

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 below the Dean/Director management level.

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