

Subject: Voluntary Intercampus Transfer of Teaching Faculty

1. Purpose	1
2. Policy	1
3. Responsibilities.....	1
4. Procedures	2
5. Definitions.....	3
6. References	3
7. Review Periodicity and Responsibility	3
8. Effective Date and Approval	3
9. Review and Revision History	3
Appendix A: Teaching Faculty Transfer Request Form	

1. Purpose

This policy provides for the voluntary intercampus transfer of permanent, full-time teaching faculty to fill vacancies on another campus within the college.

2. Policy

TCC faculty members are based on one of the college’s campuses and normally remain there as long as the need for such a position at that campus can be demonstrated within the larger context of college operations. Should the need become not justified, faculty are subject to reassignment to another campus.

In instances where a permanent, full-time teaching faculty position becomes open at any campus within the college, Tidewater Community College shall give first consideration to its permanent full-time teaching faculty members who wish to transfer to such an open position at another campus provided the faculty member is qualified for the position and currently contracted in the teaching discipline.

3. Responsibilities

The Vice President for Academic and Student Affairs shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System and the Commonwealth of Virginia.

4. Procedures

The following procedures apply in the case of permanent, full-time TCC teaching faculty members who wish to transfer to a permanent, full-time teaching position opening at another campus within the college for which they are qualified and for which they are currently contracted in the teaching discipline. Adjunct faculty and faculty on restricted or temporary appointments will follow the college's approved process for faculty recruitment.

1. Once a faculty position has been approved for recruitment through the college's appropriate review process, the Vice President for Academic and Student Affairs shall announce the available position and required qualifications to all full-time teaching faculty via e-mail.
2. Any faculty member interested in transferring into the available position will complete Part A of the Teaching Faculty Transfer Request Form ([Appendix A](#)) and deliver the form to the Employee Recruitment Manager in the Office of Human Resources by the date specified in the internal announcement.
3. The Employee Recruitment Manager will request a review of qualifications by the current and prospective academic deans and provosts, as provided on Part B of the Teaching Faculty Transfer Request Form. If there is only one qualified faculty member requesting transfer, the Employee Recruitment Manager will forward the request and any appropriate paperwork for the Vice President's recommendation and President's action. If there is more than one qualified faculty member requesting transfer, the Employee Recruitment Manager will forward the request and any appropriate paperwork of the most senior¹ faculty member for the Vice President's recommendation and President's action.
4. In the event of faculty members with identical seniority, the Vice President for Academic and Student Affairs will review the credentials and experience of the faculty members against the duties of the position and make a recommendation to the President for action.
5. If a faculty member is not offered the transfer, a letter notifying the faculty member of the decision will be sent by the Employee Recruitment Manager within five (5) working days of the decision. If the faculty member wishes to appeal the decision, he or she will have five (5) working days from the date of receipt of the letter to appeal to the Vice President for Academic and Student Affairs. The Vice President will have five (5) working days from the date of receipt of the faculty member's appeal to respond. The faculty member may subsequently appeal to the President, whose decision is final. The President will have ten (10) working days from the date of receipt of the letter to respond. The President reserves the right to involve the staff that he/she

¹ Seniority shall be determined first by academic rank, then by date of academic rank, then by date of hire.

deems useful to him/her in the decision-making process. He/she may also convene the identified parties to meet with him/her as a part of this process. Extension of days to this process will be considered only in cases of mutual agreement between the faculty member and the respective administrator.

6. When a transfer has been approved by the President, the President will notify the affected faculty member by letter, with copies to the appropriate administrative offices.
7. If there is no internal transfer, recruitment for the vacant position will proceed in accordance with the appropriate college policies and procedures.

5. Definitions

No definitions are associated with this policy.

6. References

No references are associated with this policy.

7. Review Periodicity and Responsibility

The Vice President for Academic and Student Affairs shall review this policy annually on the anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on April 11, 2002.

Policy Approved:

Procedure Developed:

Deborah M. DiCroce
President

John T. Dever
Vice President for
Academic and Student Affairs

9. Review and Revision History

This is the first version of this policy. The policy was re-formatted to be consistent with the college's format for policies and procedures in July 2009.

APPENDIX A
TIDEWATER COMMUNITY COLLEGE
TEACHING FACULTY TRANSFER REQUEST FORM

PART A (Completed by faculty member)			
Name:			
EMPLID:			
Office Phone:		Home Phone:	
Home Address:			
City:		State, Zip:	
Current Position: (From your contract)			
Rank/Discipline:		Position Number:	
Division:		Campus:	
Position Applied For: (From the vacancy announcement)			
Discipline:		Position Number:	
Division:		Campus:	
Faculty Member:	Signature & Date		
Part B (Completed after submission to Office of Human Resources)			
Review of Qualifications: (Signatures Required)	Qualifications Verified for Transfer	Transfer Denied Based on Qualifications (requires explanation)	Signature & Date
Current Academic Dean:			
Current Provost:			
Prospective Academic Dean:			
Prospective Provost:			
	Approved	Disapproved	Signature & Date
Vice President's Recommendation:			
President's Action:			
Comments:			
Disposition: (Completed by Office of Human Resources)			