

PURPOSE

As laid out in Appalachian State University's Mission Statement as well as Section 6.1.2.1 of the Faculty Handbook, the workload of all tenure-line faculty members includes some combination of instructional activities, scholarship and/or creative activities, and service.

As per section 6.1.2 of the Faculty Handbook, the maximum teaching load for faculty is twelve credit hours per semester. However, under UNC POL 400.3.4, the standard teaching load at Appalachian State University is defined as six courses (18 credit hours per year) due to the University's classification as a Masters (Comprehensive) I institution. The standard practice of assigning 18 credit hours is due to the university expectation of demonstrable productivity in scholarship/creative activities, and service. Furthermore, as considered in section 6.1.2.1 of the Faculty Handbook, faculty workload may vary according to departmental missions, resources, and over the course of faculty members' careers.

While the ultimate decision for awarding reassigned time below the maximum teaching load for faculty to engage in scholarly and creative activities rests with the departmental chair in consultation with the faculty member and the dean of the college, the faculty of the Department of Sociology have elected to provide a general set of criteria for activities that would typically warrant reassigned time for scholarship to the standard teaching load of 18 credit hours per year. Furthermore, this policy is designed to satisfy the mandate laid out in section 6.1.2.1 of the Faculty Handbook.

REASSIGNED TIME CRITERIA

1. SECTION 1. ELECTING TO FORGO REASSIGNED TIME FOR SCHOLARSHIP AND CREATIVE ACTIVITIES.

- 1.1. Tenured faculty members may elect to forgo reassigned time and to undertake the maximum teaching load of twelve credit hours per semester on a year-by-year basis.
- 1.2. The decision to forgo reassigned time should be included in the tenured faculty member's five year plan prepared pursuant to Section 4.7.3 of the Faculty Handbook. Furthermore, plans to elect to forgo reassigned time should be discussed with the department chair during the annual review process prior to the year the faculty member elects to forgo reassigned time for scholarship and creative activities.

2. SECTION 2. REGULAR REASSIGNED TIME FOR SCHOLARSHIP AND CREATIVE ACTIVITIES.

- 2.1. **Definitions.**

- 2.1.1. *Regular Reassigned Time.* As per the College of Arts and Sciences Guidelines for Reassigned Time for Scholarly and Creative Activities (hereinafter “CAS Guidelines”), regular reassigned time is considered to be three hours per semester.
- 2.1.2. *Three Year Period.* For the purposes of this policy, a three year period will be defined at each annual review as the current annual period plus the two preceding annual review periods.
- 2.2. **Qualification for Regular Reassigned Time.**
 - 2.2.1. *Qualifying forms of Scholarship and Creative Activities.* Reassigned time will be granted for faculty members who make satisfactory progress on an appropriate program of scholarship as demonstrated by the completion of a single peer reviewed book or any combination of two of the following products within a three year period:
 - 2.2.1.1. Peer reviewed journal article
 - 2.2.1.2. A funded, substantial grant from an external agency
 - 2.2.1.3. Peer reviewed book chapter
 - 2.2.1.4. Serving as an editor of a scholarly edition
 - 2.2.1.5. Serving as an editor of a scholarly journal
 - 2.2.2. *Other Scholarship and Creative Activities.*
 - 2.2.2.1. Scholarship and creative activities can extend beyond the items contained in Sections 2.2.1 of this policy. Therefore, at the discretion of the chair, other scholarship and creative activities can count toward the determination of eligibility for reassigned time so long as it represents a time commitment on the part of the faculty member significant enough to warrant reassigned time, is sociological in nature, and meets at least two of the following three criteria:
 - 2.2.2.1.1. The product was created pursuant to external peer review.
 - 2.2.2.1.2. The product contributes to scholarly or creative activity beyond Appalachian State University.
 - 2.2.2.1.3. The product falls under one or more of the four overlapping areas of scholarship found in the CAS guidelines: the scholarship of discovery, the scholarship of integration, the scholarship of application, and/or the scholarship of learning.
 - 2.2.3. *Application of this Policy to Newly-hired Tenure-track Faculty.* As per CAS Guidelines, all newly-hired tenure-track faculty will be given three years to meet the criteria outlined in Sections 2.2.1 and 2.2.2 of this policy

and, therefore, teach no more than the standard load of 18 credit hours per year.

3. **SECTION 3. ALTERNATIVE WORKLOADS.**

3.1. **Generally.**

3.1.1. At the discretion of the chair in consultation with the dean, faculty members may be granted alternative workloads. Alternative workloads may include the following types:

3.1.1.1. Workload Reductions below the Standard Teaching Load. Pursuant to this policy, faculty members may be granted one single course reduction of three hours for a given year.

3.1.1.2. Other Alternative Workloads. Pursuant to this policy, faculty members may be granted alternative workloads through the reallocation of the standard teaching load of 18 credit hours (e.g., 4-2 or 2-4).

3.1.2. Any reduction of a faculty member's standard teaching load below 18 credit hours for any of the reasons outlined in Section 3 of this policy must be justified in writing by the department chair.

3.1.3. Course reductions for academic administrative duties or University service are to be negotiated with the faculty member, chair, and dean, and are subject to approval by Academic Affairs.

3.2. **Eligibility.** Each year, all tenure-line faculty are eligible to apply for an alternative workload assignments unless otherwise prohibited under Section 3.3 of this Policy.

3.3. **Frequency of Workload Reductions below the Standard Teaching Load.**

3.3.1. *Tenure-track, Non-tenured Faculty.* Tenure-track, non-tenured faculty can only be awarded a reduction below the standard teaching load pursuant to Section 3 of this Policy once before tenure.

3.3.2. *Tenured Faculty.* Tenured faculty can only be awarded a reduction below the standard teaching load pursuant to Section 3 of this Policy once every five years.

3.3.3. *Inapplicability of Sections 3.3.1 and 3.3.2.* The preceding sections 3.3.1 and 3.3.2 do not apply if course buyout money is provided to compensate the department for a course reduction.

3.4. **Criteria for Awarding Workload Reductions below the Standard Teaching Load.**

3.4.1. Course reductions for eligible faculty below the standard teaching load requires activities above and beyond normal expectations in one or more of the following areas:

3.4.1.1. Instructional:

- 3.4.1.1.1. Course/curriculum design for new faculty hires;
 - 3.4.1.1.2. Compensation for prior overload;
 - 3.4.1.1.3. In-load courses deferred; and/or
 - 3.4.1.1.4. Other instructional activity.
- 3.4.1.2. Scholarship and/or Service:
- 3.4.1.2.1. Externally funded research/service (if course buyout money is included in the grant);
 - 3.4.1.2.2. Institutionally supported research (above that of reassigned time for scholarship; especially if course buyout money is included); and/or
 - 3.4.1.2.3. Off-campus scholarly assignment.
- 3.4.1.3. Other Non-Instructional Assignments.
- 3.4.1.3.1. Administrative duties falling under Section 6.1.5 of the Faculty Handbook
 - 3.4.1.3.2. Leave as per Section 6.2 of the Faculty Handbook
- 3.4.1.4. Additional Assignments: The following assignments may be requested but are subject to funding availability:
- 3.4.1.4.1. Institutional supported research/creative activity;
 - 3.4.1.4.2. Institutional supported professional service;
 - 3.4.1.4.3. Institutional supported University service;
 - 3.4.1.4.4. Course/curriculum development; and/or
 - 3.4.1.4.5. Heavy load/academic advising.

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