|  |  |
| --- | --- |
| **Policy Title: Sponsored Programs and Grant Reassignment and Release Time for Academic Affairs** | **Effective Date: 7/1/2012** |
| **Policy ID #:** | **Date of Last Revision: 07/25/2012** |
| **Oversight Department: Office of the Provost** | **Next Review Due: 6/30/2014** |

1. **PURPOSE**

To provide guidelines for full-time teaching faculty and administrative professional faculty with reassigned or release time to pursue grant or sponsored program research, course development, and other projects designed to enhance student learning within the Division of Academic Affairs.

1. **APPLICABILITY**

This policy applies to full-time teaching and research faculty as well as administrative professional faculty within the Division of Academic Affairs.

1. **DEFINITIONS**

**Reassigned Time:** The time within an employee’s contract period, during which said employee is reassigned to a sponsored project from his/her normal contractually assigned duties to accomplish special assignments without additional compensation.

1. **POLICY**

The University provides the opportunity for faculty to apply for a reduced teaching load, for a semester, in order to pursue other specific assignments. The provision of reassigned time normally reduces the instructor's teaching load by one course without a reduction in salary. The project or reassignment should provide as much value to the College or Department as the benefit that would be derived from the faculty member's teaching the class in question.

Reassigned time will count as time in rank for tenure and/or promotion. The University will extend applicable benefits to reassigned faculty consistent with current policies. Salary during the period will not be suspended during the reassigned time. Any salary increase for which reassigned faculty is eligible during their reassigned period will be factored into their actual pay and benefits. Adjustments may be made as required in the event that retroactive pay increases are awarded to faculty.

Reassigned time may result in salary and benefit savings within the Academic Affairs’ budgeted allocations. The savings will be used to cover backfill adjuncts and support the enhancement of student learning by providing additional one-time discretionary funding support within the faculty member’s college and/or department.

This policy replaces the need to annually issue a memorandum regarding the reassignment procedures and the use of residual salary savings that result from faculty reassignments of this nature.

1. **PROCEDURES**

**See Corresponding PROCEDURE**

**(Include Appendices with Procedure)**

1. **RESPONSIBILITIES**

**See Corresponding PROCEDURE**

1. **INTERPRETATION**

The authority to interpret this policy rests with the Provost of Academic Affairs or his/her designee.

1. **EXCLUSIONS**
2. **REFERENCES**

Teaching and Research Faculty Handbook

Section 1.2.4.1 Teaching and Research Faculty with Administrative Reassigned Time

Section 1.4.1.4.1 Evaluation Procedures for Tenured and Tenure-track Faculty

Section 2.2 Assignment of Faculty Responsibilities

Section 2.3 Teaching Responsibilities

1. **APPROVAL AND REVISIONS**

Click here to enter text on history of policy, including prior revisions

**Approved by:**



**Date:** July 25, 2012

**Sam Minner**

**Provost and Vice President for Academic Affairs**

**For information, contact the Director of Academic Budgets and Administration, 540-831-5261.**