

UNIVERSITY OF MINNESOTA <hr/> Medical School <i>Office of Faculty Affairs</i>		Number: 2013.FD.001 Effective Date: 3/1/2013 No. of Pages: 1
Section: FACULTY DEPARTMENTS	Subject: <i>Faculty Department Switch</i>	

1. Request for a departmental switch can be initiated by a faculty member or department head.
 - In order to initiate a departmental switch, there must be a *strong, academic justification* for the switch.
2. The departmental switch must be agreed upon and approved by the faculty member and Department Heads from both departments before going on to the Medical School Dean's office for approval.
3. Negotiation discussions must have complete transparency to all parties involved.
4. If at any time the faculty member or either department head decides the switch should not be done, the process will be stopped.
5. Once the switch is agreed upon by all parties, a Memorandum of Understanding (MOU) will be drawn up detailing the responsibilities and expectations of faculty members and both departments.
6. Items to consider when drawing up the MOU include but are not limited to:
 - Start-up package compensation
 - How is the medical school support from the Dean's Allocation Model distributed among the departments?
 - Tenure home (if already tenured or on tenure track)
 - Current/on-going commitment dollars (at the department and medical school level)
 - Equipment purchased by original department (does it stay with department or move to new? If it moves, does the new department reimburse former department?)
 - Royalties/patents
 - The department left with the vacancy must propose replacing the faculty member within a comprehensive faculty recruitment plan.
 - Timing of when switch will occur
 - Current/on-going teaching responsibilities
7. MOU is reviewed and approved by both the Medical School Dean's Office and the Office of the Senior Vice President for Health Sciences. Both offices must agree the switch is justified.
 - The Medical School Dean may veto the switch if s/he does not feel it is academically justified or any party is dissatisfied with the agreement.
8. A final, signed copy of the MOU will be kept on file in both departments and the Medical School Dean's Office.