

Article VIII. Transfers

Transfers shall be made only in the area of the Faculty member's competency as evidenced by appropriate credentials. Each Faculty member's preference shall be honored whenever possible. Transfers and changes of assignment shall be on a voluntary basis whenever possible.

A. Voluntary Transfers

1. The campus discipline Faculty and CDAC's will be notified about vacancies on All College Day. Within 14 calendar days after All College Day, CDAC co-chairs provide suggestions to HR regarding appropriate advertising sources/sites if the position vacancy reaches the External Recruitment Phase.
2. Campus discipline Faculty provides assistance to the Department Chair and Supervising Administrator in the development of the campus portion of the position announcement template(s) in an effort to reflect the needs of the campus. If no campus discipline Faculty is available, Faculty certified in that discipline should be involved in development of the transfer announcement(s).
3. A Faculty member who has completed two or more consecutive years of regular full-time Faculty employment may request consideration for voluntary transfers in accordance with the College's Voluntary Transfer Program (*Personnel Policy Statement for College Employees*). A Faculty member may apply for new, vacant, exchange or transfer positions for which they are qualified as such positions become available.
4. Faculty transfer opportunities shall be announced electronically and will remain open for a minimum of seven days, with a copy sent to all full-time regular Faculty, the Provost, the president of PCCEA and the president of the Faculty Senate.
5. Every eligible Faculty member who applies for transfer will be interviewed by the Campus President and Supervising Administrator.
6. Each candidate will meet with the Department Chair and campus discipline Faculty. If there are no campus discipline Faculty, the CDAC will be invited to identify additional Faculty members to contribute discipline expertise.
7. The Campus President and Supervising Administrator will meet with the Department Chair and the discipline Faculty to discuss the strengths and limitations of each candidate with respect to the needs of the department.
8. Each candidate who applies for transfer will be contacted by the Campus President or Supervising Administrator with the result of the process.
9. No teaching demonstrations are permitted.

B. Involuntary Transfers

1. Involuntary transfers or reassignments will be made after due consideration of the need to relocate the affected Faculty member. If involuntary transfers or reassignments are necessary, the Faculty members with the least seniority shall be involuntarily transferred or reassigned first, providing all other factors are substantially equal.
2. An involuntary reassignment shall be made only after a meeting of the Faculty member involved and, if desired, a representative of the Faculty member's choice, and the Chancellor or designee, at which time the Faculty member shall be given written reasons for the transfer.

3. Faculty members will not normally be involuntarily transferred or reassigned from their present positions to other District openings when the College deems there are others equally qualified to staff the position.
4. A Faculty member being involuntarily transferred or reassigned shall be placed only in a position for which she/he is qualified and which does not involve a reduction in total compensation for the remainder of the academic contract.
5. Notice of an involuntary transfer or reassignment shall be given in writing to the Faculty member when possible at least one semester prior to the date of transfer.

C. Administrator Transfers to Faculty

1. Any Administrator who is being considered for transfer to Faculty will be interviewed by the Campus President, Supervising Administrator, and Department Chair for the Faculty position.
2. A teaching demonstration may be required by the Campus President for administrators who have not taught as full-time Faculty.
3. The Chancellor will be contacted by the Campus President with the results of the process.