

**AOP-10-23-07-02 (APPROVED BY ACADEMIC STEERING COMMITTEE OCT 23, 2007
(REVISED 4/25/12)
FACULTY TRANSFER POLICY**

It is the policy of Troy University to work cooperatively with our faculty through transfer, when such transfer is consistent with the needs of the University and is beneficial to all parties involved. In order for a transfer to be considered for a faculty member, there must be a corresponding position available at the receiving site, or an agreement between the dean of the college and the site to transfer the position from the originating location to the receiving location.

The transfer request must be approved by the appropriate college dean and forwarded to the Senior Vice Chancellor for Academic Affairs for approval. Notification of the requested transfer must be extended to the appropriate campus vice chancellor(s). Transfers within Global Campus or involving Global Campus site locations require the approval of the Vice Chancellor for Global Campus.

Documentation submitted to the Senior Vice Chancellor for Academic Affairs to support a transfer request includes formal approval through the University's PeopleAdmin process, accompanied with a letter agreement specifying all conditions associated with the transfer to be executed by the respective dean and faculty member. The draft letter should set forth any conditions on the transfer, the effective date of the transfer, and specifically any issues of rank or tenure. Appropriate notification of state regulatory agencies, as required by state-specific and Federal guidelines, must be included as part of the final documentation.

**APPROVED BY ACADEMIC STEERING COMMITTEE, OCTOBER 23, 2007 (Revised:
4/25/12)
OPR: DR/ HAL FULMER**