

Procedures for the Transfer of Tenure Home:

This document articulates the process by which a tenured faculty member's tenure home is transferred from one tenure home unit to another. Please note that any tenure home transfer involves the transfer of the line, salary, space, and other commitments as well as tenure.

Tenure transfer from one established department or non-departmentalized college to another established department within *another* college or *another* non-departmentalized college

1. The Faculty member wishing to change their tenure home initiates the request by sending a signed and dated CV and a letter of request to Unit Head (Chair/Director/Dean) of the **current** tenure home unit. The letter should articulate the reasons for the tenure home change request.
2. The Unit Head must approve the request. Upon approval by the Unit Head, the request to seek a tenure home transfer moves to the Dean (if the request emanates from a departmentalized college) for review and approval.
3. Upon approval by the Dean, the request is conveyed to the Unit Head of the **receiving** unit (typically a department). The material and approvals obtained in steps 1 and 2 should be transmitted to the receiving Unit Head.
4. The Unit Head of the **receiving** academic unit calls a meeting of the APT committee appropriate to the rank of the migrating faculty member to obtain their approval of the tenure home transfer. The committee provides a written report of the meeting with a recorded vote of eligible faculty members. The committee forwards the report to the Unit Head.
5. The Unit Head writes a letter of support to the Dean (or the Provost if a non-departmentalized College) including the Unit's vote and effective date of hiring and any space, financial and promotion arrangements for the move, as well as the material collected in steps 1-4.
6. The Dean sends a letter along with the supporting documentation collected in steps 1- 4 to the Associate Provost for Faculty Affairs. The letter should include the effective date of the move, and any space, financial and promotion arrangements for the move.
7. This material is forwarded to the Provost for approval.
8. The Provost sends a letter to the faculty member, and the affected Unit Heads (Chairs/Directors/Deans) endorsing the tenure home change.

When a faculty member shifts from one established department to another established department within the *same* college

1. The Faculty member wishing to change their tenure home initiates the request by sending a signed and dated CV and a letter of request to Chair/Director of the **current** tenure home unit. The letter should articulate the reasons for the tenure home change request.
2. The Chair/Director of the **current** tenure home department must approve the request.
3. Upon approval by the Chair/Director, the request to seek a tenure home transfer moves to the Chair/Director of the **receiving** department. The material and approvals obtained in steps 1 and 2 should be transmitted to the receiving Chair/Director.
4. The Chair/Director of the **receiving** department calls a meeting of the APT committee appropriate to the rank of the migrating faculty member to obtain their approval of the tenure home transfer. The committee provides a written report of the meeting with a recorded vote of eligible faculty members. The committee forwards the report to the Chair/Director.
5. The Chair/Director of the receiving department writes a letter of support to the Dean, including the department's vote and effective date of hiring and any space, financial and promotion arrangements for the move, as well as the material collected in steps 1-4.
6. The Dean sends a letter along with the supporting documentation collected in steps 1-5 to the Associate Provost for Faculty Affairs. The letter should include the effective date of the move, and any space, financial and promotion arrangements for the move.
7. This material is forwarded to the Provost for approval.
8. The Provost sends a letter to the faculty member, and the affected department Chairs and Dean endorsing the tenure home change.

When a faculty member shifts from one established department to a newly constituted department within the *same* college

1. The Faculty member wishing to change their tenure home initiates the request by sending a signed and dated CV and a letter of request to Chair/Director of the **current** tenure home unit. The letter should articulate the reasons for the tenure home change request.
2. The Chair/Director of the **current** tenure home department must approve the request.
3. Upon approval by the Chair/Director, the request to seek a tenure home transfer moves to the Chair/Director of the **receiving** department. The material and approvals obtained in steps 1 and 2 should be transmitted to the receiving Chair/Director.

4. The Chair/Director of the **receiving** department calls a meeting of the APT committee appropriate to the rank of the migrating faculty member to obtain their approval of the tenure home transfer. The committee provides a written report of the meeting with a recorded vote of eligible faculty members. The committee forwards the report to the Chair/Director.
5. The Chair/Director of the receiving department writes a letter of support to the Dean, including the department's vote and effective date of hiring and any space, financial and promotion arrangements for the move, as well as the material collected in steps 1-4.
6. The Dean sends a letter along with the supporting documentation collected in steps 1-5 to the Associate Provost for Faculty Affairs. The letter should include the effective date of the move, and any space, financial and promotion arrangements for the move.
7. This material is forwarded to the Provost for approval.
8. The Provost sends a letter to the faculty member, and the affected department Chairs and Dean endorsing the tenure home change.

