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### **University of New Mexico – ABQ Campus – Faculty Transfer Process**

University of New Mexico (UNM) faculty members are hired into designated academic departments which serve as the home organization for the faculty members' primary appointment. This document describes central principles and provides process guidance for the transfer of a faculty member from one academic department to another – within or across schools/colleges. The process applies to the following continuing faculty titles: associate professor, professor, senior lecturer, principal lecturer.

Occasionally, a faculty member's scholarly pursuits may evolve to become more closely aligned to the scholarship being conducted in another department. Such a transfer may be pursued when it is determined to be in the best interest of all parties concerned, including the faculty member, departments, school(s)/college(s), and the University of New Mexico, and upon approval from the Provost/Executive Vice President (EVP) for Academic Affairs. It is on this rare occasion that a faculty member may seek to transfer their appointment to another department.

A transfer will take place only after thorough and considered discussions following the process outlined below. Approval is not automatic. Transfers are voted on by the eligible voting members of the departments, endorsed by the Dean(s), and approved by the Provost/EVP for Academic Affairs.

Non-tenured faculty are expected to obtain tenure in the department they are hired into before any transfer request would be considered. Transfers for tenured faculty would generally not be considered for five (5) years after appointment to a department.

An approved transfer will not result in a change in the faculty member's title, rank, or salary. Every effort should be made to provide enough notice so that the current department can plan for the upcoming academic year's teaching and service assignments. Details associated with an approved transfer will be documented between the department(s)/school(s)/college(s) in a memorandum of understanding.

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### Transfer process within school/college

Step	Who is responsible:	What they need to do:
1.	Faculty Member	<ul style="list-style-type: none"> <li>• Consults with current and proposed department chairs</li> <li>• Writes a request for submission to current department chair which includes:               <ul style="list-style-type: none"> <li>○ reasons for making the request,</li> <li>○ timing for the proposed transfer,</li> <li>○ plan to address anticipated instructional impact to current department, and</li> <li>○ disposition of grants, space, and equipment; impact on students, postdocs, and staff.</li> </ul> </li> </ul>
2.	Current department chair	<ul style="list-style-type: none"> <li>• Consults with dean, considers impact (positive and negative) of the faculty member's request.</li> <li>• Endorses (or not) faculty member's request. (May either sign off on the request or write a separate letter.)</li> <li>• Forwards faculty member's request with/without chair's endorsement to dean.</li> </ul>
3.	School/college dean	<ul style="list-style-type: none"> <li>• Consults with Provost/EVP</li> <li>• Discussion items:               <ul style="list-style-type: none"> <li>○ Plans for transfer of FTE</li> <li>○ Budgetary considerations                   <ul style="list-style-type: none"> <li>▪ Faculty line</li> </ul> </li> <li>○ Impact on departments' hiring plan (current and future)</li> <li>○ Strategic opportunities</li> <li>○ Space/equipment</li> <li>○ Any remaining start-up funds, grants</li> </ul> </li> <li>○ Endorses (or not) request</li> </ul>
4.	Department chair of proposed department	<ul style="list-style-type: none"> <li>• Receives request</li> <li>• Consults with dean and department faculty</li> </ul>

