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 provide outline and apportionment of duties to be associated with the the faculty member to indicate in writing their agreement. A cattached to this form along with the faculty member's CV, and dean must sign this form.	new appointment, and requests copy of this agreement must be
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 chair/head and new dean make their		-	er the faculty vote, the new
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 de	epartment:		
Step 5: This form and all attachmer Office of the Executive Vice Chance AgH 202 (0422). Once the change is SAP can properly reflect the change	llor, 208 Admin (0 approved, the dep	(420) or the	Vice Chancellor for IANR,
Signature of EVC	or VC-IANR		 Date