When a faculty member shifts from one established department or non-departmentalized college to a newly established department within *another* college

1. The Faculty member wishing to change their tenure home initiates the request by sending a signed and dated CV and a letter of request to Unit Head (Chair/Director/Dean) of the **current** tenure home unit. The letter should articulate the reasons for the tenure home change request.
2. The Unit Head must approve the request. Upon approval by the Unit Head, the request to seek a tenure home transfer moves to the Dean (if the request emanates from a departmentalized college) for review and approval.
3. Upon approval by the Dean, request is conveyed to the Unit Head of the **receiving** unit (typically a department). The material and approvals obtained in steps 1 and 2 should be transmitted to the receiving Unit Head.
4. The Unit Head of the **receiving** academic unit calls a meeting of the APT committee appropriate to the rank of the migrating faculty member to obtain their approval of the tenure home transfer. The committee provides a written report of the meeting with a recorded vote of eligible faculty members. The committee forwards the report to the Unit Head.
5. The Unit Head writes a letter of support to the Dean (or the Provost if a non-departmentalized College) including the Unit's vote and effective date of hiring and any space, financial and promotion arrangements for the move, as well as the material collected in steps 1-4.
6. The Dean sends a letter along with the supporting documentation collected in steps 1- 4 to the Associate Provost for Faculty Affairs. The letter should include the effective date of the move, and any space, financial and promotion arrangements

for the move.

7. This material is forwarded to the Provost for approval.
8. The Provost sends a letter to the faculty member, and the affected Unit Heads (Chairs/Directors/Deans) endorsing the tenure home change.

Sample letter/memo from faculty member to current Chair requesting change of tenure home:

DATE

Chair XYZ
Department of Current Tenure
CAMPUS

Dear Dr. XYZ:

I would like to formally request to move my appointment and faculty line from the Department of Current Tenure to the Department of Receiving Tenure. I request that the move be effective as of DATE.

Sincerely,
Professor [Name]

Approved: _____ Date: _____
Chair, Department of Current Tenure

Approved: _____ Date: _____
Dean, College of Current Tenure

Enclosure: (signed, dated cv)

Sample letter/memo from Dean to receiving Chair requesting tenure home change

DATE

Chair ABC
Department of Receiving Tenure
CAMPUS

Dear Dr. ABC:

Professor [Name] has formally requested the transfer of their tenure home to the Department of Receiving Tenure from Department of Current Tenure effective DATE. I am transmitting the request and relevant materials for your consideration and review.

Sincerely,
Professor [Name]

Enclosures: (signed and dated cv; signed letter from current Unit Head; signed letter from Dean)

Sample letter/memo from receiving Chair to receiving Dean

DATE

Dean ABC
College of Receiving Tenure
CAMPUS

Dear Dean ABC:

I approve the transfer of tenure of Professor [Name of Faculty Member] from Department of Current Tenure to the Department of Receiving Tenure, effective DATE.

On DATE, the Full and Associate Professors in the Department of Receiving Tenure met to discuss the request to transfer Dr. [Name of Faculty Member]’s tenure home to Receiving Tenure. The Full and Associate Professors voted, 10-0, 0 abstentions, 3 absences, to approve the transfer of Dr. [Name of Faculty Member]’s tenure home to Receiving Tenure. He will receive MENTION ANY OFFICE/RESEARCH SPACE, SALARY CONSIDERATIONS, CHANGES IN TENURE DATES, ETC.

Enclosed please find all documents necessary to support the tenure change request.

Sincerely,

Dr. ABC, Chair
Department of Receiving Tenure

Approved: _____ Date: _____
Dean ABC, College of Receiving Tenure

Enclosures: (signed, dated cv; signed letter from current chair; letter from current dean; committee report)

sample letter from receiving Dean to Associate Provost for Faculty Affairs:

DATE

Dr. John Bertot
Associate Provost for Faculty Affairs
2117B Main Administration Building
CAMPUS

Dear Dr. Bertot:

This letter additional details regarding the move of Professor [Name of Faculty Member] to the Department of Receiving Tenure.

He will receive MENTION ANY OFFICE/RESEARCH SPACE, SALARY CONSIDERATIONS, CHANGES IN TENURE DATES, ETC.

Thank you very much for your support in this matter.

Sincerely,

Dr. ABC
Dean, College of Receiving Tenure

Enclosures: (signed and dated cv; signed letter from current chair; signed letter from current dean; signed letter from receiving chair; committee report; signed letter from receiving chair to receiving dean)

sample letter from Provost to Dean granting Tenure Home Change

MEMORANDUM

DATE:

TO: ABC, Dean College of Receiving Tenure

FROM: Ann G. Wiley, Interim Senior Vice President and Provost

SUBJECT: Transfer of Tenure Home

I am approving the transfer of tenure home for [Name of Faculty Member] from the Department of Current Tenure Home to the Department of Receiving Tenure Home, effective DATE.

cc: Associate Provost for Faculty Affairs
NAME, Chair, Department of Current Tenure Home
NAME, Chair, Department of Receiving Tenure Home
NAME, Faculty Member