



3.10.2 Process for Change of Departmental Affiliation

Chapter 3 - Faculty	Original Effective Date: February 2004
Section: 3.1 Other Faculty Policies and Procedures	Date Last Reviewed: March 2012
Responsible Entity: Vice President for Academic, Faculty and Student Affairs	Date Last Revised: March 2012

I. Purpose

To establish a structured framework for faculty members to request a change in their departmental affiliation within UT Health San Antonio.

II. Scope

This policy applies to all faculty positions at UT Health San Antonio.

III. Policy

From time to time, it may be advantageous to the institution to allow a faculty member to change departmental and/or School affiliation. This process is intended to permit such changes, in unusual circumstances, when it is in the best interest of the institution and the faculty member(s). The process will ensure an adequate review of the impact of these changes prior to implementation.

A. Principles

1. Where students or trainees are impacted by a move of faculty members between departments, a transition plan will be developed which addresses these needs.
2. The prior investment of the “donor” department will be considered. However, there is no expectation that the full investment of the “donor” department will be rewarded.
3. The “recipient” department will develop a plan for long term support of the faculty member(s) in the event that grant support, or other financial support, is no longer available.

B. Process

1. Faculty member informs both involved department Chairs (“donor” Chair and “recipient” Chair) as well as the Director(s) of any involved centers or institutes of his/her desire to change affiliation.

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2. Faculty members and department Chairs identify students and trainees who will be impacted by the change.
3. Faculty member(s) and Chairs/Directors agree on a course of action that is acceptable to the faculty member(s), addresses student and trainee needs, and is fair to the departments/centers/institutes/schools.
4. In all cases, the matter will be reviewed and approved by the Dean of the School (if both departments and the centers/institutes reside in the same school) or by the Deans of the Schools (if multiple schools are involved).
5. Additional approval by the Faculty and Academic Equal Opportunity/Affirmative Action Office may be necessary. See the Handbook of Operating Policies (HOP), Policy [3.4.1, General Appointment Policies](#).
6. Institutional approval by the Vice President for Academic, Faculty and Student Affairs is also required.

IV. Definitions

There are no defined terms used in this Policy.

V. Related References

There are no related documents associated with this Policy.

VI. Review and Approval History

- A. The approving authority of this policy is the University Executive Committee.
- B. The review frequency cycle is set for three years following the last review date, a time period that is not mandated by regulatory, accreditation, or other authority.

Effective Date	Action Taken	Approved By	Date Approved
02/2004	Policy Origination		
03/2012	Policy Review		