

**From:** Alonso, Edel

**Date:** December 10, 2013 at 10:40:46 AM PST

**To:** Chung, Christina

**Copy:** Wickline, Paul, Andrus, David, Dermody, Michael, Hooper, Garrett, Fiero, Diane

**Subject:** Faculty transfer procedures

The Senate's Executive Cabinet met this morning and we invited Garrett Hooper to join us to get the department's perspective on the issue of faculty transfers from one department to another.

Since the language on faculty transfer approved by the Senate on Dec. 11, 2008 was never embedded into Board Policy and put into effect, we believe it is appropriate to agree to a process that is amenable to both the faculty involved and the administration at this time. In spring 2014, the Senate will revisit the former language and draft new Policy and Administrative Procedures in consultation with the VP of HR. The plan will be to have Senate approval, forward the new BP and AP to College Policy Council and eventual presentation to the Board of Trustees for final approval.

The Academic Senate's Executive Cabinet, therefore, is proposing to:

- 1) Have HR advertise the open position to all current faculty
- 2) Require that applicants for transfer have
  - a. completed the tenure process
  - b. met the minimum qualifications in the target discipline
  - c. have teaching experience in the discipline or teaching and counseling experience if counseling faculty
  - d. have received an evaluation of "satisfactory" during the most recent evaluation
- 3) Have the applicant submit a letter of intent to transfer to HR within 5 days of the announcement
- 4) Have a hiring committee composed of 5 faculty in the target department and/or division appointed by the Academic Senate President and 1 administrator appointed by HR
- 5) If one of the 6 committee members is not a trained SCR, the committee will add a non-voting SCR
- 6) The hiring committee will use regular hiring procedures including a likert scale to score the applicants on the interview questions and teaching demonstration.
- 7) If the majority of the hiring committee endorses a candidate, his /her name will be submitted to the CEO with the recommendation to transfer departments.
- 8) If the CEO objects to the transfer, she will meet with the department to explain her objection.
- 9) If no candidate receives the endorsement of the committee or the CEO, the candidate(s) may apply during the regular open hiring process.

Sincerely,

Edel

Dr. Edel Alonso

Counseling Faculty

MESA Counselor

President, Academic Senate

College of the Canyons