

# **S86-5 GUIDELINES FOR TEMPORARY AND PERMANENT REASSIGNMENT OF REGULAR FACULTY FROM DEPARTMENTS OF ORIGINAL APPOINTMENT**

## **Legislative History:**

**Document dated April 15, 1986.**

**At its meeting of April 7, 1986, the Academic Senate approved the following Policy Recommendation presented by David McNeil for the Professional Standards Committee.**

**This policy superseded University Policies S 79-13 and S 80-19.**

## **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Approved and Accepted as University Policy. Effective immediately." Signed: Gail Fullerton, April 15, 1986.**

## **GUIDELINES FOR TEMPORARY AND PERMANENT REASSIGNMENT OF REGULAR FACULTY FROM DEPARTMENTS OF ORIGINAL APPOINTMENT**

### **S 86-5**

This policy supersedes University Policies S 79-13 and S 80-19. It is intended to provide guidelines for temporary and permanent reassignment of faculty outside their departments of original appointment unless reassignment is a result of program discontinuation or reorganization. The policy guides action whether reassignment is requested voluntarily by a faculty member or department for curricular reasons, by a faculty member or department because the department is overstaffed, or by a faculty member who has received notice of layoff. In the case of faculty members requesting temporary or permanent reassignment following notice of layoff, additional procedures are specified in the Memorandum of Understanding for Unit 3.

## **I. Guidelines for the Temporary Reassignment (Partial or Full) of Regular Faculty**

A. Temporary reassignment may be motivated by curricular need, overstaffing, or notice of layoff. It is the policy of the University that qualified regular faculty in overstaffed departments shall be considered for reassignment before positions are opened for temporary appointments elsewhere in the University. The Academic Vice President may refuse to authorize the hiring of temporary faculty by any department until there is evidence that full consideration has been given to the qualifications of available regular faculty. Temporary assignments shall not occur without consultation with the department of original appointment, with the receiving department or equivalent unit, and with the respective school deans. Temporary assignments do not require the prior announcement of a position vacancy or the comparison of a faculty member with persons in the department's applicant pool.

B. The faculty member requesting or being recommended for reassignment shall provide the department in which reassignment is sought documentation of relevant qualifications for teaching specified courses. Such documentation shall normally include a current vita, teaching evaluations, and evidence of appropriate scholarly, creative, or professional achievements, and shall be transmitted at a time allowing adequate consideration before scheduling for the succeeding semester must be done.

C. The tenured faculty, or the recruitment committee, of the department in which reassignment is sought shall review faculty under consideration for reassignment in terms of their academic preparation, experience, and other qualifications relevant to teaching the courses specified. The recommendation of the department and its chair shall be based on that review of a faculty member's qualifications in relation to the department's instructional program and staffing needs, and may include requirements for preparation for teaching. Where necessary and possible, deans and department chairs of overstaffed departments should assist faculty members to become qualified to meet requirements for teaching reassignments, and chairs and faculty of receiving departments should provide temporarily reassigned faculty appropriate assistance to insure a successful teaching transition.

D. The Change of Assignment Form shall be initiated by the faculty member's department of original appointment. A summary of any conditions of the temporary reassignment shall accompany the change of assignment materials.

E. A temporary reassignment to teach courses in a department other than the department of appointment does not constitute a continuing right to teach such courses, nor does it create a right to permanent reassignment to that department.

## II. Guidelines for the Permanent Reassignment of Regular Faculty

A. Requests for permanent reassignment may be initiated by a faculty member or by a department wishing the permanent reassignment to it of a faculty member appointed by another department. Permanent reassignment requires consultation with the department of original appointment, the receiving department, and respective school deans. Permanent reassignments do not require the prior announcement of a position vacancy or the comparison of a faculty member with applicants responding to a national search.

B. A request from a faculty member should be directed, with documentation of qualifications, via the department chair and the school dean, to the Associate Academic Vice President for Faculty Affairs (AAVP/FA), who will forward the request and documentation to the appropriate department for review.

C. A request from a department for reassignment of a faculty member to it from his/her department of original appointment should be directed by the chair of the requesting department through the school dean to the AAVP/FA, who will forward the request to the original department. The response of the original department and the faculty member shall be returned to the AAVP/FA through the school dean with a statement of agreement or disagreement and such documentation as may be appropriate.

D. The tenured faculty, or the recruitment committee, of the department in which permanent reassignment is being considered shall review the request in terms of the faculty member's qualifications for an appointment in that department, such as academic preparation, teaching or other relevant experience, scholarship and professional activity. The department's recommendation, and that of the department chair and the school dean, shall be based on the review of a faculty member's qualifications in relation to the department's instructional program. If reassignment is required to avoid layoff, the department shall recommend reassignment if a faculty member is qualified to teach the range of courses (at the lower and upper division or graduate levels) that a person appointed to the department is normally expected to teach, provided that a transfer of the faculty member to the department will not result in the department's inability to offer courses which are a regular and essential part of its curriculum. A department may, if it wishes, condition its recommendation of permanent reassignment of a faculty member facing layoff on permanent forfeiture of all or part of the seniority points of the transferring faculty member.

E. The department of original appointment, the receiving department, and the respective school deans shall send their recommendations to the AAVP/FA. The AAVP/FA shall forward these materials and his/her recommendation to the Academic Vice President. The AVP shall issue written notification of the reassignment decision and of any accompanying conditions of reassignment.