

ARTICLE 13. TRANSFERS

13A. Faculty Transfers.

A transfer refers to any action which results in the transfer of a Contract or Regular unit member from college to college and/or division/area to division/area within a college.

13A.1 Voluntary Permanent Faculty Transfers.

Current Contract and Regular unit members who request a transfer must meet the minimum qualifications and specific criteria for the opened position and must complete all application requirements that external applicants complete. This unit member shall be included in the initial interview round. All applicants shall be screened by Human Resources who shall notify the appropriate managers of an internal applicant before the initial interview round.

13A.2 Voluntary Temporary Transfers (one or two semesters)

- a. Contract or Regular unit members may voluntarily transfer from on service unit (e.g., discipline and/or college) to another, or they may divide their duties between service units.

Unit members already in the discipline which the unit member is transferring into shall be notified of the transfer when the transfer decision is final.

- b. Request to temporarily transfer shall be granted by the involved Vice Presidents on the basis of the criteria listed below:
- (1) The transfer will enhance the efficiency of the District's educational program and the transfer will not create an overload for the transferee.
 - (2) The unit member has the required FSA's and minimum qualifications, majors or minors to perform the services required and seniority.
 - (3) If all the factors noted above are equal, the bargaining unit member with the most seniority shall have preference.

13A.3 Involuntary Faculty Transfers

- a. Contract and Regular unit members may be involuntarily transferred from college to college, one instructional or service unit to another on the same campus, or they may be required to divide their duties between colleges or service sites provided that such involuntary transfer shall not occur unless the requirements set forth in items 1 through 4 are satisfied. Unit members already in the discipline which the unit member is transferring into shall be notified of the transfer when the transfer decision is final
- (1) It is demonstrated by the District that there is a significant reduction in the need for the services provided by instructors, counselors, librarians, and other members of the bargaining unit, or it is demonstrated by the District that there is a valid educational need for the transfer. Upon

request, written reasons for the transfer shall be provided by the District.

- (2) No unit member shall be involuntarily transferred if there is another unit member with less District-wide seniority who is credentialed or meets the minimum qualifications to fill the vacancy, unless (a) transferring the unit member with least seniority will disrupt the program or (b) transferring this unit member will not meet the educational needs of the other college. In this case, the reasons shall be stated in writing and the next least senior unit member transferred. If the same condition prevails, the procedure shall be repeated until a satisfactory transfer can be made.
 - (3) The unit member to be transferred is given notice at least twenty (20) calendar days prior to the beginning of the semester except in unusual circumstances due to resignation, death, illness, accident, emergency leave, or physical catastrophe. In addition, unit members shall be notified seventy-five (75) calendar days prior to the beginning of the semester if their involuntary transfer will result in a new preparation. The seventy-five (75) day notice shall state the involved course(s)/assignment(s) being dropped and added, and the days, hours and locations now required by the involuntary transfer (See Appendix: [Notice of Involuntary Transfer](#)).
 - (4) When a unit member has been subject to involuntary transfer, the timely application to voluntarily transfer back to the unit member's former position will be given preference over filling of a vacancy in that position by a new hire or other faculty transfer.
- b. A unit member may request a reduced load as an alternative to an involuntary transfer.

13B. Transfer of Managers to Faculty: Voluntary or Involuntary.

13B.1 Transfer of a Manager Previously a Tenured District Faculty Member.

A previously tenured faculty member, who has assumed a management position within the District, shall have a right to be voluntarily or involuntarily transferred back into a faculty position.

13B.2 Transfer of a Manager Not Previously a Tenured District Faculty Member

- a. Transfers of Managers Hired Before July 1, 1990.

A manager may submit a written request to voluntarily transfer into a vacant faculty position for which he/she is qualified or a manager may be involuntarily transferred into a faculty position for which he/she is qualified. The Faculty Association may request a faculty mentor to facilitate the former manager's transition into faculty duties. (Refer to [Article 21D.3](#) for Salary Placement.) However, managers transferred under these provisions shall not perform specific Faculty Association unit member duties if any qualified Contract or Regular Faculty Association unit member

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will be bumped or prevented from performing any part of their usual duties, assignments, courses, or schedules. Unit members in the discipline which the manager is transferring shall be notified of the transfer when the transfer decision is final.

b. Transfers of Managers Hired After July 1, 1990.

Transfer of managers hired after July 1, 1990 shall be pursuant to Education Code 87458. However, managers transferred under these provisions shall not perform specific Faculty Association unit member duties if any qualified Contract or Regular Faculty Association unit member will be bumped or prevented from performing any part of their usual duties, assignments, courses, or schedules. Unit members in the discipline which the manager is transferring shall be notified of the transfer when the transfer decision is final.