**CHANGE IN THE LOCATION OF THE FACULTY MEMBER’S PRIMARY APPOINTMENT (Change of Locus)**

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Transferring a faculty member’s primary appointment to another school, department, or division is referred to as a Change of Locus/Change in Primary Appointment. In addition to submitting the material listed below, it is important to write a memorandum to the Dean stating the reason for the change, i.e., special documentation and/or a signed agreement by the faculty member involved.

This type of transfer can be processed without establishing a new position and advertising for recruitment only if the position transfers intact from the department and school budget where the appointment is currently held to the department and school budget where the faculty is to be appointed. **No changes can be made in faculty rank or tenure status.**

In most cases the losing department is responsible for initiating the paperwork involved for a change of locus since, at the time of transfer, they are the department of record and have on file the pertinent faculty information needed.

**Documentation required for review by Provost:**

1. Change of Locus/Primary Appointment Memo (request must include the following):

Letter to Dean stating the reason for the transfer (from receiving Chair, signed by the Dean)

Letter of offer signed by the faculty member and both Chairs or Department Heads

Updated standardized Curriculum Vitae

**Requirements for processing the new appointment:**

1. ACT Document (should reflect no change in position number unless current number is not

available in receiving organization)

2. Faculty Data Form (must include the above documentation that has been approved by Provost)