College of Arts & Sciences

Workload Guidelines for Assigned Time for Research

1. All full-time faculty are required to submit a request for assigned time for research to the department chair by September 30 of each academic year. This includes those not requesting assigned time for research as well as department chairs.
2. Tenure-track faculty will be automatically awarded six hours of assigned time for research annually. It will not be automatically awarded for any other full-time faculty, but may be awarded after application with appropriate evidence of research productivity. Based on unit/department applications for assigned time for research, the department chair will provide an evaluation to the Dean of whether each faculty member meets the college and/or departmental guidelines.
3. Ordinarily, continuous assigned time for research for post-tenure and full-time faculty not on tenure-track will not be awarded after the third year without a refereed publication or its equivalent as defined by the department, accompanied by documentation. Departmental equivalency documents shall be provided to the Dean on an annual basis as part of the process for reviewing requests for assigned time for research.
4. A faculty member with continuous research assignment who fails to meet this publication requirement can appeal for a year’s extension. This faculty member must provide evidence of continued research productivity that will satisfy the publication requirement. The Dean will review all appeals, accompanied by documentation.
5. A faculty member with limited assigned research time due to teaching and/or service assignments or personal hardships must provide evidence in his/her application that research productivity will lead to satisfaction of the publication requirement. The Dean will review all appeals, accompanied by documentation.
6. A faculty member who did not receive assigned time for research in previous years may apply. His/her application will be considered provided that the faculty member has demonstrated substantial research productivity or promise of substantial research productivity. This application must be accompanied by documentation and supported by the department chair.
7. Faculty members may apply for additional assigned time for research based on exceptional performance. Exceptional performance will be determined by unit/department policy and approved by the Dean. A faculty member applying for additional assigned time for research must document a sustained and sustainable commitment to research.
8. Units/departments may have their own policies that exceed the expectations of the College of Arts & Sciences but may not lower the standards outlined in this document.

REVISED, July 5, 2016

College of Arts & Sciences

Request Form for Assigned Time for Research

Request for Academic Year (AY) 2019-20

Name:

Unit:

Current Rank:

Previous Credit Hour Assignment for Research in Academic Year 2018-19:

Credit Hour Request for Assigned Time for Research in Academic Year 2019-20:

Please provide complete citations of all publications within the last three calendar years starting with the most recent.

|  |  |  |
| --- | --- | --- |
| **Peer Review** | **Publication Year** | **Complete Citation** |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |
| [ ]  Yes [ ]  No |  |       |

Note: Faculty who receive notification of publication after the submission of this request but before December 31, 2018 can submit an amended request for consideration and approval by the department chair and dean. Approval of any request after December 31, 2018 is not automatic but is subject to the approval by the department chair and dean.

For publications that are not refereed, please explain how they fulfill the college/departmental guidelines for assigned time for research and attach supporting documentation as necessary.

DEPARTMENTAL EVALUATION

Check One:

Meets college guidelines (see #3 above) [ ]  Yes [ ]  No

Meets departmental guidelines [ ]  Yes [ ]  No

For recommendations that do not meet the college guidelines, please explain how they fulfill the departmental peer-reviewed equivalency guidelines and attach supporting documentation as necessary.

For requests for more than three hours of assigned time for research per semester (i.e. doctoral faculty or for exceptional performance), please provide justification for additional time.

Department Chair Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COLLEGE APPROVAL

Check One:

[ ]  0 hours annually [ ]  3 hours annually [ ]  6 hours annually

[ ]  9 hours annually [ ]  12 hours annually [ ]  Other (please explain): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_