

# Arkansas State University - Jonesboro

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**Effective Date: 07/01/91**

**Number: 02-09**

**Section: Research and Academic Affairs**

**Subject: Reassignment of Faculty Workload**

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## **Research, Creative Projects, Administration And Public Service Reassignment**

It is the objective of Arkansas State University (ASU) to foster research, creative activities, and public service of its faculty by providing faculty members an opportunity for reassignment of workload from teaching.

To implement this objective, colleges should file statements of operational procedures with the Office of the Provost. Such statements should define eligibility requirements, proposal guidelines, the proposal review process, submission and decision timelines, and reporting requirements. Each statement is subject to include the following provisions:

1. Reassignments may be approved when (1) the reduction in course offering will still permit student needs to be met, or (2) when uncommitted funds can be used to permit the appointment of a part-time instructor to cover the section from which the full-time faculty member is to be reassigned.
2. There should be a procedure to distribute the reassignments equitably, but strategically.
3. Criteria should be established for awarding the reassignments to the most deserving applicants.
4. A system of departmental and/or college committees should be established to process applications and make recommendations to the chair and dean.
5. Proposals for reassignment must be received and processed in time to allow orderly scheduling and staffing decisions prior to the semester in which the reassignment is requested.
6. Faculty members who receive reassignments are required to submit reports to the Provost after completing the assignment summarizing their achievements, and these reports will be considered in making future reassignments.

For approval of a reassignment request under these procedures, deans should forward the Request for Reassignment for Research, Creative Projects Administration, and Public Service to the Provost.

For each faculty member receiving a reassignment of load from teaching, funds in an amount proportional to the workload reassignment will be transferred from the

departmental instructional account to the departmental research, public service, or administration account.

Adopted November 1989.

### **Chairing Theses**

Faculty members who chair masters and specialist theses are eligible for one course load reduction for research or other scholarly work after the completion of three (3) theses.

Reviewed on 11/15/2011.