**Request for Research Reassignment**

**College of Arts and Sciences**

**Year for which reassignment is being requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Faculty Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Faculty Rank \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Description of research project to be undertaken, including sources and locations.

2. Plans for publications/presentation of work. Please be as specific as possible.

3. Use of most recent reassigned time, e.g., the previous year. Results (publication, conference paper, draft article or chapter, poster, grant proposal etc.) of research performed during period of reassignment. Attach supporting materials if you wish.

4. Describe how you have met the requirements for the College’s reassignment guidelines over the last 3 years?

**From College of Arts and Sciences Guidelines for Reassigned Time for Scholarly Creative Activities (Adopted 3/2/04)**

“The ultimate decision for awarding reassigned time for scholarly and creative activities rests with the departmental chair in consultation with the faculty member and the dean of the college. This decision is based on evidence that a faculty member is showing satisfactory progress on an appropriate scholarship plan and on the availability of sufficient resources to fund the reassigned time.”

“Regular reassigned time of three hours per semester will be granted for satisfactory progress on an appropriate program of scholarship as demonstrated by the completion of the equivalent of two significant peer reviewed products within a three year period. Newly-hired tenure-track faculty will be given three years to meet the criteria.”

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