

<b>CSN Policy</b>	<b>Section: Faculty</b>	<b>Number:</b>
<b>Title: Transfer Policy</b>		<b>Policy Effective Date: December 17, 2007</b>
Approved: <u>Michael D. Richards</u> <span style="float: right;"><u>December 17, 2007</u></span> CSN President <span style="float: right;">Date</span> This is a temporary approval while the policy is under review in the Faculty Senate.		
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary
Recommended	Not Recommended*	(if not recommended, reasons are set forth in a separate attached memo)
_____	_____	_____
Faculty Senate Chair		Date

**TRANSFER POLICY**

The College of Southern Nevada is committed to affirmative action and equal opportunity in employment and access to its programs and activities. The college, through responsible managers, shall recruit, hire, upgrade, train, and promote in all job titles.

The Executive Director of Human Resources is responsible for developing and implementing programs and monitoring the CSN's progress towards meeting its goal. He/she shall inform all members of the CSN's professional staff of those vacant or new positions which, consistent with the CSN's affirmative action plan, may be filled by the transfer of faculty from one position to another. No transfer, temporary or permanent, shall be made without such notification. While the CSN has the contractual right to involuntarily transfer administrative faculty, it prefers not to use this method of filling a vacant or new position.

**A. DEPARTMENT/DISCIPLINE TRANSFER**

Full-time faculty who wish to transfer from one department to another department shall make application to the Department Chair/Program Director or Coordinator of the receiving department and to the Executive Director of Human Resources who shall confer with the appropriate Vice Presidents and the Provost or equivalent official to determine that a vacancy exists, the Executive Director of Human Resources shall notify all professional staff that they may apply within 14 calendar days of the date the notice is sent. The receiving Department Chair/Program Director or Coordinator shall be given access to the personnel file of the faculty member seeking transfer. The Department Chair/Program Director or Coordinator shall consult with the department colleagues and then make a written recommendation, which shall reflect the majority viewpoint of the colleagues, to the appropriate Vice President. The Department Chair/Program Director or Coordinator will share the written recommendation with the applicant, who shall have the opportunity to write a response to the recommendation and submit it to the appropriate Vice President.

The Provost or equivalent official shall be given access to the personnel file of the faculty member seeking transfer. He/she shall then make a written decision, which shall be sent to

the applicant and department Chair/Program Director or Coordinator of the receiving department and the appropriate Vice President. Should the applicant not agree with the recommendations the applicant may appeal the decision by utilizing the grievance procedure set forth in the bylaws of the College of Southern Nevada.

The Department Chair/Program Director or Coordinator of the receiving department and the administrators mentioned above may make recommendations or decisions that support or deny the applicant's request or, they may make recommendations and decisions that provide for a trial period of no longer than one (1) academic year wherein the applicant teaches courses within the receiving department or performs service with the receiving department. At the conclusion of the trial period, the above mentioned process may again be initiated to fill the position. Should the transferring faculty member choose during the trial period not to continue in the new position, he/she may return to his/her previous position at the end of the trial period.

## **B. CAMPUS TRANSFER**

Opportunities for a faculty member to move from one (1) campus to another may come about as a result of a faculty member terminating employment at the institution, an expansion or a contraction of particular course offerings or services at a particular campus or a shifting of courses or services from one (1) campus to another. These vacancies or needs will be determined by the cooperative efforts of the Provost or equivalent official and Department Chair/Program Director or Coordinator. Notice of the vacancies will be published by the Executive Director of Human Resources utilizing the procedures set forth in Part A.

Interested faculty may apply for the vacancies. The applications will be screened by the Department Chair/Program Director or Coordinator. Criteria for the positions may include: experience related to the position, seniority, instruction, student needs or college needs. The Department Chair/Program Director or Coordinator will submit a written report to the appropriate Vice President regarding an evaluation of the applicant's capacity to contribute to the development of said campus. The applicant is also to receive a copy of this report.

Recommendations will be a cooperative effort of the Department Chair/Program Director or Coordinator and the Provost or equivalent official. The applicant(s) is/are to be notified in the bylaws of the College of Southern Nevada.

Recommendations are to be submitted to the appropriate Vice President for approval.

## **C. APPOINTMENT TRANSFER**

In those situations where no faculty member of a particular department responds to a position vacancy at a campus, the Provost or equivalent official may request of the appropriate Department Chair/Program Director or Coordinator to hold a meeting of the faculty and designate a faculty member to be transferred to serve in the campus vacancy.

The appropriate Department Chair/Program Director or Coordinator will forward written recommendations to the appropriate Vice President. A copy will also be sent to the applicant and the Provost or equivalent official. The faculty member may appeal the decision by utilizing the grievance procedures set forth in the bylaws of the College of Southern Nevada.

Nothing in the foregoing shall impact a faculty member's right to work part of his/her load on a particular campus. These matters have been handled informally and may so continue.

The final decision will be made by the appropriate Vice Presidents.

**D. NEW HIRES**

Finally, the Executive Director of Human Resources must inform in writing all new hires that until the beginning of their second semester they may be subject to transfer from one (1) campus to another.