

## **Guidelines for Proposals For Off-Campus Scholarly Assignments**

As noted in §4.9.2.1.3(a) of the Faculty Handbook, a request for an off-campus scholarly assignment includes the submission of a detailed statement of the proposed project or activity. The following guidelines are intended to aid the faculty member in the preparation of that statement. The statement should be submitted to the chair at least 6 months before the off-campus assignment is to begin. It should include the following items:

1. A detailed description of the proposed activities, including an itinerary with dates.
2. An explanation of how the activities will contribute to the professional development of the proposer and the strength of the department.
3. A plan for measuring the effectiveness of the reassignment, including dissemination of the results to the department and the university. (See Faculty Handbook, 4.9.2.1.4(b).)
4. A projection of the effects that redistribution of the work load will have on course offerings and other faculty, based on consultation with the chair and colleagues.
5. A description of any attempts to locate external funding for the proposed activity.

As required by the faculty handbook, the proposal is reviewed by the department, the chair, the dean, and the provost. It should be prepared with appropriate care.

Excerpt from the Faculty Handbook: <http://www.acs.appstate.edu/orgs/facsen/>

#### 4.9.2 Off-Campus Scholarly Assignments

Provision is made for off-campus scholarly assignments for all full-time faculty members at Appalachian State University. Information regarding these assignments may be obtained by a faculty member from the dean of the college/school in which the faculty member is located.

##### 4.9.2.1 Guidelines for Off-Campus Scholarly Assignments

4.9.2.1.1 Purpose: Off-campus scholarly assignments are a means by which the institution facilitates the continued professional growth of its faculty. Such assignments provide institutional encouragement and support to the faculty in developing, maintaining and broadening academic and instructional competencies that are valued by the University.

##### 4.9.2.1.2 Eligibility:

- (a) All faculty members who have served at Appalachian State University for a minimum of four years are eligible; however, members with tenure will be given preference.
- (b) No person will be eligible to receive more than one such assignment within any six-year period.

##### 4.9.2.1.3 Procedures for Application and Approval:

- (a) A request for an off-campus scholarly assignment must include a detailed statement of the proposed project or activity and be submitted to the chair of the department.
- (b) Departmental approval by majority vote of the faculty and the endorsement of the departmental chair are required before an application is submitted to the dean of the college/school for action. The dean will thereafter submit the proposal, along with the deans endorsement or rejection, to the Provost and Executive Vice Chancellor.
- (c) A request for an off-campus scholarly assignment should be submitted at least six months prior to its effective date.

##### 4.9.2.1.4 Conditions:

- (a) An off-campus scholarly assignment may be granted for full salary for either one or two semesters. In no case will Appalachian State University provide financial support which would result in an excess of the contract salary. (Stipends from grants or other outside sources may be combined with Appalachian State University support to equal a faculty members contract salary. Supplemental support from outside sources for travel including subsistence will not be counted in computing the salary.)
- (b) Upon completion of an off-campus scholarly assignment, the recipient shall present a report of results and accomplishments to colleagues in a departmental meeting. A written summary of that report shall be filed with the department, the dean of the college/school, and the Provost and Executive Vice Chancellor. Faculty members accepting an off-campus scholarly assignment must agree to return to Appalachian State University for a period of at least one year at the conclusion of the assignment.