

**VOLUNTARY TENURED TEACHER TRANSFER**  
**Principals**

Process	Comments	Time Period
<b>Notifications</b>	<ul style="list-style-type: none"> <li>Principals and teachers will be notified by Human Resources regarding the Voluntary Tenured Teacher Transfer Process no later than January 31<sup>st</sup> or the next business day for teachers.</li> </ul>	By Jan 31 <sup>st</sup> or next business day for teachers
<b>Applications</b>	<ul style="list-style-type: none"> <li>Tenured teachers must complete an online Transfer Application and apply to the appropriate <b>Voluntary Tenured Teacher Transfer</b> job advertisement through their Internal Application.</li> </ul>	March 1 <sup>st</sup> – March 31 <sup>st</sup>
	<ul style="list-style-type: none"> <li>The following three (3) job advertisements will be posted:                             <ul style="list-style-type: none"> <li><b>Voluntary Tenured Teacher Transfer – Elementary Schools</b></li> <li><b>Voluntary Tenured Teacher Transfer – Middle Schools</b></li> <li><b>Voluntary Tenured Teacher Transfer – High Schools</b></li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Advertisements will be posted from March 1<sup>st</sup> – 31<sup>st</sup>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Teachers must apply to the appropriate job advertisement prior to the closing date of March 31<sup>st</sup> to be eligible for consideration. Teachers will not be able to attach their online application to the job advertisement after the <b>deadline of March 31<sup>st</sup></b>.</li> </ul>	
	<ul style="list-style-type: none"> <li>Paper applications will <b>not</b> be available or accepted.</li> </ul>	
<b>Applicant Eligibility for Transfer Review – Human Resources</b>	<ul style="list-style-type: none"> <li>Human Resources will screen applicants to the Voluntary Tenured Teacher Transfer job advertisements based on the following criteria:                             <ul style="list-style-type: none"> <li>Full-time certified teacher</li> <li>Attainment of tenure</li> <li>Appropriate certification for job posting</li> <li>Application Complete</li> </ul> </li> </ul>	March 1 <sup>st</sup> – April 5 <sup>th</sup>
	<ul style="list-style-type: none"> <li>Screening of applicants will be conducted daily during the application period and will be completed no later than April 5<sup>th</sup>.</li> </ul>	
<b>Applicant Review – Principals</b>  <span style="color: red;">Ctrl + Click link below for</span> <a href="#">Applicant Review Work Instructions</a>	<ul style="list-style-type: none"> <li>Principals will be given access to view applicants to the online job advertisements beginning March 1<sup>st</sup>.</li> </ul>	March 1 <sup>st</sup> – July 10 <sup>th</sup>
	<ul style="list-style-type: none"> <li>Principals will have access to the following information through the job advertisements:                             <ul style="list-style-type: none"> <li>Eligibility for transfer</li> <li>Contact Information</li> <li>Current location/assignment</li> <li>Certification</li> </ul> </li> </ul>	
	<ul style="list-style-type: none"> <li>Principals will also see which employees currently assigned to their schools have applied for transfer through the job advertisements.</li> </ul>	
<b>Interview</b>	<ul style="list-style-type: none"> <li>Teachers eligible for transfer are responsible for contacting schools and requesting to interview. There is no restriction on the number of schools they may contact. Principals are not required to interview upon request.</li> </ul>	April 5 <sup>th</sup> – July 10 <sup>th</sup>
<b>Request to Hire – Principals</b>  <span style="color: red;">Ctrl + Click link below for</span> <a href="#">Request to Hire Work Instructions</a>	<ul style="list-style-type: none"> <li>Upon selection of a candidate for voluntary transfer, Principals must confirm that the teacher is willing to accept placement at their school.</li> </ul>	
	<ul style="list-style-type: none"> <li>Principals must complete an electronic Request to Hire through the appropriate Voluntary Tenured Teacher Transfer job advertisement and submit to their Personnel Administrator.</li> </ul>	
<b>Contact Person</b>	<ul style="list-style-type: none"> <li>No Requests to Hire for voluntary transfers will be accepted after July 10<sup>th</sup>.</li> </ul>	
	<ul style="list-style-type: none"> <li>If you have questions, please contact your Personnel Administrator.</li> <li>Information related to the Voluntary Tenured Teacher Transfer process can also be found on the Human Resources webpage under Voluntary Tenured Teacher Transfer.</li> </ul>	