

# North Carolina A & T State University

## Reassigned Time Policy

January 2010

### A. Introduction

*Reassigned Time* is intended for academic study, research, writing, creative effort and similar activities. This leave provides a means by which faculty may increase their knowledge, further their research, stimulate their intellectual interests, improve their teaching methods, and strengthen their contacts with the world-wide community of scholars, thus enhancing their ability to contribute to North Carolina A&T State University (NC A&T) upon their return.

A variety of activities may be pursued as part of a Reassigned Time. Disciplinary research, teaching- and learning-related scholarship or professional retraining activities may fit into the definition of an acceptable program of formal study or research.

Reassigned Time provides a substantial period of uninterrupted time that should be devoted to work not feasibly conducted during the normal course of the academic session. Research here is defined in the broadest sense, to include research into teaching and all aspects of the preparation and completion of work eligible for submission in a research assessment activity.

Reassigned Time may be spent in or away from the University. Researchers should undertake a project that will enhance their scholarly development and benefit their department, school, college and/or University. The proposed project should result in a scholarly publication or other intellectual, developmental, or practical contribution that requires uninterrupted time to pursue (e.g. development of major teaching innovations, instructional methodologies, in-depth study of supplemental course-related knowledge or works of art, etc.)

Reassigned Time should be regarded as a strategic University methodology for enhancing individual career development, as well as the achievement of the University's overall academic and research objectives. It is not intended as a "rotating right" among faculty. Reassigned Time will be awarded to faculty who have a well developed plan that is linked to the mission and goals of the department, school/college, and university, and then only if funds are available.

Project proposals for Reassigned Time must generally benefit the mission and purpose of NC A&T and produce one or more of the following outcomes:

1. a planned program of courses or relevant activity which relates to the applicant's professional development and intellectual or practical growth;
2. an independent study, research, and/or publication which relates to the present or newly assigned service of applicant;
3. a community service project, which relates to the applicant's professional development and growth; and
4. Fellowships, grants, lectureships, faculty/staff exchange, or field experience, which will increase the proficiency of the applicant's area of responsibility.

## **B. Eligibility**

All tenured members of the faculty, including library faculty, are eligible to apply for leave who have a minimum of seven academic years of full-time and continuous service at NC A&T immediately preceding the Reassigned Time year. At the discretion of the appropriate Dean, faculty who hold the title of "Researcher," who have a minimum of seven academic years of full-time and continuous service are also eligible to apply for leave.

## **C. Terms of Reassigned Time**

1. Academic faculty who take a half-year leave shall be paid their full annual salary.
2. Academic faculty who take a full-year leave shall be paid half (1/2) of their annual salary. Full-time leave requires faculty to devote full time work toward their project. .
3. Library faculty who take half-year leave shall be released for six (6) months or full-year leave shall be released for twelve (12) months.
4. While on leave, faculty should continue to accrue credit for length of service, where such credit is relevant. The leave period shall also be counted for promotion and post-tenure review processes.
5. A faculty member on Reassigned Time shall be entitled to the continuation of retirement and insurance benefits as provided in the applicable plans. The current retirement plan requires faculty to provide at least three (3) years of service to the university after returning from the leave for the leave time to count toward retirement.
6. Each faculty member accepting Reassigned Time must sign a written statement of obligation to continue to serve the university for at least one (1) year after expiration of the term of the leave, unless waived by the Chancellor. Failure to return will require full repayment of leave salary.
7. Faculty members on Reassigned Time are permitted, with the approval of their dean, to receive additional compensation in the form of fellowships, grants, and honoraria for purposes related to the leave and to accept part-time employment directly related to the project at an institution where they are in residence for the purpose of study and research in addition to the partial salary from the NC A&T. The total salary, not including normal expenses, shall not be greater than the faculty member's regular salary over the same period.

## **D. Application Procedure**

Each applicant is required to submit a complete Reassigned Time proposal to their department chairperson. The proposal must include a detailed description of the project to be undertaken during the Reassigned Time period.. Due to the diversity of Reassigned Time projects and



activities, proposal formats may vary. Faculty who apply for Reassigned Time are advised to adopt an abbreviated version of the format required for external grant applications.

