

FACULTY RESEARCH REASSIGNMENT PROGRAM

For faculty research reassignment during the academic Year

Name: _____ SS# _____

Department: _____

Research Topic: _____

(Please attach a Research Reassignment Project Proposal that describes the project in 3 pages or less. Consult the School of the Arts Faculty Reassignment Research Program guidelines for criteria.)

Number of Instructional credits of reassignment requested _____

Semester(s) applied for: _____

Has additional support been applied for?: _____ Yes _____ No

If "Yes," state source(s): _____

Has additional support been acquired?: _____ Yes _____ No

If "Yes," state source(s): _____

The complete application packet must include **seven** (7) copies of the following:

1. Faculty Research Reassignment Application with applicant's signature
2. Research Reassignment Project Proposal
3. Curriculum Vita (maximum 3 pages in length)

Application Deadline is September 15 – ATTN: Jack Risley, Dean's Office

Applicant's Signature _____ Date _____

******(Do not fill in below the line: forward application materials to your Department Chair)

Department Chair:

_____ approve _____ reject Signature _____ Date _____

Department Chair: Forward approved application packet to:

Jack Risley, Associate Dean for Academic Affairs, School of the Arts
Faculty Research Reassignment Program Selection Committee
P.O. Box 842519 Phone 828-2787 email: jhrisley@vcu.edu

* FRLPS Committee Chair:

_____ approve _____ reject Signature _____ Date _____

* School of the Arts Dean:

_____ approve _____ reject Signature _____ Date _____

School of the Arts
Research Reassignment Program

Introduction

The School of the Arts Research Reassignment Program is designed to allow faculty an opportunity to conduct scholarly research or engage in artistic pursuits that would further their professional development and increase their effectiveness as artists, scholars and teachers. Faculty members qualify for the reassignment program on a merit basis, and all research reassignments are contingent upon the ability of the departments and the School of the Arts to meet its teaching obligations and other requirements.

The number of faculty to be granted Research Reassignment is subject to the availability of financial resources; the Dean will determine and announce the amount of research reassignment to be allocated for this program on an annual basis. The school's committee can recommend awards up to the amounts allocated.

The research/work proposed by the applicants must be judged to make a contribution to their field and/or contribute to the applicant's further development as an artist, scholar or teacher. In the case of scholarly materials, there should be evidence for the value of the proposed research.

Research Reassignment Duration and Financial Support

Research reassignment serves to reduce individual teaching responsibilities in order to facilitate faculty research. School of the Arts Research Reassignment is available to full-time tenured, tenure-track, and collateral faculty who satisfy the criteria described in this document. Research Reassignment will be awarded in the form of instructional credit; awards range from a minimum of one credit to a maximum of nine credits per semester for two consecutive semesters (Fall and Spring).

Research reassignment must be taken during a single fiscal year. Summer semester is not included in this program. The following examples illustrate reassignment award credit:

	<i>Total Research Reassignment Credits</i>
3 credits Fall Semester	3
3 credits Fall and 3 credits Spring Semester	6
6 credits Fall Semester	6
6 credits Fall Semester and 6 credits Spring Semester	12
9 credits Fall Semester	9
9 credits Fall Semester and 9 credits Spring Semester	18

Full salaries including fringe benefits are paid to research reassignment recipients. Departments and faculty are strongly encouraged to seek non-state and external funds to supplement research reassignment. Part-time faculty will be hired to fill vacancies created as a result of research reassignment awards.

Faculty who are given research reassignment are ineligible to apply for the program again for a period of three years.

School of the Arts

Research Reassignment Program

Procedures

A request for research reassignment must include: a completed Research Reassignment Request Form, a Research Reassignment Project proposal, and current vitae. The department chair evaluates these materials first, and then, forwards them along with his recommendations to the School Research Reassignment Committee. The committee will consider and prioritize all applications and then make recommendations regarding the amount of instructional credit to be awarded to the individuals selected to receive research reassignment.

The committee will also provide additional written recommendations before forwarding all materials to the dean. Committee actions are considered recommendations to the dean and are not binding. The dean shall review all materials received and make final recommendations and approve the reassignment, subject to availability of resources.

School Research Reassignment Committee

The School Research Reassignment Committee is comprised of seven members. Three members are elected from and by the School's Faculty Advisory Committee and three are elected from and by the School's Administrative Advisory Committee. No department shall have more than one representative on the committee. One member is elected by the Research Reassignment Committee to serve as chair. An ex-officio member will be appointed to the committee by the Dean from among the Dean's staff. None of the committee members may apply for reassignment during their tenure on the committee.

The committee will complete its work by December 15 each year. Although the committee may consider and approve applications for research reassignments submitted at times other than the formal cycle, as determined by the committee, funds to support such applications most likely will be allocated from other sources when available.

The work of the committee shall remain confidential.

Benefits While on Research Reassignment

Faculty members on research reassignment are considered to be full-time employees, and all benefits of employment remain in effect.

Expectations of Faculty Awarded Research Reassignment

The faculty member must submit a written report to their department chair and the dean within three months of return from research reassignment. In a one- to two-page activity report, the faculty will restate the research reassignment proposal and describe the manner in which research/artistic objectives were accomplished while on reassignment.