

TENURED PROFESSOR – CHANGE OF DEPARTMENT

Definition

- A Change in Department occurs when a tenured Professor is changing his/her current primary department to another.

General Information

- When requesting a change in Department, the candidate often maintains a without salary joint appointment affiliation (with his/her current primary department).
 - If affiliation is being maintained, then at anytime during the duration of the joint appointment, the candidate may request in writing that the department consider waiving participation in his/her personnel actions.
 - The waiver may be in effect for a period of up to three years, and can be renewed. See the Waiver Option section below for instructions on paperwork to submit.
 - If no affiliation is being maintained, the candidate should submit a resignation letter.

Submitting the Action:

Please submit the following to Luskin:

- ☐ Original plus one (1) single-sided copy and one (1) double-sided copy of the dossier. Start double-sided copying after the vote page.

Dossier Contents in the order below:

Use the appropriate [Data Summary pages from the APO website](#).

- ☐ **Associate and Full Professor Change of Department Data Summary cover page.**
 - The Present Status and Proposed Status tables should be completed in its entirety.
- ☐ **If applicable, a copy of the joint appointment waiver form.**
- ☐ **History Record (updated by the current primary department).**
 - Please include the entire history; no handwritten entries.
- ☐ **Data Summary Vote page.**
 - Votes from both the primary and secondary departments must be recorded.
 - Be specific as to the motion voted on and the proposed effective date.
 - There should be “separate votes” for cases involving additional review(s), such as joint appointment.
 - The sum of the vote tally must equal the number eligible to vote. For guidelines on faculty voting rights, please see [The CALL, Appendix 4](#).
 - Votes must add up and match the Departmental Assessment/Director’s letter.
- ☐ **If applicable, a resignation letter (if no affiliation is being maintained with the primary department).**
- ☐ **Current CV.**
- ☐ **Department Assessment.**
 - This is the letter setting forth each department’s recommendation, written under the Chair’s signature. Letters are required from both the current primary department and proposed primary department.
 - The department’s vote on the action(s) should be reiterated in the first paragraph of each letter.

DAT

Please initiate the action and track the case by entering the appropriate dates in DAT as the case progresses. Current actions must be entered into DAT and submitted to the Dean's Office queue before the hard copies of the dossier are delivered to the Dean's Office. **Note:** *Once the outcome has been determined and the case is in the departmental queue, be sure to complete the action in DAT.*

Publications and Teaching Evaluations:

These should not be submitted to the Dean's office.

Routing and Approval

The Luskin analyst will review the case and then forward it to the appropriate Dean for consideration. The Dean will write a recommendation on the case and it will be forwarded to APO. The Vice Chancellor has the final approval authority on the change of department action. When the necessary approval(s) have been obtained, the Luskin analyst will follow internal protocol and then notify the department.