

FAYETTEVILLE (AR) PUBLIC SCHOOLS
TRANSFER POLICY

GENERAL PRINCIPLES:

A change in teaching position may be requested by the teacher, by the principal of the teacher's school, or may be initiated by the superintendent and his staff.

It shall be the responsibility of the superintendent to effect transfers in full cooperation with all parties affected. Reasons for transfer shall be reasonable to and expressly understood by those concerned. No transfer shall be made arbitrarily or vindictively.

The principle criterion for consideration of a request for transfer is whether or not the request will result in the best educational program for the school district. The best educational program results from selection of a school faculty which is well balanced in terms of teachers' experience, general background, and competence. A request for transfer will not be granted if the teacher does not qualify for the existing vacancy.

Transfers are not made during a school year except for an emergency or if unusual circumstances exist.

Transfer - Request by Teacher:

In considering a request for transfer, the convenience and wishes of the incoming teacher will be honored to the extent that they do not conflict with the instructional requirements and best interests of the school district.

Principals reserve the right to refuse a teacher by transfer when they feel it would be disruptive to a faculty.

If more than one teacher has applied for the same position, the teacher best qualified for that position shall be appointed by the building principal and the administration. If qualifications are substantially equal, seniority in the school district shall be the determining factor.

Transfer - Requested by Administration:

Such changes will be voluntary on the part of the affected teacher provided that the overall, legitimate objectives of the school administration are satisfied and the overall, legitimate needs of the school district are not impaired or adversely affected.

When a reduction in the number of teachers in a school is necessary, volunteers shall be transferred first.

When involuntary transfers are necessary, length of service in the Fayetteville School System shall be a factor in determining which teacher is to be transferred. Teachers being involuntarily transferred will be transferred to as nearly comparable a position as possible. Notice of transfer will be given the teacher as soon as practicable.

An involuntary transfer shall be made only after a meeting between the teacher involved and the superintendent (or personnel director), at which time the teacher shall be notified of the reasons for the transfer. In the event that a teacher objects to the transfer at this meeting, the teacher may follow procedures outlined in Policy No. 4102.

A list of open positions in the school district shall be made available on the district website.

TRANSFER PROCEDURES

The term “teacher,” as used in the Transfer Policy shall mean and include any person employed by the Fayetteville Board of Education in a teaching, instructional, administrative, or supervisory capacity for which a certificate issued by the Arkansas State Department of Education is required as a condition of employment in such position.

A teacher desiring to make a request for a transfer shall file a written request with the superintendent (personnel director) not later than March 1 of each year. This request should include the grade and/or subject to which the teacher desires to be assigned or the school or schools, in order of preference, to which he/she desires to be transferred. If an opening occurs after March 1, any teacher qualified for the position may apply.

When the request form is completed by the teacher, (Form AR 4115), it must be acknowledged by the present principal’s signature (not as a sign of approval or disapproval). It will then be sent to the superintendent (personnel director) to be placed in the file of applicants for positions in that grade, subject, or field and will be available to principals seeking applicants. The superintendent (personnel director) shall acknowledge receipt of each request for transfer in writing.

No assignment of a new teacher to a position involved in transfer requests shall be made until all pending requests have been considered.

If a transfer is to be made, the teacher and administrators concerned will be notified. Except in unusual cases, before April 15. If a teacher does not wish to be considered for vacancies which occur in the summer, the teacher must cancel his/her request for transfer in writing.

Requests for consideration for specific openings shall supersede and cancel any previous transfer requests made to unspecified locations.

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President, Board of Education