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5.	Proposed department's faculty	<ul style="list-style-type: none"> <li>• Discussion and vote of eligible faculty               <ul style="list-style-type: none"> <li>○ If proposal supported by department vote, transfer request may move to the next step.</li> <li>○ If proposal is not supported by department vote, proposal will not go forward to the next step.</li> </ul> </li> </ul>
6.	Department chair of proposed department	<ul style="list-style-type: none"> <li>• If approved by faculty, the chair of proposed department writes letter describing the process for faculty consultation, vote, and plans for the faculty member to engage in research, teaching, and service for the department.</li> <li>• Letter is submitted to the dean.</li> </ul>
7.	School/College dean	<ul style="list-style-type: none"> <li>• Prepares letter with recommendation on the request.</li> <li>• Submits request, with supporting documents, to Academic Affairs/Office for Academic Personnel.</li> </ul>
8.	Academic Affairs/Office for Academic Personnel	<ul style="list-style-type: none"> <li>• Receives request with supporting documents.</li> <li>• Reviews request for completeness.</li> <li>• Submits to Provost/EVP for final approval.</li> </ul>
9.	Provost/EVP	<ul style="list-style-type: none"> <li>• Reviews request.</li> <li>• Renders a final decision on the transfer.               <ul style="list-style-type: none"> <li>○ If approved, instructs the Office for Academic Personnel to issue a new offer letter to the faculty member; departments instructed to enter the change in Banner.</li> <li>○ If disapproved, instructs Office for Academic Personnel to communicate the outcome to the faculty member, departments, and dean.</li> </ul> </li> </ul>

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## Transfer process across school/college

Step	Who is responsible:	What they need to do:
1.	Faculty member	<ul style="list-style-type: none"> <li>• Consults with current and proposed department chairs</li> <li>• Writes a request letter to current chair which includes:               <ul style="list-style-type: none"> <li>○ reasons for making the request,</li> <li>○ timing for the proposed transfer,</li> <li>○ plan to address anticipated instructional impact to current department, and</li> <li>○ disposition of grants, space, and equipment; impact on students, postdocs, and staff.</li> </ul> </li> </ul>
2.	Current department chair	<ul style="list-style-type: none"> <li>• Consults with current dean, considers impact (positive and negative) of the faculty member's request.</li> <li>• Endorses (or not) faculty member's request. (May either sign off on the request or write a separate letter.)</li> <li>• Forwards request to faculty member's current dean.</li> </ul>
3.	Current dean	<ul style="list-style-type: none"> <li>• Consults with proposed dean and Provost/EVP</li> <li>• Discussion items:               <ul style="list-style-type: none"> <li>○ Plans for transfer of FTE</li> <li>○ Budgetary considerations                   <ul style="list-style-type: none"> <li>▪ Faculty line</li> </ul> </li> <li>○ Impact on department's hiring plan (current and future)</li> <li>○ Strategic opportunities</li> <li>○ Space/equipment</li> <li>○ Any remaining start-up funds, grants</li> </ul> </li> <li>○ Endorses (or not) request</li> </ul>
4.	Department chair of proposed department	<ul style="list-style-type: none"> <li>• Receives request</li> <li>• Consults with dean, department faculty</li> </ul>

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5.	Proposed department's faculty	<ul style="list-style-type: none"> <li>• Discussion and vote of eligible faculty</li> <li>• If proposal supported by department vote, transfer request may move to the next step.</li> <li>• <b>If proposal is not supported by department vote, proposal will not go forward to the next step.</b></li> </ul>
6.	Department chair of proposed department	<ul style="list-style-type: none"> <li>• If approved by faculty, the chair of proposed department writes letter describing the process for faculty consultation, vote, and plans for the faculty member to engage in research, teaching, and service for the department.</li> <li>• This letter is submitted to the receiving dean.</li> </ul>
7.	Receiving dean	<ul style="list-style-type: none"> <li>• Prepares letter with recommendation on the request.</li> <li>• Submits request, with supporting documents, to Academic Affairs.</li> </ul>
8.	Academic Affairs – Office for Academic Personnel	<ul style="list-style-type: none"> <li>• Receives request with supporting documents.</li> <li>• Reviews request for completeness.</li> <li>• Submits to Provost/EVP for final approval.</li> </ul>
9.	Provost/EVP	<ul style="list-style-type: none"> <li>• Reviews request.</li> <li>• Renders a final decision on the transfer.               <ul style="list-style-type: none"> <li>○ If approved, instructs the Office for Academic Personnel to issue a new offer letter to the faculty member; departments instructed to enter the change in Banner.</li> <li>○ If disapproved, instructs Office for Academic Personnel to communicate the outcome to the faculty member, departments, and dean(s).</li> </ul> </li> </ul>