

D.2.5.4 (Procedure) Full-Time Tenured and Tenure Track Faculty Relocation Between Colleges

Responsible Department: Human Resources

Based on Board Policy: [D.2.5](#) - Hiring Authority, Status, Assignments and Duties

Approved: 9-17-10

Last Amended:

Purpose

This procedure addresses the reassignment of faculty members that may occur in response to the colleges' changing needs only. In instances when enrollment patterns, program demands, or similar changes affect the number of faculty required in a discipline, colleges will collaborate on the reassignment of faculty from one college to another, either through voluntary relocation or reassignment at the discretion of the colleges.

Coordinated Volunteer Relocation

Three times each year, on October 1 (for Spring), December 1 (early review for Fall), and March 1 (for possible Fall adjustments) college Presidents in conjunction with the Vice Chancellor for Academic Success, the Vice Chancellor for Economic and Workforce Development, and academic leaders within the colleges will:

1. Review data provided by the College District institutional research office regarding full-time/part-time ratios, enrollment and average class size.
2. Identify discipline areas which the college has determined are overstaffed (based on enrollment trends, average class size, full-time/part-time ratio, unique college needs, and program viability) and the number of faculty by which the discipline area is overstaffed.
3. Identify disciplines in which the college had identified a shortage of faculty members (based on enrollment trends, average class size, full-time/part-time ratio, and unique college needs) and number of full-time/part-time faculty members needed to address the unmet need.
4. Review and finalize the college's lists and submit the lists to the Vice Chancellor for Academic Success.
5. Create a summative district-wide list that identifies both the overages and the shortages across the College District. The summative list established each October will stand for the academic year unless a college(s) forwards a change in December or March. The list will be reviewed through the process outlined above each academic year.

After the district-wide list is created, the following steps will be taken:

1. The Vice Chancellor for Academic Success will ensure the list is posted on the College District web site for faculty members at all colleges to access.

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2. College Presidents, Vice Presidents or their designees will meet with the faculty members in each discipline in the college that has been included on the relocation needs lists to:
 - a. apprise the department/discipline of their inclusion on the shared needs list and generally discuss the district-wide outlook; and
 - b. discuss next steps, and where appropriate, solicit volunteers to relocate, being sure to identify the colleges to which the volunteers are interested in relocating.

Once all faculty members interested in moving have been identified, the following procedure will be followed to select those who will actually be relocated:

1. College administrators along with Human Resources will ensure that all volunteers are currently in good standing as a faculty member at their respective colleges.
2. If more faculty are interested in relocating than there are available slots at other colleges, the college President will determine priority.
3. Seniority within the area of specialization in specific departments and colleges will be one consideration in selections. Seniority is based on the total number of years of full-time tenured/tenure track faculty employment in this College District.
4. The receiving colleges will meet with volunteers in the established priority order to ensure the faculty member is a “fit” with the college’s approach, priorities and focus.
5. The Vice President for Academic Affairs at the receiving college will get copies of the faculty members’ credentials and will conduct a review to certify them for Southern Association of Colleges and Schools (SACS) accreditation requirements at that college.

In order to finalize, document, and complete the relocation:

1. A relocation agreement will be signed by both the relocating faculty member and the receiving college.
2. A summary Final Report will be prepared by the office of the Vice Chancellor for Academic Success and sent to college administrators, Human Resources, and Payroll to initiate appropriate changes and complete necessary follow-up.

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Moves Deemed Necessary

Faculty moves may be deemed necessary if coordinated volunteer relocation efforts do not meet organizational need. In these instances, the Chancellor may assign, reassign, or transfer employees to vacant or new positions at any time (see [D.2.5](#)). The position to which the employee is assigned, reassigned, or transferred shall not be advertised. Retention guidelines include the process for maintaining employment of full-time faculty or conducting a reduction in force if necessary due to declining student enrollments.

Seniority will be the final consideration in selection of employees for reassignment. Seniority is based on the total number of years of full-time tenured/tenure track faculty employment in this College District.