

**UNIVERSITY OF WISCONSIN-EXTENSION UNCLASSIFIED PERSONNEL GUIDELINES
(UPG)**

UPG #7

**RECOMMENDATIONS FOR LATERAL TRANSFER AND/OR RETRAINING OF
TENURED FACULTY (Caused by Program Change or Reduction)**

7.01 Introduction. Given changing needs, a change in program direction, a lack of increased General Purpose Revenue (GPR) funding, reduced GPR funding, and/or decreased fee income, an academic department/administrative unit may find it impossible to continue to support the level of faculty, academic staff, and classified staff resources that currently exists in the unit. As a consequence, the unit may be forced to reduce the scope of its program and reduce the number of faculty, academic staff, and classified staff within the unit.

7.02 Staff Reduction Options. A critical mass of faculty, academic staff and classified staff must be available if program quality is to be maintained. At the same time, the rights of tenured faculty must be protected.

When decisions require reduction in staff, options like the following should be explored initially:

1. Part-Time Employment
2. Academic Year Appointments
3. Early Retirement
4. Job Sharing
5. Leave Without Pay
6. Relocation Leave With Pay

If such options do not produce the required reduction in staff, the following are currently operational:

- (1) Classified staff may be laid off under the provisions and procedures of the State of Wisconsin Classified Staff Rules and labor contracts. The dean/director of the division and the Director of Personnel Services (for classified staff) must be consulted by the academic department/administrative unit prior to any official notification of a layoff decision.
- (2) Academic staff with a fixed term or probationary appointment may be terminated or may be denied renewal. They must receive a notice of termination or non-renewal that complies with the notice period requirements of the UWEX Academic Staff Policies and Procedures. They may be provided an opportunity to transfer to another unit within UW-Extension.
- (3) Academic staff with an indefinite appointment may be placed on layoff status. The requirements of the UWEX Academic Staff Policies and Procedures must be followed. They may be provided an opportunity to transfer to another unit within UW-Extension.
- (4) Probationary faculty may be denied renewal. They must receive a notice of non-renewal that complies with the notice period requirements of the UWEX Faculty Policies and Procedures. They may be provided an opportunity to transfer to another unit within UW-Extension.

- (5) Tenured faculty can be terminated only in the event of an official declaration of a financial emergency by the UW-Extension administration and the UW Board of Regents. Therefore, tenured faculty must (a) be retrained and/or transferred to a different position within the academic department/unit, or (b) be retrained and/or transferred to another unit within UW-Extension or the UW System.

7.03 General Policy for Lateral Transfer and/or Retraining of Tenured Faculty. Decisions about staff shall be based on criteria that emphasize present and future programming priorities, financial resources and staffing needs.

- (1) The ongoing planning process must seek an optimum balance among the professional interests and goals of individual faculty, academic departments/ administrative units and the mission of the institution. Discussions can be initiated at any level, but decisions must be cooperatively made between faculty and administration within the framework of faculty governance.
- (2) Even though faculty hold their tenure in an academic department, the ultimate budget obligation for each tenured faculty member resides with UW-Extension and not the division and academic department/administrative unit. The elimination or reduction of a division, administrative unit, or academic department does not alter UW-Extension's budgetary commitment to the individual.
- (3) Knowledge of vacant positions shall be provided to individual tenured faculty members available for lateral transfer and/or retraining as appropriate to the individual's interest and professional background. Each dean shall provide to the UW-Extension Secretary of the Faculty and Academic Staff all information needed to maintain a list of vacant positions. (A "vacant" position is any unfilled, current or anticipated position not yet "open" to competitive recruitment.)
- (4) The dean of the division, in consultation with the academic department/ administrative unit, may assign new job responsibilities to tenured faculty, and may identify lateral transfer and/or retraining opportunities. The new responsibilities must be commensurate with the faculty member's academic training, professional experiences and competencies.
- (5) Tenured faculty available for lateral transfer and/or retraining shall have rights, as applicable, equivalent to those given in Chapter UWS 5.17-5.20 to tenured faculty laid off during a financial emergency.

7.04 Procedures for Lateral Transfer or Retraining of Tenured Faculty. Each division shall adopt procedures for lateral transfer and/or retraining of tenured faculty that are consistent with the preceding general policy and the following procedures:

7.05 Specific Procedures for Lateral Transfer of Tenured Faculty.

- (1) Tenured faculty available for lateral transfer must be given the option of applying for all alternative positions within their academic departments/ administrative units.
- (2) Tenured faculty available for lateral transfer must be contacted by their dean and given the option of placing their names on a confidential UW-Extension list of such faculty maintained by the UW-Extension Secretary of the Faculty and Academic Staff. Each individual on the list shall submit a current vita and a brief description of professional interests. Faculty on the list will receive the notification of vacant faculty/academic staff positions required under item 7.03(3), from the UW-Extension Secretary of the Faculty and Academic Staff.

- (3) Tenured faculty available for lateral transfer must be offered an interview for any vacant faculty/academic staff position within the academic department/ administrative unit. The result of each interview must be reported to the dean in writing.
- (4) Tenured faculty available for lateral transfer must be offered an interview for any vacant UW-Extension faculty/academic staff positions they apply for outside their current academic department/administrative unit.

7.06 Specific Procedures for Retraining of Tenured Faculty

- (1) Academic departments and/or administrative units that anticipate vacancies or new positions must consider the retraining and employment of tenured faculty who are available for lateral transfer. A variety of budgetary arrangements can be formulated that will allow the filling of positions without increasing UW-Extension's commitment to faculty positions.
- (2) Retraining of tenured faculty who are seeking lateral transfer to a specific, future position should be undertaken only when the faculty member has received an employment commitment from an academic department/ administrative unit. The employment commitment would be contingent on the completion of a course of study that has been approved by the academic department/administrative unit. Any such commitment must be responsive to the EEO/Affirmative Action requirements and the academic process within the academic department. The Equal Opportunity process provides equal access and consideration to all candidates for lateral transfer to a position.
- (3) The salary of a faculty member who is being retrained will be maintained by UW-Extension and reimbursement for expenses incurred in the retraining (i.e., tuition, lodging, transportation, and supplies) may be provided through UW-Extension. However, faculty retrained under such provisions will be expected to provide one year of employment to UW-Extension for each (full-time) academic semester of retraining. If the faculty member terminates employment prior to the fulfillment of the employment obligation, a suitable schedule for repayment of expenses will be arranged.

Approved by Faculty Senate on February 10, 1982