

Interdivision Transfer Request

Faculty may request academic division transfers once during a Faculty member's career, unless deemed necessary by the institution. Faculty may only make a request for available positions.

Faculty may only request a transfer to another academic division if all of the following apply:

1. Employed by the College for five (5) years and have achieved continuing contract status.
2. Have satisfactory performance including student success, retention and completion rates.
3. Have satisfactory performance teaching in the discipline they are requesting to transfer.
4. Have received approval from the current Dean.

I, _____, am requesting to transfer to Academic Division _____ for the 20__ - 20__ Academic Year. I attest to the

best of my knowledge that all of the above-listed criteria have been met.

Faculty Member _____ Date _____

Approve _____ Not Approved _____

Dean's Signature _____ Date _____

Office of Academic Affairs

Date Position Posted: _____ Date of Review _____

Final Decision: _____ Faculty/Dean(s) notified _____

Notes: _____

Provost Signature: _____