

Collin Full-time Faculty Transfer Guidelines

Full-time faculty open positions shall generally be posted internally only (via PATH) for one week prior to the external advertising/posting process to provide an opportunity for current full-time faculty within the discipline to be considered for transfer to a different campus. Faculty members on a multi-year contract who are interested in such a transfer are eligible to apply for the open position through PATH within the one-week internal posting period. Faculty members in a one-year contract are not eligible to apply for a voluntary transfer to another campus.

When the position is posted on PATH, HR will send an email notification to all full-time faculty and deans notifying them of the “internal only” vacancy. To apply, the faculty member needs only to enter his/her name and contact information. All other fields can be completed by inserting “NA”, though the applicant may certainly choose to complete the application with relevant information. The dean(s) will review the applications of the eligible faculty members expressing an interest in transferring campuses and will consider the following:

- Qualifications/credentials/experiences of the faculty member relative to the specific needs of the position (e.g., skills to teach General Biology vs. A&P)
- Performance factors (including Dean’s appraisals, class visit evaluations, student evaluations and other formal performance documentation)

The dean(s) shall seek input from the appropriate campus academic chair and departmental faculty prior to forwarding a recommendation to the Vice President(s) for consideration. Upon approval by the Vice President(s), the decision will be communicated to all internal applicants by the receiving dean. The receiving dean will ensure that documentation of the selection process is on file in Human Resources.

If the position is filled internally, the resulting position will be opened, as approved by the Vice President(s), and posted through PATH for the regular external application process without proceeding through another “internal only” posting period. If approved, this position would be opened at the campus where the vacancy was created.

See Board Policy DI(LOCAL) for additional information.