

THE UNIVERSITY OF NORTH CAROLINA AT ASHEVILLE
FACULTY SENATE

Senate Document Number 2114F
Date of Senate Approval 12/04/14

Statement of Faculty Senate Action:

FWDC 6: Faculty Reassigned Time Policy ([Faculty Handbook Section 3.1.4.1.4, SD2799S](#))

Effective date: Fall 2015

Summary: This document (1) removes mention of discretionary reassigned time, which is no longer available, (2) codifies the awarding of RAT for teaching undergraduate research students over time, (3) formalizes RAT for all members of the Faculty Senate Executive Committee, and (4) clarifies procedures for requesting and granting reassigned time (RAT).

Rationale: (1) Discretionary RAT has not been available to members of the faculty since 2008-09. Because of changed budgetary realities, we do not expect to be able to offer discretionary RAT in the future. As a result, the existing language that we “normally” allot three contact hours of reassigned time to the department to be allocated among the faculty is regrettably no longer valid and should be removed. It is important for the Faculty Handbook to be updated so as to reflect institutional realities.

(2) In 2014, President Tom Ross approved UNC Asheville’s request to grant reassigned time to faculty who participate in undergraduate research, specifically the teaching of 499 and 599 courses, above and beyond their standard teaching load. This revision places acts on this approval.

(3) The Faculty Senate Chair has historically been awarded one course of RAT per semester, but ordinarily members of the Executive Committee, who also chair Senate Committees, have received none. Particularly in the absence of discretionary reassigned time, the Provost and FWDC concur that members of the Senate Executive Committee should receive reassigned time of one course per year to enable them to fulfill their faculty governance responsibilities.

(4) These changes are mostly editorial, but include (a) shortening of the list of items for which RAT is ordinarily granted (items removed were supported by discretionary RAT, which is no longer available), and (b) specification that RAT for specific purposes is granted by the Dean in consultation with the Provost. Both changes reflect our current practice.

Delete Section 3.1.4.1.4:

3.1.4.1.4 Faculty Reassigned Time Policy (SD27995)

A full-time teaching assignment is 24 semester credit/contact hours per academic year or its equivalent as established by the Department Chair and the Provost and VCAA. Full-time faculty members may request Reassigned Time which reduces this twenty-four hour teaching responsibility for activities which benefit UNC Asheville's distinctive mission. Responsibilities for which Reassigned Time may be granted include:

- Course/curriculum development
- Professional development for enhanced teaching effectiveness
- Technology training for instruction
- Accreditation/program review
- Cocurricular activities
- Participation in UNC Asheville's distinctive-emphasis programs
- Heavy load - academic advising
- Compensation for prior overloads
- Academic administration/academic leadership assignments
- Scholarship and scholarly or creative activity
- Externally-funded research
- Institutionally-supported research
- Off-campus scholarly assignment/on leave
- Institutional service
- Service to the public/community
- Service to the profession
- Other activity in support of UNC Asheville's mission

Availability of Reassigned Time

Each academic year, the Provost and VCAA will normally allot each academic program an amount of reassigned time equivalent to three credit-hours for each full-time faculty position occupied by a faculty on a continuing contract. The Provost and VCAA will provide this authorization to Chairs in a timely fashion, usually in October, so they may plan the next year's schedule.

Requesting and Allocating Reassigned Time

Individual faculty requests for reassigned time will be made to the Chair at the time the schedule is beginning to be planned. The assignment of faculty duties is a fundamental responsibility of Department Chairs. They know the courses and sections that must be offered, and the other duties that must be carried out. Chairs are responsible for a judicious, equitable allocation of reassigned time to individual members of their departments on behalf of UNC Asheville's mission. The Provost and VCAA, in consultation with the appropriate Chair, may sometimes allot additional reassigned time to members of the faculty for projects and activities which support the mission of the university but fall outside departmental purposes, such as accreditation reviews.

Chairs are also teacher-scholar members of the faculty, and may request reassigned time on an equal footing for purposes such as professional development for enhanced teaching effectiveness, scholarship and scholarly or creative activity, and others as described above. These requests will be made to the Provost and VCAA prior to planning the schedule. The Provost and VCAA is responsible for a judicious, equitable allocation of reassigned time to Chairs and Program Directors on behalf of UNC Asheville's mission.

Accountability for Reassigned Time

Faculty members who receive reassigned time will record the assignment and will report on the results of the assignment on their Annual Faculty Records. The productive use of this reassigned time will be a factor considered by Chairs in the annual evaluation of faculty who have received it.

Chairs who receive reassigned time for purposes other than the administrative duties of their position will report on the results of the assignment in their Annual Faculty Records and to the Provost and VCAA, who will consider the productive use of this reassigned time in the annual evaluation of the Chair.

Replace with:

3.1.4.1.4 Faculty Reassigned Time Policy (SD2799S)

Full-time faculty members may request Reassigned Time which reduces their full-time teaching responsibility (as defined in 3.1.4.1.1) for activities which benefit UNC Asheville's distinctive mission. Responsibilities for which Reassigned Time may be granted include:

- Course/curriculum development
- Professional development for enhanced teaching effectiveness
- Technology training for instruction
- Accreditation/program review
- Cocurricular activities
- Participation in UNC Asheville's distinctive-emphasis programs
- Heavy load - academic advising
- Compensation for prior overloads
- Academic administration/academic leadership assignments
- Scholarship and scholarly or creative activity
- Externally-funded research
- Institutionally-supported research
- Off-campus scholarly assignment/on leave
- Institutional service
- Service to the public/community
- Service to the profession
- Other activity in support of UNC Asheville's mission

The Chair of the Faculty Senate is granted 6-8 contact hours per academic year (one course per semester); other members of the Senate Executive Committee will receive 3-4 contact hours per academic year (one course per year).

In addition, a faculty member who has taught seven students in formal undergraduate research courses (499 or MLA 599) outside of his or her standard teaching load over time may request one course of reassigned time in a subsequent semester (3 or 4 contact hours). Ordinarily, there should be no more than one faculty member per department receiving this reassigned time per semester. Adjunct replacement should not be expected for this reassigned time.

Requesting and Allocating Reassigned Time

Individual faculty requests for reassigned time for the above purposes will be made by the Department Chair/Program Director to the Program Area Dean, who will consult with the Provost and VCAA before approving such requests. Ordinarily, it is preferable for reassigned time to be taken in the spring semester of the academic year. The Provost has discretion to determine when reassigned time is granted for any of the above purposes.

Chairs are also teacher-scholar members of the faculty, and may request reassigned time on an equal footing for purposes such as professional development for enhanced teaching effectiveness, scholarship and scholarly or creative activity, and others as described above. These requests will be made to the Provost and VCAA prior to planning the schedule. The Provost and VCAA is responsible for a judicious, equitable allocation of reassigned time to Chairs and Program Directors on behalf of UNC Asheville's mission.

Accountability for Reassigned Time

Faculty members who receive reassigned time will record the assignment and will report on the results of the assignment in their Annual Faculty Records. The productive use of this reassigned time will be a factor considered by Chairs and Deans in the annual evaluation of faculty members who have received it.

Similarly, Chairs who receive reassigned time for purposes other than the administrative duties of their position will report on the results of the assignment in their Annual Faculty Records. The productive use of this reassigned time will be a factor considered by Deans and the Provost and VCAA in their annual evaluation of Chairs.