Workload Reassignment Time Policies

Purpose:

As the university moves toward a research-intensive institution, an internal college-level granting procedure will be instituted to provide reassignment time for faculty to engage in scholarly activities with an emphasis on activities supporting knowledge generation.

Goal:

To provide opportunities for faculty to obtain reassignment time to support scholarly activities including grant-writing, research, and publications at Texas A&M - Corpus Christi College of Nursing and Health Sciences.

Eligibility:

Tenured and tenure-track faculty

Committee:

Membership: Four elected members consisting of the two representatives to the University Research Enhancement Committee and two faculty members representing the undergraduate and graduate departments. All committee members will serve two years in staggered terms. The committee will elect a chair each year.

Responsibilities:

1. Review applications for workload reassignment time by evaluating the worth of the proposal for reassignment time using established criteria and forward recommendations to the department chairs, associate dean, and dean.

2. Review the process for proposal submission and criteria for evaluation at least every three years with recommendations as necessary.

Application Process:

Applicants must submit a completed Workload Reassignment Application to both the chair of the Research Enhancement Committee and the Department chair which includes the following (See application on page 3.):

1. Table identifying past workload reassignments with date of semester, purpose of scholarly activity, and outcomes achieved

2. List of course(s) that would need to be reassigned with suggestions of how course(s) might be managed

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3. Statement of how request supports the faculty member’s goals, departmental program goals, college and university mission, as well as the University Momentum 2015 priorities while remaining consistent with the university definition of scholarship

4. A 1-2 page brief narrative of the proposed research activities stating:
   - Purpose/research question
   - Methodology
   - Timeline (if multi semester study, identify plans for future)
   - Expected outcomes
   - How students can be involved in scholarly effort, if appropriate

Evaluation:

1. Each request will be evaluated using the following criteria: Potential to contribute to new knowledge, quality of previous product from reassignment time, creativity/innovativeness, clarity of proposal, reasonableness of timeline, and potential for outcome by the end of semester.
2. Following the recommendations of the committee, the department chairs will determine, in collaboration with the dean, whether the reassignment time is within the financial limitations of the college and logistically feasible for the semester requested. Recommended reassignment time may be deferred to another semester and would not require re-submission.

Timelines:

Fall semester reassignment time-
- 2nd Monday in March submit application to committee
- 1st Monday in April committee sends recommendation to department chair
- 3rd Monday in April faculty member is notified of decision

Spring semester reassignment time-
- 4th Monday in September submit application to committee
- 2nd Monday in October committee sends recommendation to dean
- 4th Monday in October faculty member is notified of decision

Final Report:

A final report is due 30 days after the end of the semester in which the faculty member received reassignment time. The final report should be a 1-2 page summary submitted to the dean and department chair. Faculty members who fail to submit a final report detailing outcomes of reassignment time are not eligible for subsequent workload reassignment for the following academic year.
WORKLOAD REASSIGNMENT APPLICATION

Name_________________________________________________________

Department______________________________________________

Directions:

Applicants must submit a Workload Reassignment Application to both the chair of
the Research Enhancement Committee and the department chair which includes the
following:

1. Table identifying past workload reassignments with date of semester, purpose of
   scholarly activity, and outcomes achieved. (Sample Table in Attached Document)

2. List of course(s) that would need to be reassigned with suggestions of how
course(s) might be managed

3. Statement of how request supports the faculty member’s goals, departmental
   program goals, college and university mission, as well as the University
   Momentum 2015 priorities while remaining consistent with the university
   definition of scholarship

4. A 1-2 page brief narrative of the proposed research activities stating:
   a. Purpose/research question
   b. Methodology
   c. Timeline (if multi semester study, identify plans for future)
   d. Expected outcomes
   e. How students can be involved in scholarly effort, if appropriate

Faculty signature:______________________________   Date: ____________

College Research Enhancement Committee Decision:

Approved _____   Disapproved _____   Deferred_____

Committee chair signature________________________Date:___________

Department chair signature________________________Date___________

Dean signature________________________Date____________

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