

Memorandum of Understanding
between the
All Faculty Association
and the
Sonoma County Junior College District
regarding
Article 31.09: Faculty Transfer
February 20, 2026

31.09.A.1. New Position: A tenured faculty member may request to transfer into a new position that has been approved for recruitment at another location or in another department. *When a new position is approved through the normal faculty staffing committee process, a vacancy created by another transfer, a failed tenure review, or through some other means, the District will notify the college community about the position at least 30 days before advertising the position publicly.* The transfer request shall occur after approval of the position by the District Superintendent/President and before the formal advertisement of the open position.

31.09.B. Transfer Request Deadlines: A faculty member initiating any form of transfer request must submit the request in writing to the appropriate Vice President(s) ~~during the semester prior to the semester in which the faculty member wishes to transfer. This request must be made by October 15 for the following spring semester transfer and February 15 for the following fall semester.~~ In the case of a New Position Transfer, the request must be received prior to the formal advertisement of the position.

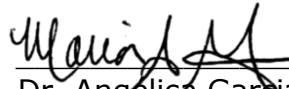
For all other types of transfer, the request must be made by October 15 in order to transfer the following spring semester and by February 15 in order to transfer the following fall semester.

31.09.E. Transfers and Staffing Balance: *The District will review the staffing balance of the departments or locations affected by a transfer prior to final approval. In the case of a New Position Transfer, the District will award the new position to the transferring faculty member's current department or location unless fiscal conditions or other relevant circumstances do not allow or unless the supervising administrator in consultation with the department chair confirms that there is not a need to fill the vacancy.*

- 31.09.E. ~~1. Intercampus Transfers: When the location of an existing faculty member's assignment changes through an approved intercampus transfer into a new position, the location of the recruitment will change to the campus the faculty member is leaving.~~
- ~~2. Interdepartmental Transfers: The District will award a new position to the faculty member's current department unless fiscal conditions or other relevant circumstances do not allow or unless the supervising administrator in consultation with the department chair confirms that there is not a need to fill the vacancy.~~



Sarah Whyly
President
All Faculty Association



Dr. Angelica Garcia
Superintendent/President
Sonoma County Junior College District