VII. Faculty Moving Appointment Homes

This section of the Procedures addresses the procedures for and circumstances under which regular, tenure-system faculty (tenured/tenure-track faculty) can move academic appointment home. The principles and considerations underlying the move of a faculty member to another unit are: (i) fit of the faculty member with the mission and goals of the receiving unit; and (ii) merit of the faculty member related to standards of hiring, merit, promotion, and tenure within the receiving unit. Faculty at the University of Minnesota are hired into a department, school, college, or division (hereafter called “unit”) that can be considered their appointment home, and the salary and fringe benefits for the faculty member are the responsibility of the unit in which a faculty member is appointed. However, tenure is held at the University of Minnesota and not at the unit level.

VII.A. Programmatic Change

If, as a result of programmatic change, a faculty member’s academic program is discontinued, he or she must be informed about the University’s obligation to continue the employment of regular faculty in accordance with the terms of their employment and to continue the employment of non-regular faculty for the term of appointment.

The president will appoint an officer, typically the vice provost for faculty affairs, to be responsible for overseeing the reassignment process and ensuring that faculty receive an offer of training or other professional development if needed to perform reassigned duties. The appointed officer will, at an early stage in the process, consult with affected faculty members and ensure that a suitable protocol outlining the specific procedures and an appropriate timeline for reassignments is developed, followed, and communicated to the faculty. Section 12 of Faculty Tenure describes the specific rights and responsibilities of the faculty member regarding reassignment and other options (insert hyperlink).
Regular, tenure-system, faculty at the rank of assistant professor and associate professor who accept reassignments in another unit as the result of programmatic change will be provided a choice of having the criteria for promotion and/or tenure described in their old 7.12 statement continue to apply until promotion to the next professorial rank or to accept the current receiving unit’s 7.12 statement. After promotion and/or tenure to the next rank, the promotional criteria and indices of the 7.12 statement in the receiving unit shall apply going forward.

Final transfers to any new appointment home must be approved by the senior vice president for academic affairs and provost.

In situations in which a faculty member receives an offer of reassignment within the same administrative and fiscal unit, such as the same department or college, but she or he prefers moving to a unit in another college, the protocol described below for Academic Appointment Home Change Initiated by Individual Regular Faculty must be followed.

**VII.B. Academic Appointment Home Changes Initiated by Individual Regular Faculty**

**VII.B.1. Positions Advertised**

A faculty member who wishes to move from one unit to another may apply directly for any open and advertised positions. In that case, all standard regulations and procedures for academic searches apply. A faculty member interviewing in another unit should inform her or his department head and dean about the potential move to another unit. If the faculty member moving from another unit already has tenure at the University, he or she must be hired at a rank with tenure. There will be no repeat review for the conferral of indefinite tenure. Tenure-system faculty who were successfully transferred will be covered under the current department 7.12 criteria and indices for promotion and tenure of the receiving unit.

**VII.B.2. Positions Not Advertised**

Both deans of the appointment home unit and the receiving unit must agree on the transfer of appointment with a memorandum of understanding signed by all parties and
the senior vice president for academic affairs and provost, detailing the terms of the transfer. Financial support for the transfer must also be resolved before any transfer is complete.

Tenure-system faculty at the rank of assistant professor and associate professor who initiated a transfer, and who were successfully transferred to another unit, will be covered under the current department 7.12 criteria and indices for promotion and tenure of the receiving unit.

If a faculty member wishes to change unit in another college, and if there is no advertised faculty position open in the destination unit, the individual should contact the vice provost for faculty and academic affairs to discuss a request for change of appointment home. After discussions with the faculty member, the vice provost will contact the dean of the college to which the faculty member wants to move and provide written materials for his or her information. The dean of the potential receiving college will review the materials and provide the materials to the head of the potential new home department.

The faculty of the potential new unit home will review the materials and make a recommendation to the dean about the suitability of this faculty member in the unit. After conferring with the dean, the unit may invite the faculty member to give a colloquium and to interview formally with the department, or the unit may conclude, after an initial review, that the faculty member is not a match for the department. The dean of the potential receiving college has the authority to review the hiring proposal and to make the final decision about the hire.

If a faculty member wishes to change departments within the same college, discussion of a transfer should be with the dean of that appointment home college.

Any transfer involving one of the colleges in the Academic Health Center must entail consultation with the vice president for health sciences or his designee and receive her or his approval.