

POLICY MEMORANDUM NO. 211

TO: All Faculty
FROM: Charles W. Steger
DATE: September 6, 2001
SUBJECT: Revision to the Geographic Transfer Policy (PPM #119)

Approved by the Commission on Faculty Affairs: March 2, 2001
Approved by the Commission on Administrative & Professional Faculty Affairs: March 15, 2001
Approved by University Council: April 16, 2001
Approved by the President: April 16, 2001
Approved by the Board of Visitors: June 4, 2001
Effective: Immediately

The University Council, on recommendation of the Commission on Faculty Affairs and the Commission on Administrative and Professional Faculty Affairs, approved by majority vote a resolution concerning the Geographic Transfer Policy.

Following is the text of the resolution as adopted by University Council.

WHEREAS, the geographical transfer policy outlines the process for reassigning a faculty member to a different primary work location more than 35 miles from the current work location; and

WHEREAS, the policy adopted a 35-mile relocation parameter to be consistent with then-existing IRS regulations; and

WHEREAS, IRS regulations are now based on a relocation of at least 50 miles; and

WHEREAS, somewhat greater flexibility in faculty assignments is important as Virginia Tech tries to become more responsive to needs around the state and to fulfill its outreach and educational missions;

THEREFORE BE IT RESOLVED, be it resolved that a geographic transfer now be defined as a reassignment to a primary work station located more than 50 miles from the current work station.

The relevant section of the Faculty Handbook is below for the reader's reference:

2.19 Geographical Transfer Policy

Reassignment of a faculty member at the initiative of the university to a primary work station located more than ~~35~~ 50 miles from the current workstation is considered a geographical transfer.

A department head may request the geographical transfer of a faculty member to implement a programmatic mission of the university. The affected faculty member shall be involved in

planning for the transfer prior to the submission of a formal request for transfer.

The request for geographical transfer shall be transmitted in writing to a second-level administrator for approval with accompanying documentation justifying the need for the transfer of the selected individual.

The justification shall describe the university program and the position to which the faculty member is being transferred. This description shall list the unique skills and knowledge required to fulfill the program's mission.

The alternatives for meeting the requirements shall be outlined, along with the reasons for selecting the alternative of geographical transfer of the particular faculty member.

A faculty member must be notified in writing at least six months in advance of the geographical transfer.

The transferred faculty member shall be reimbursed for all allowable expenses as defined by the university and state policy.

A cost of living adjustment will be added to the faculty member's base salary during the period they are employed in a high-cost area as defined for classified employees in the Virginia Compensation Plan issued by the state personnel director.

CWS:jcd