

1. 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.

2. ELIGIBILITY

To be eligible for reassigned time under the provisions of this policy, the faculty member must be full-time.

3. PROCEDURE

3.01 The faculty member desiring reassigned time must submit a proposal through channels describing the research project or artistic endeavor together with a current curriculum vitae. 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. Curriculum vitae and any other pertinent information about the competence of the faculty member to conduct the proposed research or artistic endeavor.

3.02 A current faculty member requesting reassigned time will forward the completed proposal (see attached form) to the appropriate department/school chair for action not later than February 1 preceding the academic year of the request. If approved, the chair 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 not later than February 15. Exceptions to the timeline may be made with the approval of the dean and Provost and Vice President for Academic Affairs.

3.03 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. Proposals approved by the academic dean will be forwarded to the Provost and Vice President for Academic Affairs not later than March 1.

- 3.04 The Provost and Vice President for Academic Affairs will either approve or disapprove the request by March 15.
- 3.05 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.

4. CRITERIA FOR APPROVAL

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.

5. 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.

APPROVED: <signed>
Dana G. Hoyt, President

DATED: 12/10/18

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: April 20, 1990
Reviewer(s): Council of Academic Deans
Faculty Senate
Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2022

Approved: <signed>
Richard Eglsaer
Provost and Vice President
for Academic Affairs

Date: 12/11/18

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.

Proposal Signature Sheet

**Request for Reassigned Time for Faculty Members Pursuing
Research and Artistic Endeavors
(Reference: Academic Policy Statement 900420)**

Proposal Signature Sheet

Title of Proposed Research or Artistic Endeavor _____

Name _____ Sam ID _____

Reassigned Time Request During _____
Choices: Fall Only; Spring Only; Fall and Spring Semester(s) Year(s)

Signature of Faculty Member _____
Date

____ Recommend Approval _____
____ Recommend Disapproval Department/School Chair Date

____ Recommend Approval _____
____ Recommend Disapproval Dean/Director Date

____ Recommend Approval _____
____ Recommend Disapproval Provost and Vice President Date
for Academic Affairs