

Article 12  
**REASSIGNMENT**

- 12.2 A contract or regular faculty employee may initiate a reassignment to a discipline other than the employee's current discipline by filing an annual written request with the Vice President of Instruction (Educational Resources) of the college on or before June 30. The request for reassignment shall remain confidential until an appropriate position is authorized. At that time, the Vice President shall: 1) notify the faculty employee in writing of the anticipated opening; and 2) notify both the appropriate Vice President and the Dean who supervise the requested discipline of the faculty employee's interest in reassignment. Within five (5) working days of such notification, the faculty employee shall submit to the appropriate Vice President, with a copy to the Division Dean, a statement of eligibility consistent with the provisions of Section 12.1. Upon receipt of the statement of eligibility, the Vice President and the Division Dean shall discuss the reassignment in consultation, to the extent practicable, with a faculty representative of the discipline or program. The Vice President and Division Dean shall next meet with the contract or regular faculty employee within five (5) working days of receipt of the statement of eligibility unless the Vice President or designee requests an extension or is unavailable to respond. In either case, a decision shall be made before a job opening is posted or any new employee is recruited. The Vice President shall forward a recommendation to the President. If the faculty employee's request is approved, he or she shall be reassigned to that discipline. If the faculty employee's reassignment is not approved, upon request, he or she may discuss the denial with the Vice President and/or the President.