

## 1. GENERAL

- 1.01 In the interest of academic development, it is sometimes advisable to permit a reduction in a faculty member's teaching load in order to enable the faculty member to undertake research or the pursuit of artistic endeavors in order to enhance that faculty member's expertise and the academic reputation of the University.
- 1.02 In the interest of recruiting the most outstanding new faculty and to facilitate the establishment of their program of research, scholarship, or artistic endeavor, it is also sometimes advisable to permit a reduction in a faculty member's teaching load during their first year at the institution.
- 1.03 In the interest of enhancing the level of extramural funding for research, scholarship, or artistic endeavor, it is also sometimes advisable to permit a reduction in a faculty member's teaching load to develop and submit a major extramural funding initiative or proposal.

## 2. PURPOSE

The purpose of this policy is to provide a procedure that will enable faculty members to receive reassigned time for one course from the normal teaching load during a long semester in order to establish their research program, develop and submit an extramural funding proposal, or to enhance their professional standing through academic research and artistic endeavor.

## 3. ELIGIBILITY

In order to be eligible for reassigned time under the provisions of this policy, a faculty member must be in a tenure-track position or be tenured.

## 4. PROCEDURE

- 4.01 The faculty member desiring reassigned time must submit a proposal through channels describing the research project or artistic endeavor together with a current resume. The proposal package must contain a:
  - a. Proposal signature sheet.
  - b. Layman's summary of the research or artistic endeavor to be performed.

- c. Detailed description of the proposed research or artistic endeavor or the extramural funding initiative to be developed.
  - d. Resume and any other pertinent information about the competence of the faculty member to conduct the proposed research or artistic endeavor.
- 4.02 The faculty member requesting reassigned time will forward the proposal to the appropriate department/school chair for action. If the chair approves, he/she will endorse the proposal to the academic dean with an explanation/justification of the cost and the semester credit hour impact on the academic area.
- 4.03 After due consideration of the factors involved, the academic dean will either endorse the proposal to the Provost and Vice President for Academic Affairs or return it to the proposer through the department/school chair.
- 4.04 Requests for reassigned time for current faculty and the accompanying proposal for the fall and spring of the forthcoming academic year shall be submitted to the department/school chair not later than February 1 of the current year.

If approved, the chair will forward the proposal to the academic dean by February 15. Proposals approved by the academic dean will be forwarded to the Provost and Vice President for Academic Affairs not later than March 1 and the Provost and Vice President for Academic Affairs will either approve or disapprove the request by March 15.

- 4.05 Requests for reassigned time for recruitment of new faculty and the accompanying proposal for the fall and spring shall be submitted by the department/school chair at the time that an offer is submitted to the candidate. The chair will forward the proposal to the academic dean for approval who will forward the proposal to the Provost and Vice President for Academic Affairs who will either approve or disapprove the request.

## 5. CRITERIA FOR APPROVAL

- 5.01 Consideration for approval of the reassigned time will be based on:
- a. The merits of the proposal.

- b. Prior achievements of the faculty member making the proposal.
- c. The extent to which the proposed reassigned time will benefit the academic standing of the proposer, the department/college and the University.
- d. The cost and semester credit hour impact on the academic area involved.

6. REPORTS

Each recipient of reassigned time will submit a report to the appropriate chair and dean, outlining the results of the research or artistic endeavor completed, not later than the end of the long semester following the semester during which the reassigned time was taken.

Proposal Signature Sheet

APPROVED: \_\_\_\_\_ /signed/  
James F. Gaertner, President

DATED: \_\_\_\_\_ 05/30/07

**CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original Date: April 20, 1990  
Reviewer(s): Academic Policy Council

Review Cycle: April 1, ENY\*  
Review Date: April 1, 2008

Approved: \_\_\_\_\_ /signed/  
David E. Payne  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 05/30/07

**\*ENY = Even Numbered Year**