

Reassigned Time

Criteria for Faculty Reassigned Time, Assignment of Faculty Responsibilities

The normal expectation for all faculty in tenure-track positions is to teach twelve hours per semester. Expectations for any tenure-track faculty include contributions in teaching, service, and professional development/scholarship. Any reassigned time from the standard load is constrained by departmental considerations including being able to offer an adequate number of courses and seats in those courses to accommodate student demand. The awarding of reassigned time will be based on the merits of the project, budget considerations and the EFT needs of the department. The request for reassigned time must be submitted using the attached form and must be approved by the Department Chair and the Dean. Faculty receiving reassigned time must document the results obtained in their annual report for the year in which the reassigned time is awarded.

Examples include, but are not limited to, **extraordinary** activities in the following areas and will normally result in approval of an appropriate amount of reassigned time:

I. Teaching

- Advising
- Chairing graduate projects and thesis committees
- Developing new programs, and/or curriculum projects
- Supervising independent study/undergraduate research (with approval of the chair)

II. Professional Development/Research

- Publishing refereed articles
- Making presentations at professional conferences
- Regional or national performances/shows
- Writing books
- Grant writing
- Administration of successful external grant and
- Other scholarly contributions

III. Service

- Leadership in professional organizations
- Major tasks undertaken for a committee, department or administrator
- Administration (not already resulting in reassigned time)

The appeal process relative to assignment of faculty responsibilities will be through the administrative channels of Department Chair, Dean, Vice President, and President.

REQUEST FOR REASSIGNED TIME

Name of faculty member:

Status:

Semester/year reassignment will occur:

Total credit hours of time to be reassigned:

Provide a brief justification for the reassigned time which addresses (a) why this task is *beyond the normal professional requirements of the faculty member's position* and (b) the estimated time to be spent on the activity per week.

Department Chair's Signature

Date

Dean's Signature

Date