University of Nebraska-Lincoln Request to Transfer Tenure Home Department



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 tenure home. 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 Tenure Home Department: | |
| Current Tenure 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 fa and apportionment of duties to be associated with the new ap faculty member to indicate in writing their agreement. A cop attached to this form along with the faculty member's CV, and new dean must sign this form. | nculty member with an outline opointment, and requests the by 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: 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: After the faculty vote, the recommendation. | new chair/head | and new de | an make theii | r final |
| Final recommendation of new ch | nair/head on trai | nsfer: Yes | | No |
| Final recommendation of new do | ean on transfer: | Yes | | No |
| Effective date for change in tenu | re home: | | | |
| Step 5: This form and all attaching of the Executive Vice Change AgH 202 (0422). Once the change SAP can properly reflect the change of the | cellor, 208 Admine is approved, the | n (0420) or t | the Vice Chan | cellor for IANR, |
| Signature of EV | C or VC-IANR | | | Date |