A. INTRODUCTION

The University of Colorado System seeks to recruit and retain faculty who meet the needs of the University. On occasion, faculty from one unit of the University transfer to another unit within the University. This policy is intended to guide the process for doing so. It applies to all faculty with an appointment of .50 effort or greater. These transfers can be for a range of reasons, such as a faculty member being recruited to another department, a successful search outcome, change in research focus, reorganization, career advancement or career interest change.
B. POLICY STATEMENT

Guidelines Statement

This policy articulates the processes used to facilitate communication among all parties involved in the transfer of faculty, and to assure that critical items are addressed in a productive manner. Transfers, while not common, are neither encouraged nor discouraged within the University. Each transfer case must be considered individually and it is critical that there be open communication among all parties involved. It is expected that each transfer be guided by a detailed Memorandum of Understanding (MOU) that outlines how items such as salary, tenure obligations, etc., are to be handled. In every case, the overriding objective is to facilitate the transfer in a manner that is collegial and beneficial to the faculty member and the originating and receiving departments and, where applicable, schools and campuses. The attached checklist provides guidance for the preparation of the Memorandum of Understanding.

The Memorandum of Understanding that is developed should be signed by the faculty member, both department chairs, and the dean(s).

Notes

1. Dates of official enactment and amendments:
   - Updated on September 26, 2018 to ensure consistency with University policy and current campus processes.
   - Adopted by Provost on September 1, 2006.
   - January 1, 2011: Updated and amended.
   - September 26, 2018: Updated and amended to ensure consistency with University policy and current campus processes.

2. History:
   - May 9, 2018: Format modified to reflect a 2018 Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statement organized around the several operational divisions of the university.
   - September 26, 2018: Policy modified to ensure consistency with current practice and to move the MOU guidelines into appendix.

3. Original Effective Date: September 1, 2006.

4. Cross References/Appendix:
   N/A
Appendix A

Checklist of Items to consider/include in Memorandum of Understanding when a faculty member transfers from one unit to another within the University of Colorado.

- Letter of Offer – Is a new Letter of Offer required?
- Salary – when does the salary transfer from current to new department? Will it remain at the current level or change?
- Tenure - (if applicable) - When does tenure transfer to the new department? (Usually concurrent with salary transfer.) When will post-tenure review occur?
- Pre-Tenure (if applicable) - How much “credit” will there be for past work? How much time is left on the tenure clock? What criteria will be used in promotion and tenure?
- Non-Tenure Track Faculty (NTTF) (if applicable) – Are there clear expectations on what is needed for promotion and next review?
- Professional Plan – Does the faculty member need to prepare a new professional plan? On what timeline?
- Service and Committees – Will current service and committee responsibilities (department, school and university) be continued?
- Space – Will any space transfer with the faculty member? If no, what space will the new department provide? If yes, will there be any reimbursement of the original department by the new?
- Grants (ROI and other principal investigator grants) – Will grants transfer? If yes, does the equipment purchased on the grant transfer? If yes, does the future F+A (indirect cost recovery) transfer?
- Equipment – Will other equipment transfer? If yes, at what value will the receiving department pay for the equipment? (Suggest using current [depreciated] value.)
- Program and Training Grants – Will these stay with the original department? If yes, to whom will they be assigned?
- Teaching Responsibilities – What will be the faculty member’s teaching responsibilities?
- Royalty Payments (if applicable) – Are there any royalty payments to consider?
- Clinical Responsibilities (if applicable) – Are there any clinical responsibilities to consider?
- Leave Bank (if applicable) – How will sick and vacation leave transfer? Will the originating department (campus) have any responsibility to cover large accrued balances?
- Recruitment/Start-Up/Investment Reimbursement – Will the receiving department reimburse the original department for a portion of recent recruitment costs, start-up funds or other investments specifically tied to the faculty member’s original recruitment? If yes, there needs to be appropriate discounting for time.
- Replacement Reimbursement – Will the receiving department reimburse the original for costs that may be reasonably anticipated to replace the faculty member?