

MARSHALL UNIVERSITY BOARD OF GOVERNORS

Policy No. AA-37

TEACHING AND ADMINISTRATION

1 General Information..

- 1.1 Scope: The purpose of this policy is to emphasize Marshall University's commitment to teaching and to provide appropriate guidance regarding the granting of reassignment from teaching to individual faculty members engaged in administrative or other non-teaching activities.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date:
- 1.4 Effective Date:
- 1.5 Controlling over: Marshall University
- 1.6 History:
 - 1.6.1 This policy is equivalent to the old Executive Policy Bulletin No. 1, effective Fall Semester 1992. Executive Policy Bulletin No. 1 is hereby repealed.

2 Policy.

- 2.1 Resources are normally allocated to colleges and schools on the assumption that 12 semester hours is the normal teaching load at Marshall University and with the understanding this may vary from college to college depending on mission and purpose. (For example, colleges such as Medicine, Fine Arts, and those with laboratory sciences plus doctoral departments and others will be treated as appropriate in the budgeting process.)
- 2.2 Qualified administrators are encouraged to teach when possible and as appropriate. The vice president for academic affairs, upon recommendation of the appropriate dean and department, will certify administrators as qualified to teach. However, only a department or dean can determine if an administrator will teach a specific course in a specific department.
- 2.3 If Marshall University faculty members become full-time administrators at Marshall University, are replaced in their department by full-time, tenure track faculty, and then wish to return to their department, all involved parties need to understand that the department may lose a position the next time a vacancy occurs.
- 2.4 Faculty members given reassigned time to assume the departmental chairmanship will receive a stipend and reassigned time as delineated below:
 - 2.4.1 Chairs of departments with two or fewer full-time equivalent (FTE) faculty will choose between three hours reassigned time or a stipend.
 - 2.4.2 Chairs of departments with more than two FTE faculty or fewer than 11 FTE faculty qualify for both three hours reassigned time and departmental stipend.
 - 2.4.3 Chairs of departments with 11 FTE faculty or more will qualify for six hours reassigned time and stipend.
 - 2.4.4 Under certain circumstances, the college dean may grant the chair more than six hours reassigned time. Circumstances which would qualify include chairmanship of a department

having more than 40 FTE faculty; assignment of other administrative duties to a departmental chair, or responsibility for significant off-campus operations.

- 2.5 Recognizing the centrality of scholarship and creative activity to quality teaching and the role of a university in expanding the boundaries of knowledge, Marshall University is dedicated to enhancing the quality of the faculty by providing as much funding as possible for these activities. Faculty members are encouraged to secure external funding for these activities, and the university will provide technical support to faculty seeking external funding. Faculty reassigned time can be funded internally, externally, or through creative arrangements that support the mission of the University. Normally, costs of reassigned time for research, scholarship or faculty development activities must be funded through faculty development grants, grants and contracts secured by the individual faculty member or the department, or specific monies available to the college, or the university. A Dean may require a faculty member who requests and receives a faculty development grant for a semester to submit a statement certifying that he or she will not seek or accept another teaching position, full-time or part-time, at another institution during that period.
- 2.6 The Faculty Senate leadership normally will receive reassigned time as follows:
 - 2.6.1 Faculty Senate President: Six hours reassigned time per semester plus six hours reassigned time during the summer.
 - 2.6.2 Committee Chairs: No reassigned time.
- 2.7 The Provost and Senior Vice President or the President may grant exceptions to provisions of this policy.