**Procedure for Requesting Transfer of Tenure Home**

Adopted July 27, 2013 by the Academic Leadership Team

1. Faculty member wishing to transfer their tenure home to another department should make a formal written request to their home department and to the department they wish to transfer to. They should state the programmatic reasons that warrant the move as well as any other issues they wish to have considered.

2. The faculty members 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.

3. The Chairperson of faculty member’s home department should transmit the department recommendation in writing to their Dean.

The department the faculty wishes to transfer to 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, they 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, therefore, the department is encouraged to have a conversation with the dean prior to their deliberations to understand the potential resource implications), and other factors relevant to the issue including, but not limited to clearly articulating timelines related to application for promotion and tenure and post tenure review.

4. The Chairperson of department the faculty member wishes to transfer to should transmit the department recommendation in writing to their Dean.

5. The Deans shall consider the recommendations and discuss with their respective departments. The Deans should then forward their respective recommendations to the Provost.

6. The Provost will act on the request once receiving the Dean(s) and the departments’ recommendations.