

**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 home department 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 along with the faculty member's CV, and the new chair/head and new dean must sign this form.*

Approvals:

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

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date



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**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 the faculty is required, then after the faculty vote, the new chair/head and new dean make their final recommendation*

Final recommendation of new chair/head on transfer: Yes\_\_\_\_\_ No\_\_\_\_\_

Final recommendation of new dean on transfer: Yes\_\_\_\_\_ No\_\_\_\_\_

Effective date for change in home department:\_\_\_\_\_

**Step 5:** *This form and all attachments must be forwarded for approval, as appropriate, to the Office of the Executive Vice Chancellor, 208 Admin (0420) or the Vice Chancellor for IANR, AgH 202 (0422). Once the change is approved, the department should complete a PAF so that SAP can properly reflect the change.*

\_\_\_\_\_  
Signature of EVC or VC-IANR

\_\_\_\_\_  
Date