INTERDEPARTMENTAL TRANSFER B075

05/01/2009

PURPOSE

To provide guidelines for the interdepartmental transfer of Research personnel.

POLICY

A Research employee may apply for transfer within the University to a Research position established in accord with policies on recruitment, selection, and placement. A minimum of one month written notice of transfer to the supervisor is required. The supervisor from the hiring department and the incumbent’s department may work out an amicable timetable for transfer. Employees transferring into positions based in Miller School of Medicine departments or on any campus with responsibility of delivering medical care must comply with University of Miami HIPAA Security Policy and Procedures.

The Research employee will be required to go through a partial clearance which may include changing computer access, returning keys, equipment, and making satisfactory arrangements with the supervisor concerning outstanding work assignments.

PROCEDURE

The Research employee who has been accepted for a transfer must notify the supervisor in writing of the intent to transfer. The incumbent department initiates the Personnel Event Form (PEF) indicating the account distribution end-date. The PEF should then be forwarded to the hiring department for completion.

The completed PEF is then sent to the appropriate Office of Faculty Affairs with the appropriate signatures and required attachments.