

## **ARTICLE X: TRANSFERS**

10.1 **DEFINITION:** A transfer is defined as a reassignment of a full-time Unit Member from one School, division or site to another and/or from the Chula Vista Campus to an extension site and/or from an extension site to the Chula Vista Campus or another extension site. Assigning a Unit Member to teach fifty-percent (50%) or more of his/her load outside the School, division or site to which he/she is primarily assigned constitutes a transfer. Unit Members required to work more than fifty-percent (50%) outside their past School, division or site because of a structural reorganization by the District shall constitute a transfer.

### **10.2 INVOLUNTARY SITE TRANSFERS**

10.2.1 Transfers of tenured or tenure-track Unit Members to an extension site may be initiated by the District whenever such transfer is necessary to avoid a reduction in faculty positions or workloads, to accommodate space limitations due to increased enrollments, or to maintain or expand programs and services. The following faculty members will not be transferred involuntarily: Academic Senate officers including the President, President-Elect, Vice President, and Secretary; S.C.E.A. officers including the President, Vice President, Secretary, Treasurer, Grievance Chair, and members of the Negotiating Team; the Tenure Review Coordinator; and Department Chairs.

10.2.2 Transfers to an extension site shall be made so there is a minimum of disruption to projects, committee work, and student activities and shall be rotated equally among all Unit Members who meet the qualifications for teaching or working in that discipline. During the period of transfer, the Unit Member's regular office will be retained by the Unit Member.

10.2.3 The Department Chair shall make every attempt to solicit volunteers for an involuntary transfer. If there are no volunteers, a rotation schedule will be established based upon reverse order of seniority of tenured faculty members. No rotation shall exceed one (1) year per person.

10.2.4 A Unit Member affected by such transfer shall be given prior written notice, and a conference will be held between the Dean, the Department Chair and the Unit Member in order to discuss the transfer.

10.2.4.1 If a Unit Member believes there are extenuating circumstances which preclude an involuntary transfer, he/she will attempt to work out an exchange in the rotation with other members of the department. If this is unsuccessful, the Unit Member shall meet with the Dean for a decision.

10.2.4.2 If the Dean's decision is unacceptable to the Unit Member, he/she may appeal the decision to the Involuntary Transfer Review Committee. This committee shall consist of two (2) members appointed by the Association and two (2) members appointed by the District.

10.2.4.3 It requires the affirmative vote of three (3) or more members of the committee to overturn a decision that has been appealed. The decision of the Involuntary Transfer Review Committee is not subject to the grievance process in Article XII of this Agreement.

10.2.5 Unit Members teaching overload and part-time may be assigned to any on or off-campus site, depending upon the needs of the instructional program as determined by the Unit Member's Dean. All Unit Members will receive the standard mileage allowance when teaching or working at more than one District facility.

10.3 **TRANSFERS BETWEEN SCHOOLS**

10.3.1 Prior to transferring a tenured or tenure-track Unit Member from one School to another, the District administrator responsible for making the decision shall seek concurrence from the Unit Member being transferred and the School administrators from the Schools involved. The School administrators from the Schools involved will review the proposed transfer with the faculty members within the Schools affected. Involuntary transfers shall not be made for arbitrary or capricious reasons.

10.3.2 Prior to the decision to transfer becoming final, the District administrator responsible for approving the transfer shall notify in writing the Association and the Unit Member of the decision and the rationale for the proposed transfer.