University of Nebraska-Lincoln Request to Transfer Home Department (Non-Tenure-Track Faculty)



Step 1: Faculty member initiates transfer by submitting a formal request to their department chair/head and college dean specifying the reason for the request to transfer home department. A copy of this request must be attached to this form, and the faculty member, chair/head, and dean must sign this form approving the request.

Faculty Member's Name:	
Faculty Member's Title:	
Current Home Department:	
Current Home College:	
Request Transfer to Department:	
Request Transfer to College:	
Faculty Member's Signature	Date
Approvals:	
Current Chair/Head Signature	Date
Current Dean Signature	Date
Step 2: Chair/Head of proposed new tenure home provides far and apportionment of duties to be associated with the new applicate faculty member to indicate in writing their agreement. A coppattached to this form, and the new chair/head and new dean	pointment, and requests the y of this agreement must be
Approvals:	
New Chair/Head Signature	Date
New Dean Signature	Date

University of Nebraska-Lincoln Request to Transfer Tenure Home Department



Step 3 (if applicable): If hiring this type of faculty member typically requires a vote of the faculty, then a vote of the faculty is required for such a faculty member to move into the department. In that situation, once the proposed new chair/head and dean approve, the new chair/head initiates a vote of the appropriate departmental faculty to accept the faculty member into the new department.

Date of faculty vote:				
Numerical results of faculty vote:				_
	Yes	No	Abstain	
Step 4 (if applicable): If a vote of new chair/head and new dean male		•	,	culty vote, the
Final recommendation of new chai	ir/head on tra	nsfer: Yes_		No
Final recommendation of new dea	n on transfer:	Yes_		No
Effective date for change in home o	department:			
Step 5: This form and all attachme the Office of the Executive Vice Char ANR, AgH 202 (0422). Once the cho to that SAP can properly reflect the	ncellor, 208 Aa ange is approv	lmin (0420)	or the Vice Cl	hancellor for
Signature of EVC	or VC-IANR			Date