

Pamplin Procedure for Geographical Faculty Transfers

Policy 460

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When the Dean approves recruiting a faculty member to a vacancy in the College, the department may be interested in having a current faculty at another campus fill that opening (e.g., filling a position at the NCR campus with a faculty member currently assigned in Blacksburg). This procedure addresses the process that should be followed if the department has such an interest. Note that this shift of a faculty member constitutes a geographical transfer, not a search, and no search exemption is required. The decision to initiate a faculty search to fill behind the transferred faculty member rests with the Dean of the College.

Consideration of the transfer should be initiated by the department head. The department head should first announce the transfer opportunity to eligible faculty members in the department and invite expressions of interest from them. Based on the response, the faculty member to be transferred should be chosen on the basis of particular skills that would enable the faculty member to advance the university's programs at the transfer location. Specifically, a transfer should not be simply a matter of faculty preference.

As noted in the Faculty Handbook, the affected faculty member must be involved in planning the transfer prior to submission of the formal request to the Dean. In addition, if the position is in the NCR Center, the department head should consult with the Associate Dean for Extended Campus. The department head will then submit one or more candidate faculty to the Dean of the College, who will make the final decision on the transfer. (Further detail regarding the required documentation to accompany the recommendation is provided in Section 2.22 of the Faculty Handbook, reprinted below).

Once the Dean approves the transfer, a new Terms of Faculty Offer (with all appropriate signatures) is required that includes the provisions noted in Section 2.22 of the Faculty Handbook—notably six months notice, reimbursement of moving expenses, COLA if appropriate, and the timeframe (term versus permanent). Also, any agreement regarding transfer back to the faculty member's current location (including withdrawal of COLA) should be included.

The faculty handbook indicates that in the case of geographical transfers initiated by the department a cost of living adjustment will be added to the faculty member's base salary. In instances of faculty-initiated requests for geographical transfers the college typically does not provide cost of living adjustments.

[From the Faculty Handbook]

2.22 Geographical Transfer Policy

Reassignment of a faculty member at the initiative of the university to a primary workstation located more than 50 miles from the current workstation is considered a geographical transfer. A department head or chair may request the geographical transfer of a faculty member to implement a programmatic mission of the university. The affected faculty member shall be involved in planning for the transfer prior to the submission of a formal request for transfer. The request for geographical transfer shall be transmitted in writing to a second-level administrator for approval with accompanying documentation justifying the need for the transfer of the selected individual. The justification shall describe the university program and the position to which the faculty member is being transferred. This description shall list the unique skills and knowledge required to fulfill the program's mission. The alternatives for meeting the requirements shall be outlined, along with the reasons for selecting the alternative of geographical transfer of the particular faculty member.

A faculty member must be notified in writing at least six months in advance of the geographical transfer. The transferred faculty member shall be reimbursed for all allowable expenses as defined by the university and state policy. A cost of living adjustment will be added to the faculty member's base salary during the period they are employed in a high-cost area as defined for employees in the Virginia Compensation Plan issued by the state human resources director.

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