**MOU for transfer of Professor \*’s 100% appointment in the Department of \* to a 100% appointment in the Department of \***

**Effective \***

Effective \*, Professor \*’s appointment will be transferred from 100% in the Department of \* to 100% in the Department of \*.

**By-Law 55 Voting Rights/Departmental Affiliation**

As a consequence of this agreement, Professor \* agrees to relinquish his/her Bylaw 55 voting rights in the Department of \*. Professor \* will not participate in any department meetings in the Department of \* and will no longer be listed among core faculty of the Department of \* in any public documents or communications. Professor \* agrees to assume all voting rights and responsibilities in the Department of \*.

**Teaching**

All of Professor \*’s teaching will be assigned and reviewed by the Department of \*. He/She will no longer have teaching requirements in the Department of \*.

**Graduate student mentoring**

If Professor \* wishes to continue as a thesis advisor for graduate students in the Department of \*, he/she will need to obtain approval for an appropriate courtesy appointment. Dean \* is fully supportive of this appointment if Professor \* and the Department agree to this arrangement.

**Service**

All of Professor \*’s Department service will be assigned and reviewed by the Department of \*. He/She will no longer have any requirements in the Department of \*.

**Academic Personnel Actions**

The Department of \* will conduct Professor \*’s personnel actions.

**Residual Funding Balances**

Any remaining funding balances either allocated or awarded to Professor \* will be transferred to the School of \* effective \* (or after all expenses have posted and fiscal close has been completed).

**Office and Administrative Support**

Professor \* will move out of any space occupied in the Department of \* and will no longer receive administrative support from the School of \*. He/She will occupy space and receive administrative support from the Department of \* and the School of \*.

1. Lab functions (If the faculty is also requesting that his/her lab personnel be transferred to the new department with him/her, then, the faculty needs to provide their name and position tittle, and indicate any other changes which will be impacted by the transfer.
2. Updated appropriate AP form for all direct reports impacted by transfer (i.e. Graduate students, Postdoctoral Scholars, Project Scientists, Specialists)

Professor \* Date

I accept the terms as outlined in this MOU.

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\* Date \* Date

Dean, School of \* Dean, School of \*

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\* Date \* Date

Chair, Department of \* Chair, Department of \*

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Diane K. O’Dowd Date

Vice Provost for Academic Personnel

cc: Dean \*

Dean \*

Chair \*

Chair \*

Provost and Executive Vice Chancellor Stern

Associate Chancellor Quanbeck

Vice Provost Haynes

CPO\*

CPO\*

Academic Personnel