

# FACULTY RESEARCH REASSIGNMENT PROGRAM

*For faculty research reassignment during the academic Year*

Name: \_\_\_\_\_ SS# \_\_\_\_\_

Department: \_\_\_\_\_

Research Topic: \_\_\_\_\_

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**(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): \_\_\_\_\_

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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: Joe Seipel, Dean's Office**

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

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

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Department Chair:

\_\_\_\_\_ approve \_\_\_\_\_ reject    Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Chair: Forward approved application packet to:

Joe Seipel, Senior Associate Dean, School of the Arts  
Faculty Research Reassignment Program Selection Committee  
P.O. Box 842519 Phone 828-2787 email: [jseipel@mail1.vcu.edu](mailto:jseipel@mail1.vcu.edu)

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\* FRLPS Committee Chair:

\_\_\_\_\_ approve \_\_\_\_\_ reject    Signature \_\_\_\_\_ Date \_\_\_\_\_

\* School of the Arts Dean:

\_\_\_\_\_ approve \_\_\_\_\_ reject    Signature \_\_\_\_\_ Date \_\_\_\_\_

*School of the Arts*  
*Research Reassignment Program*

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**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.**

