**APPENDIX H**

**REQUEST FOR TRANSFER**
by TENURED FACULTY to
Internal Vacancy

To apply for transfer, this form must be received in Human Resources by the close date on the job posting on the College’s Web site, or five business days, whichever is greater. *(Please select one.)*

- [ ] Within same discipline
- [ ] From one discipline to another

<table>
<thead>
<tr>
<th>Name (Please print)</th>
<th>Discipline</th>
<th>Campus</th>
</tr>
</thead>
</table>

I would like to request a transfer to: (Campus)  
Position in the discipline of:

<table>
<thead>
<tr>
<th>Date of previous transfer, if any:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
</table>

Distribution:  
Original: Human Resources Employment Office  
Copy: Current Dean

**Human Resources:**

1. Verification of [ ] previous transfer date and [ ] most recent satisfactory performance evaluation by:  
   ___________________________________________________________; and [ ] qualifications by:  
   ___________________________________________________________.

2. Original forwarded to Prospective Campus President on: ___________________________.  
   (Date)

**Prospective Campus President or Dean:**

3. Transfer approved by: ___________________________ on _______________________.

4. Transfer denied by: ___________________________ on _______________________.

5. Original sent to Human Resources Employment Office; copies to VP Academic Affairs, Faculty Member's Current Dean, & Faculty Member on ___________________________.  
   (Date)