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**Proposal for a
Memorandum of Understanding (MOU) between
Portland State University (University) and
The Portland State University Chapter of the
American Association of University Professors (Association)
August 12, 2015**

Procedure for Transfer of Tenure Home

Recitals:

The University seeks to establish a procedure that would enable tenured and tenure track faculty members to request a transfer of their tenure home from one department to another at Portland State University.

The Parties agree:

1. The attached procedure shall be established to provide for the transfer of tenured or tenure track faculty members from one unit to another at Portland State University, and
2. This MOU shall become part of an addendum of the collective bargaining agreement between the parties, and
3. The MOU shall be enforceable through the grievance procedure in Article 28 of the collective bargaining agreement.

For the University:

Shelley Chabon
Signed

Shelley Chabon
Printed Name

10/6/15
Date

For the Association:

Leanne C Ferhulo
Signed

Leanne C Ferhulo
Printed Name

10/6/15
Date

Procedure for Requesting Transfer of Tenure Home

Before initiating this procedure to request the transfer of tenure home, the faculty member is encouraged to pursue a dialogue with the current and potential home department(s)/unit(s) to explore the feasibility and possible impacts of transferring his/her tenure line.

1. Faculty members who wish to transfer their tenure home to another department should make a written request to the department to which they want to transfer, and to their home department, with a copy of the request to the Dean(s) or Dean Equivalent(s). In that request they should state the curricular and research reasons they feel warrant the move as well as any other issues they wish to have considered.
2. After discussion with the respective Deans, the department chair or designee and/or other department members are encouraged to have a conversation with the dean responsible for the proposed new academic home prior to department deliberations to understand the potential resource implications of a move.
- 3.
4. The chair and faculty of the department to which the faculty member wishes to transfer should review and discuss the request at a department meeting and take formal action on their recommendation. They may ask the faculty member to make a presentation or respond to questions during the meeting, however, the faculty member should not be present during the deliberations and vote. In making their recommendation the department should consider their programmatic needs, impact on students, resource implications, (one of which is the possibility that the department will need to create a new faculty line).and other factors relevant to the issue including, but not limited to clearly articulating timelines related to application for promotion and tenure.
5. The Chair of the department the faculty member wishes to transfer to should transmit the department recommendation in writing to the Dean.
6. The chair and faculty of the home department should review and discuss the request at a department meeting and take formal action on their recommendation. They may ask the faculty member to make a presentation or respond to questions during the meeting, however, the faculty member should not be present during the deliberations and vote. In making their recommendation, the department should consider their programmatic needs, impact on students, resource implications, and other factors relevant to the issue.
7. The Chair of the faculty member's home department should transmit the home department recommendation in writing to the Dean(s).
8. The Dean(s) shall consider the recommendations and discuss with the respective departments. The Dean(s) should then forward their respective recommendations to the Provost. The Dean(s) decision is final unless the Deans are not in agreement. In

the case of a denial, the Dean(s) shall specify the reason for her/his recommendation. In the event the Deans are not in agreement the recommendations from both Deans will be forwarded to the Provost.

9. The Provost will act on the request once receiving the Dean(s) and the departments' recommendations, and shall advise the faculty member, the Deans, and the departments of his/her decision in writing. In the case of a denial, the Provost shall specify the reason for her/his decision.
10. Should the request for transfer of tenure home be denied by the Provost, the faculty member may request reconsideration of the decision by the Provost within 20 business days of receipt of the denial. The faculty member may submit new materials for consideration. In addition to the submission of the request for reconsideration, the faculty member may seek a meeting with the Provost.
11. If the faculty member requests reconsideration, the Provost shall reconsider her/his decision and advise her/his decision within 10 days of the submission of the request for reconsideration, or the reconsideration meeting, whichever is later.

General Provisions

1. There shall be no retaliation against a faculty member who submits a request for transfer of tenure home. Any retaliation experienced by the faculty member should be reported to the Provost's office as soon as possible. The Provost's office, in collaboration with Human Resources, shall investigate any claims of retaliation as a result of requesting a transfer of tenure home procedure and react accordingly if retaliation is found.