**CHABSS Procedure for the Internal Re-Allocation of Faculty Lines to Meet Growth Demand**

This document explains the procedure for requesting an internal reallocation of part or all of a faculty line in order to meet growth demands. This procedure is consistent with university policy and the CBA.

**Definitions**

**Internal Reallocation of Faculty Line**: An internal reallocation of a faculty line in response to growth demands changes the appointment of an incumbent tenure-line faculty member from an appointment in a single department or equivalent unit (hereafter “unit”) to an appointment in two units, or reassigns all of that faculty member’s line from one unit to another. An internal reallocation of a faculty line reassigns instructional, service, and/or research appointments (e.g. 50/50%; 40/60%). An internal reallocation of a faculty line must be approved by the Dean.

**Receiving unit**: The department or program to which the faculty member’s time will be reassigned.

**Giving unit**: The department or program to which the faculty member requesting reassignment is currently assigned.

**Purpose**

Internal reallocations of faculty lines serve the CHABSS mission, Strategic Plan, and faculty and students in various ways that include but are not limited to:

- furthering interdisciplinarity in the College, as a reflection of the commitment to creativity in existing faculty positions, the recognition of the complex nature of knowledge in the 21st century, and the use of innovative pedagogical strategies;
- promoting the CHABSS commitment to diversity in curricular content and faculty composition by allowing new resources and personnel to be devoted to interdisciplinary programs that do not have sufficient or any designated tenure-track faculty;
- helping promote the exciting spaces created by existing, as well as still-to-be-discovered, problem-based initiatives in knowledge creation;
- challenging organizational structures and self-conceptions in ways that promote productive institutional transformation;
- and, mitigating the ongoing tenure-track faculty deficit by satisfying the needs of two or more departments/programs with one TT hire.

**Procedure to Request Internal Reallocation of Part or All of a Faculty Line in Order to Meet Growth Demands**
• The tenure-line faculty member shall submit a written request for reassignment to the Dean.
• For a request to be considered, a need for additional tenure-track faculty must be identified in the receiving unit by HAPC (through the annual call for hiring requests and HAPC recommendations to the Dean).
• The giving unit shall be consulted and may choose to submit an impact statement to the Dean. This consultation can be initiated either by the faculty member requesting reassignment prior to submitting the written request to the Dean, or by the Dean, upon receipt of the written request. The giving unit’s input shall be considered by the Dean in making the final decision regarding reallocation.
• The Dean shall also consult the receiving unit, which may choose to submit a statement describing the need for the internal reallocation of lines, or may choose to refer the Dean to the unit’s HAPC memo and ranking, or both.
• There are a number of ways in which a line can be partially or totally reallocated to meet the needs of the receiving unit:
  • In cases of a 1.0 reassignment (which could be either re-assignment of a full 1.0 faculty line or re-assignment of multiple partial faculty lines from the same unit adding up to 1.0), the giving unit receives a 1.0 replacement hire. This means the growth goes to the receiving unit (as identified by HAPC and approved by the Dean) and the giving unit maintains its existing size. This should in no way impact the giving unit’s rankings for growth hires by HAPC.
  • If the reassignment is less than 1.0, there are four possibilities:
    • If one unit stages the movement of two partial faculty lines (e.g., two 0.5 reassignments) over two or more years, this unit should be compensated with a larger lecturer budget to temporarily fill the courses taught by the partially reassigned faculty members. For example, following the first partial reassignment, the giving unit would receive the necessary funds to hire lecturers to replace the courses that the partially reassigned faculty member would normally teach. Following the second partial reassignment, the giving unit would receive a 1.0 replacement hire to compensate for the partial reassignment of two of its faculty. However, the giving unit would continue to receive a larger lecturer budget until the 1.0 replacement hire begins her or his appointment.
    • If one unit loses part of a faculty line to reassignment through an internal reallocation of a faculty line, without planning to stage a second such reassignment in the immediate future, then the giving unit should receive lecturer funds to temporarily fill the courses taught by the partially reassigned faculty member until such a time as the giving unit can show the need for growth in the amount of the remainder of the reassigned line. For example, if 50% of a faculty member’s line is reassigned to the receiving unit, the giving unit will receive lecturer funds until they can show the need for a 50% growth hire. At that time, the giving unit will submit a hiring needs proposal to HAPC for a 1.0 hire, to be evaluated per the
usual process, but that proposal must only show the need for 50% of a growth line (as the rest of the “new” 1.0 line is a replacement for the faculty member “lost” through the internal reallocation of the faculty line).

- A portion of an existing appointment may be reassigned in order to provide essential curriculum delivery or service to a receiving unit. Although this reassignment is less than 1.0 the giving unit can make the case that the service being provided to the college in support of a small interdisciplinary program is important enough to merit a 1.0 replacement for the giving unit. The giving unit can also make the case that anticipated future growth in its program merits a 1.0 replacement. This case shall be made through the usual HAPC process.

- A unit may agree to reassign a portion of an existing tenure-track appointment to be compensated with a new joint-appointment hire that corresponds to the percentage of the existing tenure-track line that was reassigned. Such a hire would have to benefit both the giving and receiving units as well as the college as a whole. The giving unit would temporarily receive a larger lecturer budget until the new joint hire began his or her appointment. In this case, the giving and receiving units would submit a joint-appointment hiring proposal to HAPC through its usual process; here, the receiving unit would have to prove its need for a growth line, but the giving unit would not, as the new joint hire would be replacing the percentage of tenure-track line lost through the internal reappointment.

Dean’s Review

The Dean reviews the faculty request for reassignment, the impact statements and/or HAPC memo(s) of the two units, and the MOU. The Dean will notify all parties, including HAPC, of the final decision through a written memorandum.

If the internal reallocation of the faculty line results in a joint appointment, a memorandum of understanding (MOU) will be created according to the joint appointment article in the University Retention, Tenure, and Promotion document, and this MOU will make explicit the terms of reassignment in the areas of service, teaching, and/or research efforts. All relevant parties (i.e., the participating faculty member, the units involved, CHABSS Dean’s office) will participate in the creation of the MOU and sign the completed document.

Effective: X/X/20XX