The Reassigned Time proposal may address or combine elements of teaching, research, professional activity, or service. The proposal must provide a detailed description of the project the faculty member will undertake during the Reassigned Time leave. No one class of projects is presumed to be more worthy of support than another. For instance, proposals for a research project are not assumed to be more valuable than projects for teaching development or professional renewal. The review process will fairly evaluate each project on its own merits.

A complete Reassigned Time proposal will include the following elements:

- Curriculum vitae
- An detailed description of the proposed program of work to be achieved during the period of leave
- The aims and objectives of the proposed project
- A summary of intended outcomes
- A well defined time line that includes a final report and presentation to the University community upon the applicant's return
- Expected enhancement of the faculty member's effectiveness in teaching, scholarship, or service
- Expected benefits to the department, school/college, and university
- External funding with amounts
- Documentation of support from other institutions and/or agencies for the proposed project.

Eligible faculty must notify the department chairperson a year in advance of their intent to file for a Reassigned Time leave. This notification must be filed by September 1st of the year prior to the academic or fiscal year during which they intend to begin the Reassigned Time.

The proposal for Reassigned Time must be submitted to the department chairperson. The department chairperson shall review all applications and prepare a written evaluation that describes how each proposed project is or is not consistent with departmental mission and goals. The department chairperson shall rank the proposals and forward the evaluations and ranks to the appropriate school/college dean for additional review. The department chairperson may convene a faculty committee to review and evaluate proposals and prepare written recommendations. Active applicants for Reassigned Time may not serve on the department's advisory committee.

The school/college dean shall review the departmental recommendations and rank all proposals and prepare a written evaluation of each project's value that describes how it is or is not consistent with school/college mission and goals. The dean shall forward the evaluations and ranks to the Provost. The dean shall use an internal evaluation committee for advice on the recommendations. Active applicants for Reassigned Time leave may not serve on the Dean's advisory committee.

The Provost will forward all project applications, written evaluations, and recommendations to the University Reassigned Time for Faculty Committee for review.

The University Reassigned Time for Faculty Committee is a university wide advisory committee constituted by representatives from each college, school or unit (library etc.) The committee chair is appointed by the Provost. The Committee will evaluate all proposals for Reassigned Time. The advisory Committee will establish an objective and quantitative evaluation instrument for reviewing all proposals. The Committee will submit its recommendations and rankings of reviewed proposals to the provost. This ranking will be used by the Provost to award faculty Reassigned Time based upon available funds. The number of Reassigned Time proposals that are awarded will vary each year based upon salary needs of the applicants and available funds. There is no set minimum or maximum number of leaves to be granted each year.

### **E. Evaluation Criteria**

Each departmental, school or college evaluation committee will establish an objective and quantitative evaluation instrument for reviewing submitted proposals. In order to be approved by the evaluation committee, a proposal must demonstrate merit according to the following general criteria:

1. Improvement of teaching skills, abilities, and understanding in the applicant's discipline or profession
2. Contribution to the applicant's professional growth or discipline by means of a scholarly or creative project not necessarily related to the University or
3. Work on a project that would make a lasting contribution to the services, facilities, academic programs and/or research programs of the University; or

Using these general criteria, the Committee will evaluate the merit of all proposals. At its discretion, before ruling on a proposal's merit, the committee may request clarification or further details from the faculty applicant.

All proposals will be evaluated using the criteria listed below. Therefore, faculty should consider these criteria when developing proposals for Reassigned Time.

**1. Scholarly or creative merit of the activities proposed.**

- Value of the project, including its originality and potential contribution to scholarship.
- Adequacy and feasibility of completing the project in relation to the length of the leave requested.
- Clarity and completeness of the proposal. While the substance of the proposal may prove to be technical, the scope and significance of the project should be understandable by a scholarly layperson.
- Potential for contributing to the faculty member's professional development.
- Potential for disseminating and/or applying anticipated achievements through publications, grant proposals, presentations, and development of curricular and/or instructional activities.
- Likelihood the project will contribute to the quality of the mission and purpose of the University, and to the implementation of defined departmental, schools/colleges, and University strategic plans.

