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Approved: Dr. Kimberly Blosser	
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## Policy on Voluntary Inter-Campus Faculty Transfer

### 1. PURPOSE

Lord Fairfax Community College welcomes the opportunity for eligible full-time teaching faculty to request a transfer to another LFCC location without a national recruitment when an eligible vacancy becomes available. This procedure is to be implemented in accordance with VCCS HR Policy, VCCS HR Delegated Authority Agreement, and applicable laws and/or regulations.

### 2. Revision History

Originally Formally Proposed and Written by Middletown Faculty Senate in consultation with Fauquier Faculty Senate and administrators. – date unknown

Revised May 1, 2019

### 3. DEFINITIONS

- A. Eligible Faculty: Only teaching and professional faculty who are employed in a full-time, non-restricted contract in the specified discipline are eligible for Voluntary Inter-Campus Faculty Transfer. Faculty members wishing to transfer to a different discipline are not eligible. This procedure does not apply to administrators. A faculty member in a one-year contract may not be considered for the transfer procedure given the nature of a one year contract, unless both the current dean and the hiring dean support the transfer and the VP of Academics and Student Affairs approve as in the best interest of the college.
- B. Eligible Vacancy: Full-time, non-restricted teaching faculty vacancies are required to be announced via this procedure. If a vacancy in the same discipline and same campus is previously announced within the last 90 days, it will be the president's discretion as to whether the vacancy will be eligible for this procedure.
- C. Hiring Dean: Dean or supervisor recruiting for the eligible vacancy.
- D. Current Dean: Dean or supervisor to whom a faculty member currently reports.

- E. Seniority: Restricted contract(s) will not count towards service calculations. Total continuous salaried service, in a faculty rank position at the college, computed from the date of acceptance of the most recent continuous employment and adjustments in breaks in service (as defined by VCCS Policy 3.11.1.0).

#### **4. REFERENCES**

- A. VCCS Policy 3.30 Recruitment and Selection
- B. VCCS Human Resources Delegated Authority Agreement
- C. LFCC HR Guidelines and Procedures for Talent Acquisition

#### **5. PROCEDURES/RESPONSIBILITIES**

- A. The hiring dean will prepare the requisition and selection criteria (required and preferred), with input from the program lead (if applicable). The selection criteria will include expertise required to teach in the areas of specialty. The requisition will be submitted in the applicant tracking system (per LFCC HR Guidelines and Procedures for Hiring.)
- B. Human Resources will determine if the approved requisition is an eligible vacancy. If so, before the position is advertised nationally, Human Resources will notify full-time faculty of the eligible vacancy via email utilizing LFCC distribution list(s).
- C. An eligible faculty member who believes that he/she is qualified and would like to transfer to the other campus will follow the instructions in the announcement email. Requests must be received in writing (email is acceptable) within five business days.
- D. At the conclusion of the announcement, Human Resources will create a profile in the requisition for any faculty who have requested consideration for the transfer. The hiring dean will review the faculty profile(s) and confirm the requests meet the definition of eligible faculty.
- E. In the event that more than one eligible faculty member requests a transfer, seniority will be used to determine which faculty to consider first. Human resources will calculate seniority; VP of Academics and Student Affairs will review and approve.
- F. The hiring dean will reach out to the eligible faculty to review credentials, discuss specific classes, modes of instruction, and any specific campus needs (eg: ensure faculty member has ability to teach higher level courses if needed, etc).
- G. If the faculty member and the hiring dean are satisfied with the transfer, the request shall move forward. However, if the hiring dean is not satisfied with the transfer, input will be sought by the program lead and the faculty member's current dean. Final decision will be made by the VP of Academic and Student Affairs based on determination of what is best for the college. If the faculty member chooses to compete for the position with other candidates instead of taking advantage of the option to transfer, they are permitted to do so.

- H. The hiring dean will notify Human Resources of a recommendation to transfer. Human Resources will create a transfer approval request through the applicant tracking system as is done for all other positions. The approval will go to the hiring dean, VP of Academic and Student Affairs, and concludes with the President.
  - a) Once the request for transfer is approved, the Human Resources Office will contact the faculty member to formally extend/confirm the transfer within the College. Upon confirmation, Human Resources will notify the hiring dean and VP of Academics and Student Affairs.
    - a. The VP of Academics and Student Affairs will notify the current dean of the confirmed transfer.
    - b. The hiring dean will welcome the faculty member to the campus and begin discussions on scheduling/courses. The hiring dean will also send a communication to all faculty to announce the confirmed transfer.
  - b) When a transfer request is approved, it may result in a need to fill the vacated position. If so, that vacancy should be reviewed for eligibility for the Voluntary Inter Campus Transfer procedures.
  - c) If no employee is selected through this process, national recruitment, using previously established selection criteria for the position, will commence.
- I. If no requests for a transfer are received in the allotted five business days, the College may then proceed to advertise the position nationally.