

## UC San Diego Department Transfers Resulting from the Creation of a New Department

### **Background:**

Departments appoint academics to further their respective missions and the pursuit of knowledge in their particular areas of research and/or creative activity. On occasion, a new department may be created to meet UC San Diego's academic and research needs. In such cases, an academic's scholarly interests may become more closely aligned to the research and/or creative activity which lead to the creation of the new department. In these occasions, academics may request or be invited to transfer their appointment (or portions thereof) to the newly created department. Such transfers are advisable when it's in the best interest of all parties concerned, including the appointee, departments, schools, and upon approval from the Executive Vice Chancellor for Academic Affairs.

Such a transfer will take place only after thorough and considered discussions following the process outlined below. Approval is not automatic and the faculty member is encouraged to ensure that all commitments to their current department are fulfilled and that a reasonable period of notice is provided. Faculty considering such a transfer are required to begin discussions with the appropriate department chairs and dean(s) as early as possible. The dean(s), in turn, will inform the EVC as soon as they are aware of such a proposal. Every effort should be made to provide enough notice to allow the current department to plan for upcoming teaching and service assignments. In all cases, an academic year appointee's new appointment will be effective on July 1<sup>1</sup>. A fiscal year appointment may be effective on the first day of any month.

### **Disposition of FTE:**

In general, when an academic appointee requests a transfer to a new department, the FTE provision also transfers to the receiving department/division. However, an alternative disposition of the FTE may be negotiated by the appropriate dean(s) and EVC. If there is a short-term need for temp FTE funding to cover teaching, the current department may discuss this need with their dean.

### **Eligibility to Transfer:**

- Senate Faculty at the rank of Associate or Full: In general, department transfers for faculty with tenure/security of employment or at the Associate/Full Professor level, are not considered for five (5) years after appointment to a department. However, in the special circumstance of the creation of a new department, the five (5) year required waiting period may be waived.
- Senate Faculty at the Assistant rank: In general, Assistant level appointees are expected to obtain tenure or security of employment, or to undergo a promotion to Associate level in the department they are hired into before any transfer request will be considered. In the special circumstance of the creation of a new department, the appointee may request an exception to transfer prior to Associate level review, however the request should document the review process and whether/how the promotion review file will include feedback from both their previous and current departments.
- Non-Senate Faculty and Academics: Campus Deans are encouraged to develop procedures for dean-authority-level department transfers for non-senate faculty and other academic appointees.

### **Recruitment Waiver:**

A recruitment waiver is not necessary for a department transfer.

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<sup>1</sup> The new Department Chair may transfer prior to July 1 to allow them to begin building the department infrastructure.

**Department vote(s):**

Normally, a vote should be solicited from the receiving department in accordance with Bylaw 55 or applicable department voting bylaws. There are circumstances, however, such as a new department having no assigned faculty/academics to vote, which may make it impossible to comply with this rule. In such cases, the receiving department chair must explain the circumstances in the departmental transfer proposal letter.

Initial retention of a 0% appointment in the original (current) department does not require a vote by the current and new department; however, consistent with campus procedures for [adding a 0% appointment to an existing ladder rank appointment](#), reappointment beyond the initial term will require a vote by both departments.

**Consultation and Approval:**

In 2004, the Academic Senate Committee on Academic Personnel (CAP) agreed that it would not evaluate department transfers as long as there was no change in the senate faculty member's title, rank, step, or salary. The EVC retains the discretion to request an advisory opinion from CAP in all department transfers. If requested, CAP's role will be to take into account the research, teaching, and service arguments presented and whether, in their opinion, the transfer will be in the best interest of the University's research, teaching, and service missions.

**Transfer Request Components:**

1. Documentation of new department creation approval
2. List of academics proposed for transfer
  - Provide each candidate's series, rank, and step
  - Indicate if the appointee is a represented academic<sup>2</sup>
  - Identify next academic review date<sup>3</sup>
    - Appointees undergoing review may not transfer departments until completion of the in-process review. At the earliest, the transfer date will coincide with the academic review outcome effective date
  - Provide the requested transfer effective date for each individual appointee
  - Identify whether a candidate's proposed transfer is partial or 100%
    - Partial transfers where a candidate's percentage of effort is split between two or more departments will require establishment of a Memorandum of Understanding (MOU)
3. Memo from current and new department chairs proposing and endorsing the transfers
  - Chairs can create a joint letter or each write their own letter. The chair letter may include a list of all proposed transfers, or the chair(s) may opt to write individual letters for each appointee.
  - Include an explanation for the proposed transfer including a candidate's request, alignment with area expertise, etc.

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<sup>2</sup> Union notification and issuance of new appointment letter(s) may be required when represented academics transfer departments

<sup>3</sup> Candidates not under review, but whose review period will now be split between two areas should include documentation acknowledging that the next academic review will include feedback from both their previous and current departments

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4. Endorsement by the Dean(s) of the proposed transfers
  - Endorsement can be in the form of a memo or signature endorsement
5. Transfer Candidate Documentation:
  - Candidate's request for transfer or documentation of request
6. Authority
  - Non-senate transfers will be at dean's authority
  - Senate transfers will be EVC authority.
7. Processing
  - APS will process the following:
    - AP Data updates for senate member profiles
    - OATS updates for both senate/non-senate profiles
    - Interfolio updates for both senate/non-senate profiles including the creation of new department, updates to department structure, and file templates
  - Departments/School will process AP Data updates to non-senate member profiles
8. Outcome
  - APS will issue outcomes for senate members
  - School will issue outcome letter for non-senate members