

## WSU Extension Internal Transfer Guidelines

Vacant county faculty positions may be filled by internal transfer, unless they offer special opportunities for attracting diverse faculty. Guidelines for internal transfer include:

- Must be "like to like" from extension faculty to faculty.
- A faculty member who currently has no administrative duties may transfer to another position and then assume the county chair responsibilities. The Extension County Director position is considered a county-based faculty position with additional duties, which are compensated by an administrative stipend. Extension County Director responsibilities are not permanent.
- A program assistant or technician cannot be considered for an internal transfer to a county-based faculty position.

A screening committee will be formed for the vacant position, just as for any other county faculty position, to screen internal transfer requests and make recommendations to the director. The screening committee reports its recommendations to the district director. The screening committee may include some or all of the following:

- An Extension County Director.
- A faculty member in the county or from another county with similar program responsibilities.
- A specialist.
- An advisory committee representative.
- A county commissioner.
- A constituency representative(s).
- An appropriate agency representative.

It is highly desirable that the committee represent the ethnic diversity of the population.

The screening committee will write the position description and send it to the associate director for review.

Position announcements will be made available to all extension faculty.

Application materials will include:

- A letter describing how applicants perceive their experience and training qualifies them for the position.
- Current résumé.
- Names, addresses, and telephone numbers of 3 references who may be contacted.

The due date for receipt of applications will be approximately 2 weeks.

The screening committee will review all applications and recommend continuing the internal search process through interviews or opening the search to external applicants. The interview process will include the screening committee, other faculty and staff in the county, and invited constituents and representatives of county government. Internal candidates may be asked to present a seminar to the screening committee and others involved in the interview process.

The candidate selected for the internal transfer will receive moving expenses in accordance with WSU policy.

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