

HEALTH SCIENCE CENTER HANDBOOK OF OPERATING PROCEDURES

Chapter 3	Faculty Policies and Procedures	Effective:	February 2004
Section 3.10	Other Faculty Policies and Procedures	Revised:	August 2007
Policy 3.10.2	Process for Change of Departmental Affiliation	Responsibility:	Vice President for Academic Administration

PROCESS FOR CHANGE OF DEPARTMENTAL AFFILIATION

Policy

From time to time, it may be advantageous to the institution to allow a faculty member to change departmental and/or School affiliation. This process is intended to permit such changes, in unusual circumstances, when it is in the best interest of the institution and the faculty member(s). The process will ensure an adequate review of the impact of these changes prior to implementation.

Principles

- Where students or trainees are impacted by a move of faculty members between departments, a transition plan will be developed which addresses these needs.
 - The prior investment of the “donor” department will be considered. However, there is no expectation that the full investment of the “donor” department will be rewarded.
 - The “recipient” department will develop a plan for long term support of the faculty member(s) in the event that grant support, or other financial support, is no longer available.
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Process

- Faculty member informs both involved department Chairs (“donor” Chair and “recipient” Chair) as well as the Director(s) of any involved centers or institutes of his/her desire to change affiliation.
- Faculty member and department Chairs identify students and trainees who will be impacted by the change.
- Faculty member(s) and Chairs/Directors agree on a course of action that is acceptable to the faculty member(s), addresses student and trainee needs, and is fair to the departments/centers/institutes/schools.

In all cases, the matter will be reviewed and approved by the Dean of the School (if both departments and the

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centers/institutes reside in the same school) or by the Deans of the Schools (if multiple schools are involved).

- Additional approval by the Equal Employment Opportunity/Affirmative Action Office may be necessary. See the *Handbook of Operating Procedures* (HOP), [Section 3.4.1](#), “General Appointment Policies”.
- Institutional approval by the Vice President for Academic Administration is also required.