

**AOP-10-23-07-02 (APPROVED BY ACADEMIC STEERING COMMITTEE OCT 23, 2007)  
(REVISED 5/9/2017)**

**FACULTY TRANSFER AND REASSIGNMENT PROCEDURE**

Troy University has the absolute right to assign or reassign faculty members to a teaching location(s). However, it is the policy of the University to work cooperatively with its faculty when transfers and reassignments are needed to meet the needs of the University. Requiring the permanent transfer of a faculty member to a different location should only be done following consultation with the faculty member to explain the need for such. Reasons for a transfer may include, but are not limited to a change in enrollment trends at the location, relocating an academic program, or to meet specific program requirements as determined by the Dean, Senior Vice Chancellor of Academic Affairs, or the Chancellor.

To process a transfer, a written request must be submitted by the Department Chair, supported by the Dean, and approved by the Senior Vice Chancellor for Academic Affairs at least one term before the transfer is to take effect. Notification of the requested transfer must be extended to the appropriate campus vice chancellor(s) prior to enacting the transfer. Documentation submitted to the Senior Vice Chancellor for Academic Affairs to support a transfer includes formal approval through the University's People Admin process, accompanied with a letter specifying all conditions associated with the transfer. The 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.

The assignment of a faculty member to teach one or more courses at a location other than the faculty member's home campus location shall be proposed by the Department Chair and approved by the Dean as early as practicable before the start of the semester or term.

**APPROVED BY ACADEMIC STEERING COMMITTEE, OCTOBER 23, 2007 (Revised:  
5/9/2017)**

**OPR: DR. LEE VARDAMAN**