

College of Fine and Applied Arts Guidelines for Reassigned Time for Scholarly and Creative Activities

Appalachian State University's Strategic Plan states that the University will:

“Provide resources to enable all faculty members to perform quality research and creative activities, and enhanced resources in successive, focus areas of strength to enable Appalachian to make sustained and major contributions in those fields.” (Strategic Plan 2008-2012: Priority 2)

To accomplish this priority, it is imperative that faculty members be provided time to conduct scholarly and creative activities. These guidelines have been developed to promote the equitable distribution of reassigned time for scholarship and creative work within the College of Fine and Applied Arts.

The ultimate decision for awarding reassigned time for scholarly and creative activities rests with the departmental chair in consultation with the faculty member. This decision is based on evidence that a faculty member is showing satisfactory progress on an appropriate scholarship plan and on the availability of sufficient resources to fund the reassigned time. The purpose of these guidelines is to provide a general set of criteria for activities that would typically warrant reassigned time for scholarship and/or creative work. The presumption is that faculty who wish to receive reassigned time and who meet these guidelines will receive three credit hours of reassigned time for scholarly and/or creative activities each semester. Having reassigned time for scholarship and/or creative work does not preclude receiving reassigned time for other activities including service to the department, university, or discipline. Although the use of reassigned time for scholarly and/or creative activities will be taken into account in promotion, tenure, and merit pay decisions, these guidelines are not intended to take the place of departmental, college, or university criteria for tenure, promotion, or merit pay.

Regular reassigned time of three credit hours per semester will be granted for satisfactory progress on an appropriate program of scholarship and/or creative work as demonstrated by the completion of the equivalent of two significant products within a three year period. Newly-hired tenure-track faculty must show substantial progress toward the criteria during their first three years. Subsequently, the three-year period for all faculty will be defined at each annual review as the current annual review period plus the two preceding annual review periods. Exceptional achievements may carry additional weight (i.e., count as more than one product). Faculty members who do not meet the standard during a three-year period may request an additional probationary year of reassigned time.

Creative and scholarly products include a broad range of activities that differ along qualitative and quantitative dimensions. However, for the purposes of reassigned time, scholarly or creative products must meet the following two criteria of significance:

1. A product must be significant as measured by the Scholarly and/or Creative requirements/criteria set forth in the individual Department's Tenure and Promotion document.

2. A product must represent a time commitment on the part of the faculty member significant enough to warrant the reassigned time.

How these criteria will be interpreted in specific instances will be decided by the department chair in consultation with the faculty member. Please note that *both* criteria of “significance”—scholarly or creative significance and significance of time commitment—must be met.