**University of Waterloo**

***FACULTY MEMBER TRANSFER***

**Memorandum of Agreement**

This memorandum records the agreement of the undersigned to the **transfer** of Professor XXX, EMPLID ###### **from** Department A/Faculty A **to** Department B/Faculty B.

The transfer is subject to the following:

1. The transfer will include transfer of position number #### and the associated budget from Department A/Faculty A **to** Department B/Faculty B
2. Professor XXX’s salary will be paid according to the **attached Salary Allocation Change Request Form** found at:

<https://uwaterloo.ca/human-resources/sites/ca.human-resources/files/uploads/files/change_costing_allocation_request_form_0.pdf>

1. Professor XXX’s duties will be as defined from time to time by the Chair of the Department and vacation will be taken at a time or times acceptable to the Chair.

All other terms and conditions of Professor XXX’s appointment at the University of Waterloo will remain in effect.

1. This transfer will be effective MMM DD YYYY

**Parties to the Agreement:**

**Name Signature/Date**

**Name**

Transferee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

Chair, Department A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

Chair, Department B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

Dean, Faculty A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

Dean, Faculty B \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name**

Vice-President Academic & Provost \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_