ADMINISTRATIVE PROCEDURE

ACAD- 7

Faculty Reassigned Time Procedure

Number: ACAD-7	Name: **Faculty Reassigned Time Procedure**
Purpose: This procedure establishes a framework for faculty to apply for a portion of their workload to be reassigned from teaching to other duties.	
Responsible Unit(s): Academic Affairs	
Approved by: Provost and Senior Vice President for Academic Affairs	Approval Date:

1. General Information

1.1. **Summary.** This procedure establishes a framework for faculty to apply for a portion of their workload to be reassigned from teaching to other duties that support the University's missions. Following the Faculty Workload Policy, UPAA-20, this procedure is "designed to support and enhance the opportunities for faculty to work in ways that are consistent with their interests, goals, and skills, while also encouraging academic units to think creatively about their needs, priorities, and resources."

1.2. **Authority.** University Policy UPAA-20, "Faculty Workload."

1.3. **History.** Tested as a draft procedure beginning in 2023, established as an administrative procedure on XXXXX, XXX, 2026.

2. Teaching Loads and Reassigned Time

2.1. The base teaching load under this procedure is twelve (12) credit hours per semester, except where a different workload is authorized through approved workload policies or appointment terms consistent with University policy. Faculty responsibilities and expected contributions in the applicable areas of teaching and advising, scholarship and creative activity, service, and librarianship will be documented in the annual workload agreement.

2.2. Teaching workload may be measured through credit hours or instructional equivalencies established in approved college-level workload policies. These equivalencies may recognize clinical and field supervision, practica, internships, student teaching, graduate research supervision, and other instructional responsibilities as appropriate to the discipline.

2.3. Reduced teaching loads are temporary and will revert to twelve (12) credit hours per semester when the conditions that support the reduced load have changed. No faculty member may be promised a permanent reduction in teaching expectations. There is no fixed limit on the number of academic years for which a reduced teaching load may be approved, provided that the reduction remains justified and is reviewed through the applicable annual process.

2.4. Reassigned time may also be granted for administrative activities, such as department chairs, as well as some leadership programs, prizes, competitive fellowships, and other University-sponsored activities, or through the UPAA-21 Modified Duties policy. The process described in the Request Process and Timeline section will be used to document this additional reassigned time and to apply for additional reassigned time.

2.5. The availability of reassigned time in a department or unit is dependent on the ability of the department to offer a complete schedule of classes. It may be necessary for a department to limit the amount of reassigned time to fulfill its teaching needs.

3. **Eligibility Criteria**

3.1. Reassigned time must be justified by non-teaching activities that go beyond the effort in teaching, research, and service that would normally be expected from a faculty member with a 12-hour semester teaching load under UPAA-20 and college-level workload policies.

3.2. Faculty with tenure-line positions at Marshall University are eligible to apply for reassigned time for research and creative activities. In exceptional circumstances, other faculty may also apply for and be approved for reassigned time for research and creative activities.

3.3. Ordinarily, no more than three (3) credit hours of reassigned time will be awarded in one (1) semester for research and creative activities. This presumptive limit does not include “bought out” reassigned time, meaning reassigned time which is supported by external funding or otherwise required by an approved sponsored-research project commitment. Reassigned time for research and creative activities may, however, be approved for an especially substantial research or creative project, intensive student research mentoring, or another documented circumstance requiring additional effort.

3.4. Reassigned time for administrative or service activities may also be granted as appropriate for the activities. This includes, for example, reassigned time for department chairs.

3.5. Membership on Faculty Senate, Graduate Council, University, College, or Department committees, and similar service activities, is a vital and expected part of faculty duties and is not on its own a justification for additional reassigned time. Serving as the chair of a committee with particularly intensive duties may be considered as a justification for reassigned time with the approval of the Department Chair and Dean.

3.6. The total amount of reassigned time, including time "bought out" through sponsored projects, will not exceed nine (9) credit hours per semester unless otherwise approved by the Department Chair, Dean, and Provost. For faculty whose approved workload is not measured against a 12-credit-hour teaching load, an equivalent limitation will apply consistent with approved workload policies and the faculty member's appointment terms.

3.7. Requests for reassigned time will not be automatically approved. Each request will be reviewed by the Department Chair and Dean, who will balance the outcomes and products of the projects, the resources needed, and the teaching needs of the department. The Provost will provide a final overall review of reassigned time across the institution.

3.8. When evaluating progress on scholarship and creative work, although the evaluation is performed annually, the evaluators will consider a multi-year "window" in evaluating the faculty member's progress, in accordance with UPAA-20. Faculty can document progress annually through partial drafts of manuscripts, documentation of research or creative activities performed, annual milestones for multi-year projects, and similar means suitable to the work being conducted. The evaluation will consider the expected work for which reassigned time was granted to a particular faculty member, as well as University and college-level workload policies.

