY TRANSFER

1. Faculty members who the hiring supervisor determines possess qualifications equal to other applicants, and who have in writing requested voluntary transfer, will be considered before an involuntary transfer is initiated.
2. The College will designate the department and campus where a transfer is required.
3. The College will inform the Association that a transfer is necessary and set a date to meet and discuss such transfer with the Association. The Association may present views and recommendations to the College at the meeting arranged for that purpose.
4. The College will consider the recommendations made by the Association and will determine the department or campus to which employees shall be transferred, those employees who shall be transferred, and the date upon which such transfer shall become effective.
5. The College will provide written notice to the employee who will be transferred and, upon request, will meet with an employee to discuss the transfer.
6. Generally, the College will give the transferred employee thirty (30) calendar days notice in advance of the effective transfer date, except when the College determines that due to an emergency, a transfer must take effect sooner.

APPROVED:



Executive Director, Human Resources

Date: July 11, 2017

Revised: March 20, 2018