



**Campus Administrative Policy**

**Policy Title:** Faculty Transfers between Departments, Schools and Colleges of the University of Colorado Denver | Anschutz Medical Campus

Policy Number: 1008 Functional Area: Academic and Faculty Affairs

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Effective: July 1, 2019  
Date Last Amended/Reviewed: June 27, 2019  
Date Scheduled for Review: July 1, 2026  
Supersedes: Guidelines and Checklist for Inter-Departmental and Inter-School Transfers of Faculty (January 1, 2011)

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Applies to: CU Anschutz  
CU Denver

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**A. INTRODUCTION**

The University of Colorado Denver | Anschutz Medical Campus seeks to recruit and retain faculty who meet the needs of the University. On occasion, faculty from one unit of the University of Colorado Denver transfer to another unit within the University of Colorado Denver. This policy is intended to guide the process for doing so. It applies to all faculty with an appointment of .50 percent effort or greater.

**B. POLICY STATEMENT**

This policy articulates the processes involved in the transfer of faculty among

Departments, Colleges or Schools within the University of Colorado Denver. This policy does not address transfers of faculty between the various campuses of the University of Colorado. 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 MOU. The MOU 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:  
September 1, 2006: Adopted by the Provost  
January 1, 2011: Amended  
May 9, 2018: Modified  
July 1, 2019: Revised
2. History:  
May 9, 2018: Modified to reflect a Campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.  
July 1, 2019: Revised 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:
  - [APS 1015, Implementing Program Discontinuance](#)
  - [APS 1045, Transfer of a Tenured Appointment](#)

## Appendix A

### Checklist of Items

- 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 the financial responsibility associated with 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?