

Article 13
TRANSFER

- 13.2 A contract or regular faculty employee may annually request a transfer by filing a written request with the Vice Chancellor of Human Resources on or before June 30. The request for transfer shall remain confidential until an appropriate position becomes available at the other campus. At that time, the District will notify the faculty employee of the anticipated opening. Within two (2) weeks of such notification, the faculty employee must submit a request to the President of the college to which the employee wishes to transfer. Upon receipt of a request for transfer, the President or designee shall discuss the transfer with the contract or regular faculty employee within two (2) weeks of receipt of the request unless the 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. If the faculty employee is accepted by the campus to which transfer is requested, he or she shall be transferred to that campus. If the faculty employee's transfer request is not accepted, upon request he or she may discuss the denial with the appropriate administrator and President.