

## **RESOLUTION TO REVISE FACULTY HANDBOOK LANGUAGE REGARDING REASSIGNMENT**

**WHEREAS**, Virginia Tech's faculty handbook states that administrative and professional faculty may be reassigned at any time; and

**WHEREAS**, reassignment may involve a change in administrative title or supervisory responsibilities, reassignment to another position or department, transfer to a staff position, and/or reduction in salary commensurate with reduced responsibilities; and

**WHEREAS**, additional clarity is needed to delineate the process of reassignment, including the roles and responsibilities of the employee, supervisor, and a next-level administrator in its implementation;

**NOW, THEREFORE, BE IT RESOLVED**, that section 7.6.3 of the faculty handbook be modified to include the second full paragraph as follows (in italics) to be effective upon passage by the Board of Visitors:

### **7.6.3 Reassignment**

The university may reassign administrative and professional faculty members at any time. Reassignment may involve change in administrative title or supervisory responsibilities, reassignment to another position or department, transfer to a staff position, and/or reduction in salary commensurate with reduced responsibilities. Neither notice of non-reappointment nor removal for cause is required to effect a reassignment. The university's responsibility under reassignment is to make available a substitute position or duties reasonably commensurate with the person's education, experience, and performance. Reassignment that involves a geographic transfer of more than 50 miles is conducted in accordance with the geographical transfer policy. (See chapter two, "Geographical Transfer Policy.")

*Reassignment is preceded by a meeting of the supervisor with the faculty member to review the reasons for reassignment, which are presented in writing to the faculty member. This written review shall include a deadline for a response to the reasons for reassignment from the faculty member, which shall be no less than five working days after the written review. The response is made to the supervisor who may reconsider the decision to reassign or proceed with the proposed reassignment.*

In cases of reduction in salary and/or transfer to a staff position, the proposed salary reduction or reassignment to a staff position must be reviewed and approved by the senior administrator. *In these cases, the effective date of the reassignment shall be no sooner than 90 days following senior administrator approval, unless mutually agreed upon by all parties.*

### **RECOMMENDATION:**

That the Board of Visitors approve the Resolution to Revise Faculty Handbook Language Regarding Reassignment.

April 3, 2017