

I. Policy Statement

The Board of Education recognizes that the human resources of the school system are the most critical element in enabling the system to carry out its mission successfully.

The administrative transfer of a teacher is authorized under Maryland statute when, in the judgment of the Superintendent, such transfer would serve the overall needs of the school system.

II. Purpose

The purpose of this policy is to establish a clear process for the administrative transfer of teachers without limiting or proscribing in any way the statutory authority of the Superintendent to transfer certificated personnel as the needs of the schools require.

III. Definitions

- A. Administrative Transfer – A change in assignment from one school to another position at the initiation of the Superintendent.
- B. Teacher – Personnel assigned to a position for which the Board requires a valid Maryland State Department of Education teaching certificate and/or licensure recognized by the Maryland State Department of Education.
- C. Voluntary Transfer – A change in assignment from one school to another initiated by the teacher in compliance with the processes established by the Howard County Public School System (HCPSS) Office of Human Resources.

IV. Standards

- A. Administrative transfers are essential to the school system's effective utilization of human resources and fall within the statutorily prescribed authority of the Superintendent.
- B. The administrative transfer of a teacher is usually initiated by the principal and requires the approval of the Superintendent.
- C. Request for a voluntary transfer is initiated by a teacher in compliance with HCPSS Office of Human Resources timelines and procedures.

- D. This process is conducted in compliance with the terms of the Master Agreement between the Board of Education and the Howard County Education Association.

V. Compliance

- A. The Superintendent/Designee will provide annual notification of this policy to principals.
- B. The principal will provide annual notification of this policy to teachers.

VI. Delegation of Authority

The Superintendent is authorized to develop appropriate procedures to implement this policy.

VII. References

- A. Legal
Annotated Code of Maryland, Education Article, Section 6-201 Appointment, Tenure, and Qualifications
- B. Other Board Policies
- C. Other
Master Agreement Between the Board of Education and the Howard County Education Association.

VIII. History

ADOPTED: November 22, 1994

REVIEWED: July 1, 2016

MODIFIED:

REVISED: March 12, 2009

EFFECTIVE: March 12, 2009

TRANSFER OF TEACHERS

Effective: March 12, 2009

- I. When possible, initial notification of the principal's recommendation for the administrative transfer of a teacher will occur no later than February 15th. This will allow a teacher so notified to apply for a voluntary transfer under the provisions of the negotiated agreement if the teacher is interested in doing so.
- II. The principal should notify the teacher in a private setting at the end of the teaching day.
- III. If requested, the principal will notify the teacher in writing about the reasons for the recommendation.
- IV. A teacher being administratively transferred may express a preference for alternative assignment. Lists of available assignments will be provided.
- V. The process used for voluntary transfers is established by the HCPSS Office of Human Resources and is communicated annually through standard communication channels.
- VI. History

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