

**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 faculty member with an outline and apportionment of duties to be associated with the new appointment, and requests the faculty member to indicate in writing their agreement. A copy of this agreement must be attached to this form, and the new chair/head and new dean must sign this form.*

Approvals:

\_\_\_\_\_  
New Chair/Head Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
New Dean Signature

\_\_\_\_\_  
Date

