



Minot State University Faculty Reassigned Time Policy

Minot State University believes it is important to support the professional development activities of the faculty that enable them to advance their professional expertise in ways that will benefit the faculty member, the Department or Division, the College, and the University.

Requests for a faculty member to be reassigned from normal teaching responsibilities may be granted according to the policy and process below. In particular, this document specifies the criteria by which reassigned time may be requested, the information required from the faculty member and the recommending department/division and college, as well as information due upon completion of the professional development activity.

Faculty Requesting Reassigned Time Due to Grant-Funded Activities.

The most common request for reassigned time comes from faculty who wish to pursue various scholarly activities. A faculty member receiving grant funding to conduct research with sufficient dollar amounts in the grant to cover a percentage of his/her salary can be granted course reassignment at the beginning of a semester. Depending upon the parameters of the grant, it may also cover a percentage of fringe benefits. Reassigned time is also possible as part of the University's match on a grant-funded project. In that case, the match as reassignment would need to be negotiated as part of the grant submission process.

Faculty members who receive funding notification prior to the start of a semester but whose grant does not begin until later in the semester (i.e., notification of funding received on August 1 but the grant period begins October 1) can negotiate their reassignment to begin at the start of the semester with salary dollars initially covered by the University. If notice of funding is made during the course of a given semester, faculty will be granted reassigned time from normal teaching duties beginning with the next semester in the academic year. Grants need to have sufficient funding to buy out the faculty member for a whole course or lab based on the percentage of the faculty member's salary and not just adjunct dollars to cover the course.

To request reassigned time for grant-funded scholarship a faculty member must:

- Have on file in the office of the Vice President for Academic Affairs (VPAA) a letter from the funding agency or the grant award notification detailing the parameters for funding.
- Work with their Chair to submit a plan to the Assistant VPAA (AVPAA) to cover courses or to place the course(s) on a rotation so as not to hamper the curriculum offerings in the department. This plan must also include a financial analysis of the cost to cover courses while the faculty member is reassigned from teaching duties.
- Obtain the AVPAA's approval of the plan to cover course offerings and the request for reassignment.

Copies of year-end grant reports to show the faculty member's progress on their scholarly or other approved activities should be submitted to the AVPAA and the Chair. Faculty members are encouraged to participate in research talks on campus to showcase their work to their peers, students, and the community.

Reassigned Time for Professional Development Activities That Are Not Grant-Funded.

Not all professional development activities that merit reassignment are grant funded. In that case the faculty members request must meet the following criteria:

1. Enrollment in an academic program leading to a doctoral degree or post-doctoral work.
2. Participation in significant scholarly research resulting in submission for publication in a scholarly journal or other significant scholarly work for which a tangible outcome is identifiable.
3. Enrollment in an accredited program leading to certification.
4. Other significant project for which concentrated effort is required and the defined outcome is consistent with the goals of the department or division, the college, and the university.

Faculty members may request a maximum of one course release per semester, or two courses for the academic year. Requests for reassignment must be made by the Chair and decided by the AVPAA. The AVPAA will notify the faculty member and Chair of the decision.

If a faculty member's course is cancelled due to low enrollment, and it is not possible to assign him/her to another course, the faculty member and the department/division chair may request that the faculty member be reassigned to other duties or projects that benefit the department/division or the college. In this case approval is still needed by the AVPAA.

To request reassigned time that is not grant funded, a faculty member must email their request to their Chair. The request must indicate (a) the semester and credit hours for which release time is sought; (b) the activities that will be conducted during the reassigned time (see items above); and (c) the anticipated outcomes or results of the endeavor. If the Chair supports the faculty member's request, their recommendation should be forwarded to the AVPAA with a list of any costs associated with the reassigned time and plans to cover those costs. If the AVPAA supports the faculty member's request, s/he will notify the faculty member and Chair of the decision.

A summary to show the faculty member's progress on their approved activity should be submitted to the AVPAA and to the Chair at the end of the reassigned time. Faculty members are encouraged to participate in research talks on campus to showcase their work to their peers, students, and the community when appropriate.

A faculty member receiving reassigned time must ensure that he or she completes all other MSU responsibilities. If the faculty member is unable to complete their professional development activities, he or she can be assigned a project to benefit the department or the college comparable to one class reassignment at the discretion of the Chair.