

VOLUNTARY INTER-CAMPUS FACULTY TRANSFER

Policy Number: 412

Categorized: [Human Resources](#)

Responsible Office: Human Resources

Subject: Policy and Procedures for Filling Full-time Faculty Vacancies

Related Policies:

Procedures: [412P](#)

Additional Information: Frequently Asked Questions

Effective Date: 07/01/2019

Last Reviewed Date: 11/16/2021

1. Scope

This policy applies to all vacancies for full-time teaching, administrative, and professional faculty.

2. Policy Statement

While Northern Virginia Community College reserves the right to reassign employees to any work location within the college, it nonetheless affords eligible full-time faculty the opportunity to transfer to another NOVA campus when a vacancy of the same teaching discipline or position becomes available. Voluntary inter-campus transfers do not affect a faculty member's salary, rank, or appointment status.

Eligibility Requirements:

- a. Full-time faculty must have completed their probationary period.
- b. Full-time faculty must have received a Meets Expectations on the most recent evaluation.

3. Definitions

Full-time faculty: teaching faculty, administrative faculty, and professional faculty, who are employed in full-time unrestricted positions.

4. Procedures

See [412P](#).

5. Authority

VCCS Policy 3.30 Recruitment and Selection