**2. Scholarly or creative productivity of the faculty applicant.**

- Quality and quantity of professional products, in relation to field and years of academic service.
- Substantive evidence of scholarly productivity since appointment.
- Consistency of professional productivity, in relation to years of academic service.
- Potential for future contributions.
- Other academic achievements and contributions, appropriate to the applicant's discipline (e.g., awards, national offices, editorial assignments).
- Professional practices and traditions of each applicant's field.
- Recognize that the relative value of a smaller number of comprehensive and lengthy publications compared to a larger number of relatively brief, narrowly focused publications is a matter determined in part by the traditions of the field of study.

Furthermore the evaluation committee will consider the following for each category of proposals.

**1. Research and/or Creative Activity.** Professional activities undertaken during Reassigned Time would normally lead to publication or presentation of research papers, exhibitions, recitals, etc. This research, scholarship, and/or creative activity should be evaluated in one of the following four ways:

- As a continuation of previously demonstrated research, scholarship, and/or creative interests.
- As leading to the development of new research, scholarship, and/or creative interests, which have been previously or concurrently manifested in new courses taught or in a limited amount of research or creative work, previously performed.
- As enhancing the professional standing and/or capabilities of the faculty member allowing him/her to keep abreast of current practices and aiding in the adjustment of ever changing demands in his/her field.
- As a means to allow academic administrators to pursue research or scholarly interests that were preempted by administrative responsibilities. These proposals should receive equal consideration with the aforementioned.

**2. Improving instruction proposals.**

- Instructional content, materials, and procedures.
- Procedures for evaluating student learning.
- Departmental support of and expressed need for curriculum development.
- Relationship between proposed project and courses currently or formerly taught.

**3. Writing.** Several categories might be considered:

- The completion or reporting of recent research efforts.
- The writing of original literature such as novels, poems, short stories, and other work of a creative nature which are not necessarily dependent upon prior research.
- Published monographs that make a significant contribution to the field.

**4. Travel and Study.** Reassigned Time should be granted for such objectives where it would be clearly advantageous to the person from the point of view of professional advancement.

**5. Supplement to Grants.** Individuals who receive grants from governmental or private foundations may need Reassigned Time to avail themselves of these grants. Assuming that such individuals meet the other requirements mentioned above, every effort should be made for individuals to accept such a grant.

**6. Additional Undertakings.** Additional undertakings may be introduced as the need arises.

**F. Time Line**

Eligible faculty must notify, in writing, their chairperson of their intent to apply for a Reassigned Time leave by September 1st of the year prior to the academic or fiscal year during which they intend to begin the Reassigned Time.

Proposals for Reassigned Time must be submitted to the respective Department Chair by October 1st of the year prior to the academic year in which the leave will be taken.

Department Chairs will review the proposals based upon the evaluation procedures outlined above. Chairs will then transmit proposals with their recommendations to the appropriate Dean by October 15th.

Deans shall review the proposals based upon the evaluation procedures outlined above, and forward them with recommendations to the University Reassigned Time for Faculty Committee through the Provost by November 1st.

The University Reassigned Time for Faculty Committee will review the proposals and make recommendations and rankings to the Provost by December 15th.

The Provost's recommendations will be communicated to the Board of Trustees and faculty applicants will be notified of their action no later than February 15th.

## **G. Report**

The faculty member upon returning to normal duties must present a written report on the accomplishments for the period of reassigned time. This report must be submitted to and accepted by the school/college dean by the end of the first semester after the faculty member returns. It is suggested that the dean establish a time for a public forum where the faculty will present his/her accomplishments. If an reasonable report is not submitted as required, the faculty member will be ineligible for future awards and his or her breach will be noted in the personnel file.

## **H. Further Service and Subsequent Reassigned Time**

A faculty member must continue in service to the university for at least six years before becoming eligible for another Reassigned Time award. Leaves of absences without pay of one year or less can be counted toward the six year time, provided the leave is for scholarly activities.

## **I. Appeal Process**

A faculty member can appeal the final rankings to the Provost who will forward the appeal to the Faculty Grievance Committee for review and action (See Chapter V, A.6. of the Faculty Handbook for details). The Provost will have the final authority for leave actions.

<p>This Policy is consistent with the University of North Carolina General Administration Guidelines for Reassigned Time for Faculty dated June 14, 2006)</p>
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