

UC San Diego Faculty Department Transfer Practice

Rev. June 2026

Background:

Departments appoint faculty members to further their respective department missions and the pursuit of knowledge in their area of research and/or creative activity. Occasionally, an individual faculty member's scholarly interests may evolve to become more closely aligned to research and/or creative activity being conducted in another department or area of study. It is on this *rare* occasion that a department's citizenry may wish to invite a faculty colleague of another department to consider transferring their appointment (or portions thereof), teaching, service, and research or creative interests to their department. Such a transfer is advisable when it is determined to be in the best interest of all parties concerned, including the faculty member, departments, and schools(s), and upon approval from the Executive Vice Chancellor for Academic Affairs.

Additionally, 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.

Transfer Effective Dates:

- Department transfers that result in an appointee's transfer from an academic year appointment to a fiscal year appointment can only occur with a July 1st effective date. Retroactive effective dates are not permitted.
- Department transfers between two or more fiscal year appointments can only be effective on the 1st of the month. Retroactive effective dates are not permitted.
- Department transfers between two or more academic year appointments can only be effective on 7/1, 11/1, or 3/1. Retroactive effective dates are not permitted.

Disposition of FTE:

In general, when a faculty member requests a transfer to a new department, the FTE provision also transfers to the receiving department/school. 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:

This process applies to ladder-rank faculty and equivalent ranks. Tenure-track and security of employment-track faculty are expected to obtain tenure/SOE in the department they are hired into before any transfer request will be considered. Transfers for tenured/SOE faculty generally are not considered for five (5) years after appointment to a department.

Recruitment Waiver:

A recruitment waiver is not necessary for a department transfer.

Faculty vote:

A vote should be solicited from the receiving department in accordance with Bylaw 55 and the following guidelines. Except in unusual circumstances, whenever University or departmental policy requires a vote on a proposed action, the action must be supported by at least 50% of the members eligible to vote and in residence on campus in the quarter when the vote is taken.

Unusual circumstances may make it impossible to comply with this rule. In such cases, it is incumbent upon the receiving department chair to explain the circumstances in the departmental transfer proposal letter.

Consultation and Approval:

In 2004, the Academic Senate Committee on Academic Personnel (CAP) agreed that it would not evaluate such department transfers if there was no change in the faculty member's title, rank, or step.

Effective June 2026, CAP waived review of department transfers resulting in a modification to an academic appointee's salary due to movement between different salary scales (Regular Scale, B/E/E Scale, HSCOMP Scale) where the transfer doesn't result in a change to title, rank, or step.

In cases where the receiving department vote results in a mixed vote, or in any other case where the EVC deems appropriate, the EVC retains the discretion to request an advisory opinion from CAP. 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.

A completed faculty transfer proposal packet will include:

- Faculty member's original request. The candidate may include any supporting documentation, such as an updated biobib.
- Current department chair endorsement.
- Current divisional dean endorsement.
- Proposed department chair endorsement letter (including the faculty discussion and vote).
- Proposed dean endorsement letter.
- EVC appointment letter, if approved.

UC San Diego Faculty Department Transfer Process

	Who is responsible:	What they need to do:
1.	Faculty Member	<ul style="list-style-type: none"> • Consults with current and proposed department chairs • Submits a request letter to include: <ul style="list-style-type: none"> ○ Reasons for making the request. ○ Timing of the proposed transfer. ○ Plan to address anticipated instructional impact to current department. ○ Disposition of grants, space, equipment, students, postdocs, staff. <p><i>This document will form the basis of the transfer packet.</i></p>
2.	Current Department Chair (or equivalent)	<ul style="list-style-type: none"> • Consults with current school dean, considering impact (both positive and negative) of the faculty member's request. • Endorses faculty member's request. (May submit a separate letter.) • Forwards request to current dean (or equivalent).
3.	Current School Dean (or equivalent)	<ul style="list-style-type: none"> • Consults with proposed dean and EVC or Sr. AVC-AA. Discussion items to include: <ul style="list-style-type: none"> ○ Plans for transfer of FTE ○ Impact on departmental/school recruitment ○ Space/equipment ○ If next academic review period is split between both departments a discussion about the file preparation should be included. ○ Any remaining start-up funds, grants, Intellectual property ○ Endowed chairs, if held at the divisional level ○ Endorses request (May submit a separate letter.)
4.	Proposed Department Chair (or equivalent)	<ul style="list-style-type: none"> • Receives request. • Consults with school dean, department faculty.
5.	Proposed Department Faculty	<ul style="list-style-type: none"> • Discussion and vote. • If proposal supported by department vote, transfer request may proceed. • If not supported by department vote, proposal will not go forward.
6.	Proposed Department AP Staff	<ul style="list-style-type: none"> • If approved by faculty and chair, assists department chair with a letter describing the level of faculty consultation, vote, and plans for the candidate to engage in research, teaching, and service for the department. • Adds letter to request packet. • Submits request packet to proposed school dean. • Identify whether a candidate's proposed transfer is partial or 100%. <ul style="list-style-type: none"> • Partial transfers where a candidate's percentage of effort is split between two or more departments will require establishment of Memorandum of Understanding (MOU).
7.	Proposed School Dean (or equivalent)	<ul style="list-style-type: none"> • Prepares a letter with recommendation of request.
8.	Proposed School Dean (or equivalent) AP Staff	<ul style="list-style-type: none"> • Submits packet to Academic Personnel.
9.	APS – Academic Advancement & Compensation Team	<ul style="list-style-type: none"> • Receives and reviews department transfer packet. Attaches the candidate's most recent academic review to the proposal and forwards to the EVC/Sr. AVC-AA.
10.	EVC/Sr. AVC-AA	<ul style="list-style-type: none"> • Reviews the request and renders a decision on the transfer.

11	APS – Academic Advancement & Compensation Team	<ul style="list-style-type: none"> • Notifies departments and schools of the EVC/Sr. AVC-AA decision. • Updates AP systems as necessary if approved. • Notifies Finance Administration if approved. <ul style="list-style-type: none"> • Trimble, Heide: htrimble@ucsd.edu • Diprofio, Adam: adiprofio@ucsd.edu • McNally, Mary: mlmcnally@ucsd.edu • Saves department transfer outcome to academic appointee’s personnel file.
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If approved, Academic Personnel will issue a new offer letter to the faculty member; departments will be instructed to enter the change in payroll system. If not approved, Academic Personnel will communicate the outcome to the faculty member, departments, and dean(s).