

## 11.2 REQUESTS FOR VOLUNTARY TRANSFERS

- 11.2.1 Voluntary transfers shall be limited to tenured faculty.
- 11.2.2 Tenured faculty and the Association shall be notified of tenure track faculty vacancies on all sites prior to any general advertising or recruitment.
- 11.2.3 A faculty member may request transfer to a vacant position by submitting his/her request in writing to the Executive Vice Chancellor of Human Resources. The request shall be acknowledged in writing, with a copy to the Association.
- 11.2.4 The Executive Vice Chancellor of Human Resources shall submit the transfer request(s) to the college presidents, who will review the request(s) with the program administrators and division and/or department chair from the affected discipline area and submit a recommendation to the Chancellor. The recommendation will be based upon the following considerations:
  - a. The educational and programmatic needs of the District;
  - b. Minimum qualifications to perform the required services;
  - c. Demonstrated competence in the subject field;
  - d. Seniority;
  - e. The needs of the faculty member
  - f. Staff composition.
- 11.2.5 A faculty member, whose transfer request is denied, may apply for a vacant full-time position by submitting the required application materials and competing in the open recruitment process for the position.