

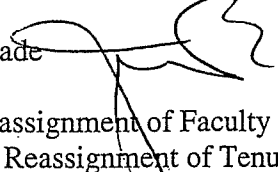


Office of the Associate Director

May 27, 1999

**MEMORANDUM**

**TO:** Maryland Cooperative Extension  
Field Faculty with Agent Rank

**FROM:** Dr. James Wade 

**REF:** Policy on Reassignment of Faculty  
Procedure to Reassignment of Tenure/Tenure-Track Field Faculty

I have attached the "Maryland Cooperative Extension Policy On Reassignment of Faculty" and "Maryland Cooperative Extension Procedure for Reassignment of A Tenure/Tenure-Track Field Faculty Member To Fill An Open Position" for your information. These documents outline the policy and procedures that MCE will use to provide the opportunity for MCE tenured and/or tenure-track faculty to request reassignment to currently open positions. The documents work in conjunction with UMCP "Guidelines For Conducting Faculty and Staff Searches" and the "Maryland Cooperative Extension Filed Faculty Hiring Procedure".

Many of you have expressed interest in reassignment to open positions. MCE seeks to provide faculty the opportunity to gain experience in other areas of the state and/or other positions where applicable. MCE is also committed to providing continued faculty development.

This policy and procedure is effective for positions closing on or after June 1, 1999. As positions become available, you will be notified of the opportunity to request reassignment. To allow for reassignment requests for positions currently announced with a closing date on or after June 1, 1999, I have asked Norman Pruitt, Director, Human Resources Management to notify you of the opportunity to request reassignment.

If reassignment interests you, I hope you will take advantage of this opportunity. Contact your RED, Norman or myself if you have any questions or concerns.

**Attachments:**

cc: Dr. Thomas Fretz  
Dr. Henry Brooks  
Dr. Jim Hanson  
Dr. Frankie Schwenk  
Ms. Maxine Casey  
Ms. Jackie Hill  
Mr. Norman Pruitt

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LOCAL GOVERNMENTS ■ U.S. DEPARTMENT OF AGRICULTURE COOPERATING

EQUAL OPPORTUNITY PROGRAMS

## MARYLAND COOPERATIVE EXTENSION POLICY ON REASSIGNMENT OF FACULTY

To remain current with changing national and state program initiatives, the Maryland Cooperative Extension ("MCE") may reassign a faculty member to another position for which the faculty member 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.

MCE may provide opportunities to tenure/tenure-track field faculty members to request reassignment for tenure/tenure-track faculty positions which open 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 open MCE 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 MCE commitment not to discriminate in any matter against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment.

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:

- I. When it is deemed to be in the interest of MCE;
- ii. For moving expenses of normal household goods, including reasonable packing and unpacking charges; and
- iii. Only when the distance between the former residence and the new MCE work location is in excess of thirty-five (35) miles one way. (Exceptions to the thirty-five mile limitation may be made for payment of relocation expenses when the relocation is for the convenience of MCE).

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.

**MARYLAND COOPERATIVE EXTENSION  
PROCEDURE FOR REASSIGNMENT OF A TENURE/TENURE-TRACK FIELD  
FACULTY MEMBER TO AN OPEN POSITION**

**Background**

Maryland Cooperative Extension (MCE) seeks to provide opportunity to tenure/tenure-track field faculty members to request reassignment (see "Policy on Reassignment of Faculty" and "Maryland Cooperative Extension Field Faculty Hiring Procedure") to tenure/tenure-track field faculty positions which open 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 Faculty Extension Assistant are not included in this procedure.

**Procedure**

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

Upon the administrative approval to fill a county/city position, the Regional Extension Director (RED) shall appoint a search and screen in accordance with the UMCP "Procedures and Guidelines for Conducting Faculty and Staff Searches" and "Maryland Cooperative Extension Field Faculty Hiring Procedure". A search and screen plan, position announcement and newspaper advertisement shall be developed according to UMCP policy. Prior to distribution as identified in the search and screen plan, MCE tenure/tenure-track field faculty shall be the opportunity to request of MCE a reassignment following the process identified below:

1. The position announcement will be distributed by the Director of Human Resources to all MCE field faculty with a notification of eligibility. A one-week time period will be set for MCE faculty members in similar tenure/tenure-track field faculty positions to respond to the RED if they are interested in being considered for the reassignment to the position. The RED 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 per 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.
2. The individual/s requesting reassignment shall have one additional week to send in the appropriate application materials to the RED for distribution to the search committee.
3. The search committee shall evaluate each internal respondent's materials and forward recommendations to the (RED) of the region in which the open position resides. The RED shall bring the recommendation to the attention of the Associate Director who will inform all REDs of the recommendation.
4. Interviews with the administration and in the county/city of the open position for the individual/s recommended for consideration for the reassignment will be arranged at the earliest possible date and before external candidates are considered.

5. If an internal candidate is considered for the position, the RED 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.
6. Criteria to be considered in a reassignment includes but is not limited to:
  - a) Selected individual/s must meet the qualifications of the position description and position announcement established by MCE and/or the search committee.
  - b) MCE will only negotiate relocation expenses in accordance with University policy.
  - c) Relocation must be acceptable to the receiving county/city.
  - d) Relocation must benefit MCE as a whole
  - e) All relocations 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.
  - f) Reassignment/s are at the discretion of the Director of MCE.
  - g) Reassignment/s granted under this procedure shall be consistent with the MCE commitment not to discriminate in any matter against an employee or applicant for employment because of race, color, religion, creed, age, sex, marital status, national origin, ancestry, or physical or mental disability unrelated in nature and extent so as reasonably to preclude the performance of such employment.
7. Mandatory reassignment/s in the event of financial exigency, changing program initiatives, etc. are not covered under this policy and/or procedure.

May, 1999