

3.25

REGULAR FACULTY TRANSFER BETWEEN CAMPUSES AND/OR CENTERS
ADOPT: JANUARY 13, 2009

The District reserves the right to make faculty assignments with regard to days, times, and locations that best serve the needs of the students and achieve the best utilization of District facilities and resources. The District also recognizes that there may be a need to assign regular faculty to locations other than where they have historically performed their assignments. Regular faculty may also express interest in changing the location of their principle duty assignment.

A shift in the campus or location of a regular faculty assignment shall be known as a faculty transfer. Regular faculty transfers shall be based on one of the following descriptions:

1. A NEW POSITION: A transfer initiated by a faculty member to fill an open position that is already approved by the Faculty Staffing Committee and the District Superintendent/President and is under current recruitment as part of the hiring process.
2. A FACULTY REQUEST WITHOUT A NEW POSITION: A transfer initiated by a faculty member but where there is no open position that has been approved by the Faculty Staffing Committee and the District Superintendent/President.
3. A NEWLY IDENTIFIED DISTRICT NEED: A transfer of faculty in response to a District identified program or location need, but not based on a new open position. It is a voluntary transfer when a qualified faculty member initiates the transfer process by responding to a District announcement of the transfer opportunity. If there are no qualified applicants, the District may transfer a faculty member it deems qualified to fill the position.
4. A NECESSITY TRANSFER: When the District has identified a need to transfer a faculty member based on unusual or extenuating circumstances (See section 3 above).

The District shall establish and maintain procedures for faculty transfers between campuses and/or centers in consultation with the recognized bargaining unit and the Academic Senate, including a Transfer Request Form to be used for all Transfers except District Need and Necessity Transfers.