



Inter-Departmental Transfers of SOM Faculty

General Principles

This document is intended to provide guidelines for consideration in assessing the appropriateness of a potential inter-departmental faculty transfer. A proposed transfer may have unique features and must be assessed on an individual fact-specific basis. We anticipate that there may be situations in which deviation from these general principles is justified.

- Transfer may be appropriate when affiliation with a new department offers significant professional opportunity that is not available in the faculty member's current department. Transfer should not be initiated simply due to disagreement between a faculty member and current department leadership, unless good faith efforts to resolve those disagreements in consultation with the Dean's Office have failed and other compelling considerations support the transfer.
- Transfer always requires the faculty member's agreement, unless it is occurring pursuant to an SOM-approved reorganization. (Typically, transfers are initiated at a faculty member's request.)
- Transfer generally requires the agreement of both the current and proposed new Chairs, which may not be unreasonably withheld.
- In the event that either the current or proposed new department has an interim Chair, consideration of a transfer generally will be deferred until a permanent Chair has been appointed.
- Transfer generally will be considered only for faculty with favorable performance ratings, unless there is a compelling reason to expect that transfer will resolve performance deficiencies.
- Absent extenuating circumstances, a faculty member who previously has transferred will be considered ineligible for additional transfers.
- For faculty with clinical assignments, any proposed transfer must include arrangements for continuation of clinical duties.
- Transfer will be approved by the Dean, in consultation with the current and proposed new Chairs, only after review of a comprehensive written proposal prepared jointly by the new Chair and the faculty member. That plan must (1) articulate clearly the rationale for the transfer and the expected benefits, and (2) describe plans for the faculty member's proposed professional activities and support in the new department, as well as disposition of funds or obligations tied to the current department, including:
 - transfer of research grants (and credit for such grants)
 - disposition of equipment purchased with non-sponsored funds

- transfer or other disposition of biosamples
- disposition of discretionary funds, if any
- salary level and sources (including how scheduled but unpaid retention or other bonuses will be handled and including any repayment obligations, if applicable)
- other support (including other financial support, space and administrative support), and
- clinical and teaching assignments, as applicable.