



**Cooperative Extension Guidelines for Implementing  
UW-Extension Unclassified Personnel Guideline (UPG) #7:  
Recommendations for Lateral Transfer and/or Retraining of Tenured Faculty**

Cooperative Extension tenured faculty may occasionally need to be reassigned to a different position due to a loss of funding support for the current assignment or a need to significantly redirect existing funds to support new program directions. Tenured faculty may be a) dismissed for disciplinary cause by the Board of Regents (UWS 4.01 and UWEX 4.02), or b) laid off only when the Board of Regents of the University of Wisconsin System declares a financial emergency (UWS 5.01 and UWEX 5.01). In all other circumstances, these guidelines will be followed when a tenured faculty member's current assignment is no longer available for the continued employment of that faculty member.

1. Faculty who are employed by Cooperative Extension hold their tenure within the statewide UW-Extension institution. Achieving tenure while located in a specific location does not obligate UW-Extension to continue a tenured faculty member's employment in that same location.
2. When a tenured faculty member's current assignment is no longer available to that faculty member, the Dean of Cooperative Extension (or designee) will inform the tenured faculty member of available support services, including the Employee Assistance Program, guidance in relocating and/or retraining or other job change assistance.
3. When a tenured faculty member must be reassigned, the Dean will inform the chair of the faculty member's academic department.
4. Cooperative Extension will assume/continue responsibility for the percentage of the tenured faculty member's appointment that is budgeted through UW-Extension (i.e., Cooperative Extension generally funds 60% of county-based appointments on traditional county contracts and 100% of faculty employed through 133 or other state contracts).
5. The Dean (or designee) will appoint a committee of colleagues to assist the individual in seeking reassignment within Wisconsin Cooperative Extension and in making adjustments to a new role or location.
6. Program areas will consider the retraining and employment of tenured faculty needing reassignment. Opportunities for the additional special funding for professional development can be discussed when the individual faculty member has an employment offer that is contingent upon the completion of a defined course of professional development. In accordance with UWEX UPG #7, section 7.06(3), "faculty retrained under such provisions will be expected to provide one year of employment to UW-Extension for each (full-time) academic semester of retraining." The Dean (or designee) will also inform the individual about professional development funds that are available on a competitive basis to all faculty and staff within Cooperative Extension and UW-Extension.

7. Accountability relationships and interim work responsibilities commensurate with a faculty appointment will be assigned for the period of time after the faculty member has left the prior appointment and has not yet begun subsequent permanent employment. It is a primary work expectation during the interim period that the faculty member makes a good faith effort to pursue new permanent employment. Failure to do so can result in disciplinary action up to and including dismissal for cause. (See item 12).
8. The tenured faculty member seeking reassignment under this policy will be informed of all available faculty positions within the faculty member's academic department and/or program area. Additionally, the faculty member will be informed of available faculty positions in other academic departments or program areas that are appropriate to the faculty member's qualifications. The faculty member will also be informed of any available academic staff positions in which the faculty member would be permitted to retain tenured faculty rank. The faculty member may indicate other positions for which he/she wishes to be considered but retention of faculty tenure rank in these positions will be possible only with prior authorization by the Dean of Cooperative Extension.
9. The tenured faculty member seeking reassignment under this policy is responsible to place updated credentials on file as directed at the time and to follow current policies for formally applying for all faculty positions for which they are qualified.
10. The tenured faculty member seeking reassignment under this policy will be guaranteed an initial interview for all Cooperative Extension positions for which the faculty member applies. Further interviews will be determined through a competitive process with other candidates. Any appointments to county-based positions require county partner agreement.
11. The Dean of Cooperative Extension may, at any point in this process, choose to appoint a tenured faculty member seeking reassignment under these guidelines to a different position. Such a position will permit retention of tenured faculty rank, will be commensurate to a faculty appointment and will be appropriate to the faculty member's qualifications.
12. When a job offer has been extended in a manner consistent with these guidelines, i.e., geographically located anywhere in the state and commensurate to a faculty appointment appropriate to an individual's qualification, Cooperative Extension will have met its obligation to provide continued employment to a tenured faculty member. Furthermore, a job offer at a faculty member's current salary is considered a bonafide job offer. Upon receipt of such an offer, the faculty member is expected to a) accept the offer and report for work as directed in the job offer, or b) decline the offer and voluntarily resign from UW-Extension. Failure to do one of these may result in disciplinary action up to and including dismissal for cause.
13. A faculty member seeking reassignment under this policy is eligible for reimbursement of moving expenses by the university as permitted by state policy.

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