

VOLUNTARY TENURED TEACHER TRANSFER Teachers

Process	Comments	Time Period
Notifications	<ul style="list-style-type: none"> Teachers will be notified by Human Resources regarding the Voluntary Tenured Teacher Transfer process no later than January 31st or the next business day for teachers. 	By Jan 31 st or next business day for teachers
Application for Voluntary Tenured Teacher Transfer Ctrl + Click link below for Transfer Application Walkthrough	<ul style="list-style-type: none"> Tenured teachers must complete an online Transfer Application. Click HERE to login to your application. 	March 1 st – March 31 st
	<ul style="list-style-type: none"> Teachers must apply to the appropriate Voluntary Tenured Teacher Transfer job advertisement through their Transfer Application. 	
	<ul style="list-style-type: none"> The following three (3) job advertisements will be posted: <ul style="list-style-type: none"> Voluntary Tenured Teacher Transfer – Elementary Schools Voluntary Tenured Teacher Transfer – Middle Schools Voluntary Tenured Teacher Transfer – High Schools 	
	<ul style="list-style-type: none"> Advertisements will be posted from March 1st – 31st. 	
	<ul style="list-style-type: none"> Teachers must apply to the appropriate job advertisement prior to the closing date of March 31st to be eligible for consideration. Teachers will not be able to attach their online application to the job advertisement after the deadline of March 31st. 	
	<ul style="list-style-type: none"> Paper applications will not be available or accepted. 	
Applicant Eligibility for Transfer Review – Human Resources	<ul style="list-style-type: none"> Human Resources will screen applicants to the Voluntary Tenured Teacher Transfer job advertisements based on the following criteria: <ul style="list-style-type: none"> Full-time certified teacher Attainment of tenure Appropriate certification for job posting Application Complete 	March 1 st – April 5 th
Interview	<ul style="list-style-type: none"> Teachers are responsible for contacting schools and requesting interviews. There is no restriction on the number of schools a teacher may contact for interview. Principals are not required to interview upon request. 	April 5 th – July 10 th
Selection	<ul style="list-style-type: none"> Principals will submit a Request to Hire to the Division of Human Resources upon selection of a candidate. 	
	<ul style="list-style-type: none"> Tenured teachers are eligible to be transferred to only one school, and after accepting the one school transfer, are not eligible to accept any other transfer offer during the school term. 	
	<ul style="list-style-type: none"> No Requests to Hire for voluntary transfers will be accepted after July 10th. 	
Contact Person	<ul style="list-style-type: none"> If you have questions, please contact Kim Seaman at 251-221-4521. Information related to the Voluntary Tenured Teacher Transfer process can also be found on the Human Resources webpage under Voluntary Tenured Teacher Transfer. 	