

ARTICLE 14 TRANSFER

14.A. A transfer is a change in a unit member's given department or campus at the same load. A campus includes all work sites under the specific administration of that campus. A transfer is a change in a unit member's home department, excluding those that result from structural change in the College's department organization. Departments are as defined in the District/DCC Collective Bargaining Agreement.

14.B. Emergency Transfers – Where a full-time faculty vacancy occurs during a semester, the District may temporarily place any employee in such vacancy for the remainder of the semester.

14.C. Self-Initiated Transfers (Voluntary) – Regular full-time employees faculty, upon request, shall be given consideration may apply for permanent transfers to vacant full-time faculty positions, vacancies occurring prior to the beginning of a regular semester. Full-time contract (probationary) employees faculty may not apply for voluntary transfer.

1. Full-time faculty meeting the minimum qualifications will be given first consideration for vacant full-time faculty positions.
2. To be given first consideration, faculty requesting transfer must apply within 10 days of the posting of the vacant position expressing their interest to transfer. A Faculty Transfer Application Form listing three (3) current references, letter of interest, and diversity statement, must be submitted to Human Resources.
3. A committee comprised of the Department Chair, supervising Dean, and another full-time tenured faculty member in the department (or a related department) will interview faculty requesting a transfer. Interviews may include questions, teaching demonstrations, or other relevant selection criteria.
4. Interviews and selection or non-selection of the transfer request shall occur within 30 days of the job posting.

14.D. Management-Initiated Transfers (Involuntary)

1. Other than 14.C above, management will solicit and make reasonable effort to find qualified volunteers prior to involuntarily transferring a regular full-time employee.
2. Involuntary transfers of full-time employees shall not be made arbitrarily or for disciplinary reasons. Upon written request, the employee shall be furnished, in

writing, the reason(s) for the involuntary transfer.

3. An involuntarily-transferred full-time employee shall retain for two (2) years the right to return to his/her original department or work site if/when conditions permit, by requesting such return in writing, and, shall retain for an additional three- (3) year period the right of first consideration for return to his/her original department or work site if/when conditions permit by requesting such consideration in writing.

14.E. In all transfers, faculty members shall be considered on the basis of credentials, major and minor fields of study, qualifications, affirmative action (see Article 4), seniority, job performance, special job-related skills, and the needs of the District.

14.F. Where involuntary transfers occur, other than reduction in force, and additional training is deemed required by the District in regard to full-time employees, such training shall be at District expense as to tuition, books and related expenses.

~~14.G. The Chancellor is authorized under the Education Code and authority delegated and imposed upon him/her by the Board of Trustees to make transfers of all employees based upon the needs of the District and consistent with the terms of this Agreement.~~

* Double-underscore is new language.