

[Proposal Signature Sheet](#)

1. GENERAL

1.01 In the interest of academic development it is sometimes advisable to permit a reduction in a faculty member's teaching load in order to enable the faculty member to undertake research or the pursuit of artistic endeavors in order to enhance that faculty member's expertise and the academic reputation of the university.

2. PURPOSE

2.01 The purpose of this policy is to provide a procedure that will enable faculty members to receive reassigned time for one course from the normal teaching load during a long semester in order to enhance their professional standing through academic research and artistic endeavor.

3. ELIGIBILITY

3.01 In order to be eligible for reassigned time under the provisions of this policy, a faculty member must be in a tenure-track position or be tenured.

4. PROCEDURE

4.01 The faculty member desiring reassigned time must submit a proposal through channels describing the research project or artistic endeavor together with a current resumé. The proposal package must contain a:

- a. Proposal signature sheet (copy attached).
- b. Layman's summary of the research or artistic endeavor to be performed.
- c. Detailed description of the proposed research or artistic endeavor.
- d. Resumé and any other pertinent information about the competence of the faculty member to conduct the proposed research or artistic endeavor.

4.02 The faculty member requesting reassigned time will forward the proposal to the appropriate department chair for action. If the chair approves, he/she will endorse the proposal to the academic dean with an explanation/justification of the cost and the semester credit hour impact on the academic area.

4.03 After due consideration of the factors involved, the academic dean will either endorse the proposal to the Vice President for Academic Affairs or return it to the proposer through the department chair.

**Sam Houston State University
Academic Policy Statement 900420
Reassigned Time for Faculty Members
Pursuing Research and Artistic Endeavors
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Revised January 24, 2000**

4.04 Requests for reassigned time and the accompanying proposal for the fall and spring of the forthcoming academic year shall be submitted to the department chair not later than December 15 of the current year.

If approved, the chair will forward the proposal to the academic dean by January 15. Proposals approved by the academic dean will be forwarded to the Vice President for Academic Affairs not later than February 15 and the Vice President for Academic Affairs will either approve or disapprove the request by March 15.

5. CRITERIA FOR APPROVAL

5.01 Consideration for approval of the reassigned time will be based on:

- a. The merits of the proposal.
- b. Prior achievements of the faculty member making the proposal.
- c. The extent to which the proposed reassigned time will benefit the academic standing of the proposer, the department/college and the university.
- d. The cost and semester credit hour impact on the academic area involved.

6. REPORTS

6.01 Each recipient of reassigned time will submit a report to the appropriate chair and dean, outlining the results of the research or artistic endeavor completed, not later than the end of the long semester following the semester during which the reassigned time was taken.

APPROVED: _____ /
signed/
 Bobby K.
 Marks, President

DATE: _____
9, 2000 February