

## Article 13 **TRANSFER**

- 13.1 For the purposes of this *Agreement* a “transfer” is any relocation of a contract or regular faculty employee from the administrative jurisdiction of one campus to the administrative jurisdiction of another campus. “Campus” means a college or the District Office.
- 13.2 A contract or regular faculty employee may request a transfer by filing a written request to transfer directly to the President of the College to which the employee wishes to transfer within 2 weeks following the first date of posting of the position for recruitment. The request to transfer shall specify the position to which he/she wishes to transfer. Upon receipt of a request for transfer, the President or designee shall discuss the transfer with the contract or regular faculty employee within two (2) weeks of receipt of the request unless the President or designee requests an extension or is unavailable to respond. In either case, the President or designee shall make a decision before the search committee conducts review of applications resulting from the posting. If the faculty employee is accepted by the campus to which transfer is requested, he or she shall be transferred to that campus and the recruitment for that position shall be closed and cancelled. If the faculty employee’s transfer request is not accepted, upon request he or she may discuss the denial with the supervising administrator and President. The faculty employee may at any time apply for the position as an applicant and be considered for assignment in accordance with the search committee process.
- 13.3 The Board may, after consulting with FA, transfer a contract or regular faculty employee if such a transfer is necessary (1) to complete an employee’s full, annual load or (2) to avoid layoffs under reduction in force conditions or (3) to meet the program or staffing needs of the District which may include, but are not limited to, filling a vacant position either permanently or temporarily with a qualified replacement or resolving a persistent personnel conflict. Adequate notice of the transfer shall be given to the faculty employee involved and, if the faculty employee requests an explanation of the reasons for the transfer, he or she shall be given an explanation in writing. No such transfer shall be effected for punitive reasons, and no such transfer shall be effected arbitrarily or capriciously.
- 13.4 If a contract or regular faculty employee is required to provide services at both campuses during any day in order to complete a full annual load or to avoid layoffs under reduction in force conditions, the Board shall reimburse the employee for mileage according to the provisions of Article 14 (Travel Expenses). As specified in Article 10, Section 10.9, no faculty employee shall be required to attend more than ten faculty or committee meetings during an academic year.