

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

