Faculty Reassigned Time Policy

Policy/Procedure

DEFINITION:
Reassigned time for a faculty member may be budgeted in a grant proposal if the work attributable to the grant will take time away from either class preparation/instruction or research during the academic year or summer.

NEED FOR A REASSIGNED TIME POLICY:
To ensure consistent treatment of costs for faculty effort and compensation, whether costs are for funded or unfunded work.

POLICIES AND PROCEDURES:
1. Cost of Reassigned Time
   a) Reassigned time will be budgeted in proposals at $4,600 per reassigned time. This amount will be used for internal and external cost proposals.
   b) Benefit costs are not charged to reassigned time charges.

2. How Reassigned Time is Charged
   a) Reassigned time costs are charged to the funding source during the semester or summer when the reassigned time occurs.
   b) If budgeted as reassigned time, it must be taken as reassigned time from a course and not taken as a stipend payment unless approved as an exception by the Provost and Dean in accordance with policies regarding Summer Stipend vs. Reassigned Time Policy.

3. Use of Reassigned Time Funding
   Reassigned time funds are credited back to the Provost’s salary pool to be used at the Provost’s discretion. The current reassigned time amount of $4,600 is intended to cover the cost of an adjunct’s salary and benefits for teaching a course, however, the Provost may use the funds in a different way to cover the needs of the department.

Related Information

Policy: Summer Stipend vs. Reassigned Time

History/Revision Information
Responsible Division/Office: Sponsored Projects Group

Effective Date: 10/13/2011

Last Amended Date: 7/16/2015

Next Review Date:

Also Found In: