ADMINISTRATIVE PROCEDURE – College of Agriculture and Natural Resources

Sub- unit University of Maryland Extension

Subject Reassignment of Tenured/Tenure Track Field Faculty Member to a Vacant Position

Effective May 1999

Revised February 2014

To remain current with changing national and state program initiatives, the University of Maryland Extension (UME) may reassign a faculty member to another position for which the faculty is qualified. **Reassignments are administrative actions taken at the discretion of the Director, upon approval of the President, University of Maryland.** A reassignment may involve assignment to a program in a new location.

All reassignments are lateral moves in that no changes will be made in base salary or rank. This policy does not include personnel moves generally regarded as promotions.

UME may provide opportunities to tenure/tenure-track faculty members to request reassignment for tenure/tenure track faculty positions which are vacant in other locations in the state. These opportunities are for equivalent positions only, i.e. county/city position for county/city faculty members. Faculty interested in requesting reassignment for current vacant UME positions must follow the attached "Field Faculty Position Hiring Process” procedure. Regional and State Specialist positions are not included in this policy and must be filled using a full search either internal or external.

Actions taken pursuant to this policy shall be consistent with the UME commitment not to discriminate in any matter against an employee or applicant for employment because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression.

The Director, upon approval of the President, may approve the payment of reassignment moving expenses. Nothing in this policy requires such payment. If any payment is made, it shall be consistent with the terms of University of Maryland System Policy VII 4.40 & VII 4.40 (A) which provides that payment may be approved:

1. When it is deemed to be in the interest of UME;
2. For moving expenses of normal household goods, including reasonable packing and unpacking charges; and
3. Only when the distance between the former residence and the new UME work location is in excess of fifty (50) miles one way. (Exceptions to the fifty mile limitation may be made for payment of relocation expenses when the relocation is for the convenience of UME).

A faculty member who is reassigned to a position in a new location may submit a written request to the Director for the payment of moving expenses prior to the move. The Director shall determine whether to approve payment.

**Background**

University of Maryland Extension (UME) seeks to provide opportunity to tenure/tenure-track field faculty members to request reassignment (see “Policy on Reassignment of Faculty” and “University of Maryland Extension Field Faculty Hiring Procedure”) to tenure/tenure-track field faculty positions which become vacant in other locations in the state or with different responsibilities. These opportunities are for equivalent positions only, i.e. county/city position for county/city faculty members. Regional and State Specialist positions and non-tenure positions such as Associate Agent and Faculty Extension Assistant are not included in this procedure.

**Procedure**

UME will initiate the following procedure to allow for the potential reassignment of a tenure/tenure-track field faculty member to a vacant position.

Upon the administrative approval to fill a county/city position, the Assistant Director of Operations shall notify the Statewide Search and Screen Committee in accordance with the UMCP “Procedures and Guidelines for Conducting Faculty and Staff Searches” and “University of Maryland Extension Field Faculty Hiring Procedure”. A position announcement and newspaper advertisement shall be developed according to UMCP policy. Prior to starting an external search, UME tenure/tenure-track field faculty shall be given the opportunity to request of UME a reassignment following the process identified below:

1. The position announcement will be distributed by the Director of Human Resources to all UME field faculty with a notification of eligibility. A one-week time period will be set for UME faculty members in similar tenure/tenure-track field faculty positions to respond to the Assistant Director of Operations if they are interested in being considered for reassignment to the vacant position(s). The Assistant Director of Operations will provide a list of all faculty members interested in reassignment to the Director of Human Resources.

* If no responses are received in the week allotted, advertising will commence after the search and screen plan and the appropriate policies and procedures for an external search shall be initiated.
* If internal response(s) are received in the allotted time, the process will continue as noted in the following steps.

1. The individual(s) requesting reassignment shall have one additional week to send in the appropriate application materials to the Assistant Director of Operations for distribution to the Statewide Search and Screen Committee.
2. The Statewide Search and Screen Committee shall evaluate each internal respondent’s materials and forward recommendations to the Assistant Director of Operations and appropriate State Program Leader. The Assistant Director of Operations shall bring the recommendation(s) to the attention of the Associate Director and appropriate State Program Leader.
3. Presentations will be held in the county/city of the vacant position(s) for the individual(s) recommended for consideration at the earliest possible date and before external candidates are considered.
4. If an internal candidate is considered for the position, the Assistant Director of Operations and State Program Leader in consultation with the Associate Director will negotiate with the recommended individual to establish conditions for the internal candidate to be relocated to the receiving county/city.
5. Criteria to be considered in a reassignment include but is not limited to:

* Selected individual/s must meet the qualifications of the position description and position announcement established by UME and/or the search committee.
* UME will only negotiate relocation expenses in accordance with University policy.
* Relocation must benefit UME as a whole.
* All reassignments will be at the candidate’s salary at the time of the relocation unless there is a change in responsibilities, which warrant a negotiated salary change.
* Reassignment/s is at the discretion of the Director of UME.
* Reassignment/s granted under this procedure shall be consistent with the UME commitment not to discriminate in any matter against an employee or applicant for employment because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry, or national origin, marital status, genetic information, or political affiliation, or gender identity and expression unrelated in nature and extent so as reasonably to preclude the performance of such employment.

1. Mandatory reassignment/s in the event of financial exigency, changing program initiatives, etc. are not covered under this policy and/or procedure.