

College of Arts and Sciences Guidelines for Off Campus Scholarly Assignments

Off-campus scholarly assignments (OCSAs) are a means by which the institution facilitates the continued professional growth of its faculty. Such assignments provide institutional encouragement and support to the faculty in developing, maintaining and broadening academic and instructional competencies that are valued by the University. (ASU Faculty Handbook, section 6.2.2.1.1) For this reason, departments are expected to make every effort to support OCSAs where/when possible.

The following guidelines are provided in the 2015 Faculty Handbook:

6.2.2.1.2 Eligibility

- (a) All tenure-track faculty members who have served at Appalachian State University for a minimum of four years are eligible; however, members with tenure will be given preference;
- (b) No person will be eligible to receive more than one such assignment within any 6-year period.

6.2.2.1.3 Procedures for Application and Approval

- (a) A request for an off-campus scholarly assignment must include a detailed statement of the proposed project or activity and be submitted to the chair of the department;
- (b) Departmental approval by majority vote of the faculty and the endorsement of the departmental chair are required before an application is submitted to the dean of the college/school for action. The dean will thereafter submit the proposal, along with the dean's endorsement or rejection, to the provost and executive vice chancellor;
- (c) A request for an off-campus scholarly assignment should be submitted at least six months prior to its effective date;
- (d) Every effort will be made to grant approved OCSA requests for faculty; however, all requests for OCSAs are resource-dependent.

6.2.2.1.4 Conditions

- (a) An off-campus scholarly assignment may be granted for full salary for either one or two semesters. In no case will Appalachian State University provide financial support that would result in an excess of the contract salary. Stipends from grants or other outside sources may be combined with Appalachian State University support to equal a faculty member's contract salary. Supplemental support from outside sources for travel including subsistence will not be counted in computing the salary;
- (b) Upon completion of an off-campus scholarly assignment, the recipient shall present a report of results and accomplishments to colleagues in a departmental meeting. A written summary of that report shall be filed with the department, the dean of the college/school, and the provost and executive vice chancellor. Faculty members accepting an off-campus scholarly assignment must agree to return to Appalachian State University for a period of at least one year at the conclusion of the assignment.

6.2.3 Other Adjustments of Employment Obligations

6.2.3.1 Special terms for part-time employment with commensurate compensation, or for relief from all employment obligations with or without pay for a specified period, may be granted with the permission of the chair, dean,

provost and executive vice chancellor. Such special terms must be expressed in writing in a memorandum of agreement. See also sections 3.8.5.6, 3.8.6.5, and sections 3.8.5.11 and 3.8.6.7.

6.2.3.2 These provisions do not apply to informal temporary adjustments of the regularly assigned duties of faculty members by the departmental chair who is responsible for their direct supervision, nor to the University's granting of extended leaves of absence with or without compensation.

6.2.3.3 A faculty member is relieved of all service obligations to the University while on full-time paid or unpaid leave, including an OCSA (off-campus scholarly assignment) and Family or Medical Leave. In particular, a faculty member is not eligible to serve on a departmental personnel committee during the academic year in which the leave occurs, or during an academic year in which she or he is absent from campus from any reason (for example, on a foreign exchange) for a semester or more.

Beyond the guidelines listed above, the College of Arts and Sciences stipulates the following additional policies:

Proposals for OCSAs within CAS must include the following five components:

- 1) A description of the project and its overall goals.
- 2) A description of how the project will lead to the professional development of the faculty member and any benefits to the department, university, community, and students.
- 3) A description of the required resources, their availability (including any necessary travel), and a timeline for major milestones.
- 4) A description of all deliverables, including scholarly products.
- 5) A description of how the faculty member's current duties will be covered during the OCSA.

Consideration of any OCSA proposal for support will be based on an assessment of the project's potential contribution to the faculty member's professional development, its impact, its feasibility, its expected outcomes, and the proposer's past history of successful OCSAs (if appropriate). Moreover, the applicant should have demonstrated sufficient previous scholarly activity as defined by the CAS Reassigned Time Policy.

Assessment: Following completion of an OCSA in accord with 6.2.2.1.4(b), a faculty member has 90 days to submit a report to the department chair outlining their activities and results. This report will be forwarded to the college, provost and executive vice chancellor, along with the chair's assessment of whether the OCSA goals were met. The faculty member will also report their results in a departmental meeting (or colloquium if desired).

It is generally expected that a successful OCSA will result in at least one major scholarly product (peer reviewed publication, grant proposal, patent, book, etc.), or other significant outcome. Future OCSA applications will be negatively impacted if this minimum threshold is not met.