

Guidelines and Checklist for Inter-Departmental and Inter-School Transfers of Faculty September 2006

The University of Colorado system seeks to recruit and retain faculty that meet the needs of the University. On occasion, faculty from one unit of the University transfer to another unit within the University. 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. These guidelines and checklist are to facilitate communication among all parties involved in the transfer 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 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 that outlines how items such as salary, tenure obligations, etc. 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).

Checklist of Items to consider/include in Memorandum of Understanding when faculty transfer 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 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, who will they be assigned to?
- 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.