

## **CNAS Policies and Procedures for Faculty Reassigned Time**

Reviewed by department heads and departmental faculty at August meetings

Approved by Dean: 8/27/2015

*Department Heads are responsible for assigning loads based on the university workload policy (Op3.33-2) and this college policy. Granting reassigned time for research is dependent on the justification provided by the faculty member, as well as such factors as departmental teaching needs and financial ability to pay for replacement per course faculty. Any departmental policies must be within these guidelines.*

### Teaching load equivalents (TLE) = contact hours

- In this document, teaching loads are equated to contact hours, not as “equated hours” as indicated in the MSU Faculty Workload Policy posted on the Provost’s website.
- For example, a 2-hour lab section is considered to be 2-TLE in this document, but would be considered only 1 equated hour according to the MSU Faculty Workload Policy.
- Consequently, the maximum TLE assignments shown here for instructors do not actually exceed the maximum number of equated hours in the MSU Faculty Workload Policy.

### Standard Teaching Load

- Instructors: 11-12 TLE per semester (22-24/year) along with committee/service duties or 14-15 TLE (28-30/year) per semester with no research or committee assignments. (Typically instructors have no research commitments but they may as stated in the faculty handbook.)
- Ranked Faculty: 9 TLE per semester (18/year) for research active faculty with committee/service duties. 12-15 TLE per semester (24-30/year) for research inactive faculty with committee/service duties.
- It is often difficult to assign 9 or 12 TLE in one semester; thus faculty and heads may negotiate on an annual assignment of 18/year or 24/year with one semester lighter than the other.

### Eligible Activities

- Research/scholarly activity
- *Mentoring student research – For research active faculty this typically means 3-5 graduate thesis projects every three years and work with undergraduate students.*
- Administrative/outreach responsibilities as approved by the department head and dean.
- Extraordinary service responsibilities as approved by the department head and dean.

### Application Process

- Faculty request reassigned time during annual workload negotiations with department heads.
- After approval of the dean, heads notify faculty in writing regarding workload negotiation, including reassigned time.
- If unexpected circumstances arise, request for reassigned time may be considered at times other than during the annual workload negotiation.

### Criteria for Granting and/or Renewing Reassigned Time

- Progress/performance is assessed during the annual workload negotiations (typically in February/March).
- Criteria for progress/performance is governed by departments’ promotion, tenure and reappointment policies, department compensation plan policies, and evaluations by departmental committees and/or department heads.

### Overload Assignments

- Under typical circumstances faculty receiving reassigned time beyond the normal 3 TLE/semester provided for research-active faculty are not eligible for overload compensation.
- An “overload” assumes the faculty member already has a full teaching load.
- Overload assignments are assumed to be voluntary.
- The faculty handbook defines payment for overload compensation.

**ANY DEPARTMENT WITHOUT ITS OWN APPROVED WORKLOAD  
POLICY SHALL FOLLOW THE COLLEGE WORKLOAD POLICY.**