4. **Products**

4.1. Products are concrete items, shared with others beyond the individual faculty member, that fulfill the goals of the project and that can be documented and verified. These include but are not limited to:

4.1.1. Submitted papers and final approval of peer-reviewed papers for publication;

4.1.2. Submitted artistic and creative works, and their acceptance for publication;

4.1.3. Artistic performances and exhibitions;

4.1.4. Book contract approvals, and final submission of books for publication;

4.1.5. Grant proposals and final grant submissions;

4.1.6. Grant funding received;

4.1.7. Lectures and presentations outside what is normally expected as part of a 12-hour teaching load;

4.1.8. Student research projects, theses, and dissertations supervised beyond the effort typically expected with a 12-hour teaching load;

4.1.9. Completed reports and other policy documents;

4.1.10. Other items with similar reach and impact.

4.2. Drafts of products may be shared to document partial academic progress on multi-year projects.

4.3. Requests for reassigned time for research and creative projects must specify the planned products, along with annual milestones for multi-year projects. These products and milestones are a key criterion for approval and will be considered when the reassigned time is reviewed after it is completed. The work documented in these products and milestones can result, depending on the overall circumstances, in an increase or decrease in reassigned time in later semesters.

5. **Request Process and Timeline**

5.1. The request process will be initiated each year before the schedule of classes for the following fall is created. When approved, reassigned time will be granted for the fall, spring, and/or summer (if appropriate) of the following academic year.

5.1.1. Academic Affairs will establish deadlines each year and a process for faculty to apply for reassigned time.

5.1.2. The process will allow the faculty member to request reassigned time for research and creative activities as well as document reassigned time for administrative or other duties.

5.1.3. Reassigned time for newly hired faculty during their first year of employment will be specified in the offer letter. These faculty will then follow this procedure each year, documenting annual progress and any multi-year startup commitments from the offer letter.

5.1.4. When unforeseen circumstances make it necessary (for example, due to a newly acquired grant or mid-year faculty departures), the Chair and Dean may adjust during the academic year to previously determined workload requests.

5.2. Academic Affairs may establish a maximum amount of reassigned time for each unit on an annual basis. Consistent with the established maximum amount of reassigned time, the Department Chair will evaluate each request and recommend approval or disapproval.

5.3. Requests will be reviewed based on:

5.3.1. Alignment with University, college, and department missions and goals;

5.3.2. The impact and quality of the project and associated products;

5.3.3. Demonstrated progress towards project milestones;

5.3.4. Availability of sufficient resources to complete the proposed work;

5.3.5. The amount of time and effort required for the project being in line with the teaching duties being reassigned;

5.3.6. The historical productivity of the faculty member and an assessment of the potential to complete the project successfully.

5.4. Proposed commitments of faculty effort, salary support, or university cost sharing to sponsored projects must receive the required institutional approvals through established sponsored project procedures before proposal submission. Commitments accepted through the award process will be reflected in the faculty member's workload agreement and reassigned time record.

5.5. Before implementing changes affecting committed sponsored project effort, salary charged to an award, or university cost sharing, the Department Chair and Dean will coordinate with MURC to obtain any required institutional and sponsor approvals and maintain consistency among workload, award, payroll, and effort records. Recording previously approved commitments under this procedure does not constitute a new discretionary review of those commitments.

5.6. The following approval sequence will be followed:

5.6.1. The Department Chair will submit an evaluation of each request using the established process and recommend whether to award reassigned time and how many credit hours to award.

5.6.2. The Dean will evaluate each request and approve, approve with revisions, or disapprove using the established process.

5.6.3. Faculty who disagree with the decision of the Dean may request reconsideration by the Dean in writing, including a rationale for the reconsideration. The Dean will provide a written response to the reconsideration request and may change the decision.

5.6.4. The Provost will review and approve each academic unit's reassigned time, ensuring units are meeting teaching obligations, managing teaching assignments within budget, and following University policy.

5.6.5. In accordance with UPAA-20, faculty members may request specific review from the Provost or their designee of workload assignments that are biased, discriminatory, or otherwise unfair. These requests must be made in writing to the Provost. Faculty may also follow other applicable University appeal policies and grievance processes as appropriate.

6. Review and Renewal Process

6.1. The primary evaluation mechanism for faculty is the annual evaluation as specified in UPAA-22. The annual evaluation process includes an assessment of reassigned time provided to faculty during the review period, including the products produced and milestones achieved, to assist with the review and renewal of reassigned time. This procedure does not create a separate faculty performance rating system.

6.2. As part of the annual evaluation process, the Department Chair will provide a written assessment of whether the faculty member has made satisfactory progress against the

activities, products, and annual milestones established in the approved workload agreement. For scholarly and creative activity, the college or department will establish an evaluation period consistent with the minimum two-to-three-year window required by UPAA-20. Faculty members must demonstrate progress annually within that period.

6.3. For continuing projects, the assessment will consider the quality and extent of documented progress toward the agreed milestones, recognizing that final products may be completed in a later year. A pending publication decision or unsuccessful funding application will not, by itself, establish inadequate progress. Renewal decisions will consider this assessment together with the other applicable criteria in this procedure.

6.4. In certain cases, there may be a justification for unpublished products to remain confidential. In these cases, when approved by the Department Chair, the faculty member may show the products to the Chair, who will document the products without sharing them more broadly.

6.5. When reviewing annual requests for reassigned time, the Department Chair may, as needed, request a brief summary of the outcomes, products, and milestones associated with the faculty member's previous reassigned time.

6.6. Each request for reassigned time will be evaluated based on the proposed projects and on performance under previous reassigned time. In particular, a faculty member who does not substantially achieve the goals and milestones for reassigned time that was granted in one year may be denied reassigned time in the following year.

7. **Report to Faculty Senate**

7.1. Academic Affairs will produce a report for the Faculty Senate each year showing summary statistics by college on the number of approved and disapproved requests and the total amount of reassigned time approved by department.