

Appendix I.  
Reassigned Time Policy  
Psychology Department  
Approved 4/6/06; revised 12/5/07

The Psychology Department acknowledges the value of noninstructional activities to the mission of the university and the professional development of the faculty. Reassigned time provides an opportunity for faculty to participate in service and scholarly work that would otherwise be precluded by the 12-hour teaching load. The Psychology Department recognizes two categories of reassigned time activities. Administrative Reassigned Time activities include responsibilities that directly contribute to the functioning of the department, the college, or the university (e.g., serving as coordinator of a graduate program). Scholarship Reassigned Time activities include activities that support the development of faculty scholarship (including, but not limited to, preparing a grant proposal, carrying out a research project).

**Administrative Reassigned Time (ART)**

ART is considered a service to the university. Assignments are made by the chair (or in cases of appointments outside of the department, endorsed by the chair) taking into account the instructional needs of the department. Psychology Department ART is typically granted to the coordinators of the Clinical, School, General, and I/O graduate programs, the Director of the Psychology Clinic, and the technology coordinator. Other examples of activities for which ART has been granted include advising undeclared undergraduates and directing the Undergraduate Presentation Showcase.

**Scholarship Reassigned Time (SRT)**

Given the instructional demands on faculty time, the availability of SRT is quite limited. There is no guarantee that any SRT will be available during a given semester. Any tenured or tenure-track faculty member may submit a request for SRT. The request should include a brief written statement of how the time will be used, measurable outcomes (objectives), how the activity will contribute to the faculty member's professional development and the mission of the department and, if applicable, a summary of the outcomes of previous SRT.

SRT requests for either the fall or spring semester should be submitted to the department chair by November 1 of the year prior to the academic year in which the SRT would be taken. The chair will forward the requests to the Faculty Development Committee which will be responsible for reviewing them based on the relative merits of the proposed project. Requests deemed acceptable by the Committee will be submitted to the department chair. SRT will be awarded at the discretion of the chair, taking into account the instructional needs of the department, and are subject to approval by the dean of the college. Faculty granted SRT will be required to provide the department chair with evidence that the time was used to accomplish the goals

stated in the SRT request. Examples of such evidence include a copy of an article or grant proposal, or a brief summary of activities. This information will be available to the Faculty Development Committee when subsequent requests for SRT are submitted.

Faculty requests for reassigned time as part of an externally funded project (e.g., buying out teaching time with grant money) are not covered by this procedure. Such requests will be negotiated by the faculty member and the department chair and subject to approval by the dean.