

Credentials and Processes for Transfer
from One Discipline to Another (6-4-87)

CREDENTIALS AND LOAD

1. Teaching Outside One's Discipline

- a. This is an initial experience to determine if a permanent transfer is desired, or it is an opportunity for faculty who are interested in teaching in a second discipline in order to fill out their load or to teach an overload.
- b. Up to two courses or 40% of regular load, whichever is less, may be taught per semester. In addition, no overload course may be taught during the first year.
- c. To be considered for teaching outside one's discipline, a faculty member must have 21 (U and G) credits, directly relevant to the field to which he/she is transferring. Of the 21 credits, 15 must be graduate and up to 6 may be undergraduate. In addition, the 15 graduate credits must have been taken within the last ten years. For example, a psychologist might have a strong educational background in group dynamics and or organizational behavior, which are directly relevant to certain courses in business. Teaching in the new discipline should be limited to the area of expertise.
- d. Faculty already teaching outside their disciplines are grandfathered.
- e. Exceptional professional experience may be substituted for up to 6 credits of the 21 required credits.

2. Full Transfer

- a. A full transfer means all teaching is in the new discipline and the transfer is permanent. In some instances, a faculty member may request and be granted dual discipline status.
- b. For a full transfer, faculty members must have a master's degree in the field or, as identified in our "Guidelines" document, a master's in any field plus experience. To be qualified for a full transfer, faculty must show evidence they have taught for at least a year in the transfer discipline. In career fields, transferees with practical experience are preferred.
- c. Faculty, who qualify under item b except for teaching experience in the second discipline, are encouraged to teach outside their discipline for a year.

PROCESSES

Transfer is serious business and should be done with sensitivity to all parties involved and according to guidelines and processes that sustain academic quality. As a result, the planning for the transfer and processes leading to it should be thorough and collegial. The transfer is a joint effort among the transferee, the receiving department, and the Academic Dean.

1. When a faculty member is considering a transfer, he/she should initiate a meeting with the Assistant Dean/Division Chair, Department Chair, and Academic Dean. The purpose of this meeting is to review credentials and required credits. Prior to this meeting, a faculty member should provide a transcript, a letter describing the nature of the transfer request, and any other necessary documentation to the Dean. At this meeting, time lines should be considered as well as plans for retraining, if required. This meeting should take place at least six (6) months prior to initial teaching outside one's discipline. The Academic Dean must sign approval of the educational program leading to transfer.
2. The credentials of the transferee will be reviewed by the department. Concurrently, the transfer request will be reviewed by the Peer Personnel Committee. If any concerns exist, they will be reported back to the transferee at a second meeting of Assistant Dean/Division Chair, Department Chair, transferee and Dean. After reviewing all recommendations, the Dean will make a final decision on the transfer.
3. Assuming teaching outside one's discipline can proceed, the transferee will work closely with the chair during the first semester in the new department to insure integration. During this semester, a formal evaluation by the Department Chair and Division Chair/Assistant Dean will be made. At the end of the semester, the department will review the transfer and make a recommendation, if requested and warranted. In the case of disputes, the transfer is referred to the Vice President for Academic Affairs for mediation. Thereafter, the Council of Academic Deans and Vice President for Academic Affairs will review and make a final decision.
4. The same processes apply for a full transfer.