



Policy Title Faculty Assignment and Transfer	Original Adoption Date 7/20/1972	Policy Number IN-144
Responsible College Division/Department Instruction	Responsible College Manager Title Vice President of Instruction	
Policy Statement The Vice President of Instruction or designee has the authority to assign duties to faculty other than those identified in their contracts. When transfer is considered and approved, a date will be selected; a timeline identified for the transition; and a transition plan developed that specifies who, what, where, how, and when.		
Reason for Policy Faculty may be assigned managerial or administrative duties in lieu of instructional responsibilities as the interests of the college may warrant.		
Cross References and Legal Review Cross References: Employee Handbook, Instructional Staff Assignment and Transfer Procedure Legal Counsel Review and Approval: N/A Board Policy: III.A. General Executive Constraint, III.B. People Treatment, III.E. Financial Condition		
Definitions		