



## EL PASO COMMUNITY COLLEGE PROCEDURE

For information, contact Institutional  
Effectiveness: (915) 831-6740

### **DJ-11 Faculty Requests to Transfer Campus Location**

**APPROVED:** March 8, 1994    **REVISED:** October 20, 2017  
Year of last review: 2023  
**AUTHORIZING BOARD POLICY:** DJ

Classification: Administrative

Vice President or Associate Vice President: Vice President of Instruction and Workforce Education

Designated Contact: Associate Vice President of Instruction and Student Success or Associate Vice President of Workforce and Continuing Education

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**OBJECTIVE:** From time to time, for a variety of reasons, a full-time non-temporary faculty\* member (instructor, counselor, or librarian) may desire to have his/her base campus location changed. In order to ensure that a fair and equitable process is followed when such requests occur, the following procedure will be used to address such requests.

**NOTE:** This procedure is to request a change in assignment location only and does not include job or position changes, such as an instructor in one discipline moving to an instructional position in another discipline or to a counseling position, or a counselor or librarian moving to an instructional position. Such transfers fall under procedure DJ-10 *Employee Transfers*.

#### **PROCEDURE:**

- I. Full-time non-temporary faculty members who wish to change their base campus location will make such a request in writing to their immediate administrative supervisor (e.g., Dean/Director/AVP) at least 45 calendar days prior to the start of the semester for which the change is proposed. An information copy of the request will be forwarded to the administrative supervisor at the campus and division/department to which the faculty member wishes to transfer. The request should include the following information:
  - A. Intent to seek change of campus assignment;
  - B. Campus to which the faculty member wishes to transfer;
  - C. Requested effective date of the proposed change (NOTE: The requests must specify an effective date which coincides with the start of a new semester.); and
  - D. Reason for requesting a change of campus.
- II. Upon receipt of a memorandum of request for a change of campus location, submitted within the timelines established, and which provides the information required, the faculty member's current administrative supervisor will review and evaluate that request according to the following criteria:
  - A. Instructional Faculty
    1. The needs of the current division, based on, but not limited to, such factors as:
      - a. Existing vacancies;
      - b. Number of sections offered at the current campus in discipline(s) taught by the full-time faculty member making proposal for change;
      - c. Average class size of sections offered at the current campus in discipline(s) taught by the full-time faculty member making proposal for change; and
      - d. Number of other full-time faculty members with same current campus teaching in the same discipline(s) as the faculty member making request; and
      - e. Total number of students enrolled at current campus in courses being offered in the discipline(s) taught by the faculty member making the request.

\* Note: The word "faculty" denotes instructors, counselors and librarians.

2. The known available supply of part-time faculty members qualified to teach in the discipline(s) taught by the faculty member making the request;
3. Other factors at the current campus which may impact the quality of instruction, or the services provided to students of the discipline(s) taught by the faculty member making the request;
4. The needs of the campus and division/department to which the faculty member proposes to transfer, as determined by the faculty member's current administrative supervisor, in consultation with the administrative supervisor at the campus and division to which the faculty member seeks transfer, based on consideration of the criteria listed above; and
5. The reason for the proposed change in location, which is provided by the requesting faculty member in the request for a change of campus location.

B. Counselors

1. The needs of the campus Counseling department to which the Counselor proposes to transfer, as determined by the Counselor's administrative supervisor; and
2. The reason for the proposed change in location provided by the requesting faculty member in the request for a change of campus location.

C. Librarians

1. The needs of the campus Library to which the Librarian proposes to transfer, as determined by the Librarian's administrative supervisor; and
2. The reason for the proposed change in location provided by the requesting faculty member in the request for a change of campus location.

III. Within 15 calendar days of the receipt of a memorandum of request for a change of campus location, provided the request includes the information specified, the current administrative supervisor who receives, reviews, and evaluates the proposal will reply in writing to the faculty member while simultaneously providing an information copy of the reply to the administrative supervisor at the proposed new campus and division/department. This reply will include at least the following:

- A. The decision rendered; and
- B. The rationale for the decision.

IV. If the decision of the current administrative supervisor is affirmative, the administrative supervisor at the campus and division to which the faculty member wishes to transfer, will review and evaluate the proposed transfer, using the criteria already referenced, and provide a decision in writing to the faculty member, within 15 calendar days of the date of the reply to the faculty member from the current administrative supervisor. This reply will include at least the following:

- A. The decision rendered; and
- B. The rationale for the decision.

V. If the current administrative supervisor decides negatively regarding the request for a transfer, the faculty member may appeal that decision to the Vice President of Instruction and Workforce Education within 5 calendar days of the date of that faculty member's receipt of that decision. Within 10 calendar days of the date of receipt of the appeal, the Vice President of Instruction and Workforce Education will review and evaluate the appeal and provide a written reply to the faculty member (simultaneously providing copies to current and proposed administrative supervisors). This reply will include the decision made, and the rationale for the decision. This decision will be final.

VI. If the administrative supervisor at the new campus and division decides negatively regarding the request, the faculty member may appeal that decision to the Vice President of Instruction and Workforce Education within 5 calendar days of the date of that faculty member's receipt of the proposed new administrative supervisor's decision. Within 10 calendar days of the date of receipt of the appeal, the Vice President of Instruction and Workforce Education will review and evaluate the appeal and provide a written reply to the faculty member and to the administrative supervisor. This reply will include the decision made, and the rationale for the decision. This decision will be final.