College of Arts and Sciences
Guidelines for Reassigned Time for Scholarly and Creative Activities

Revised Spring, 2016, by the College of Arts and Sciences Ad-Hoc Committee on Reassigned Time for Scholarship: Michael Briley (chair), Judkin Browning, Ellen Cowan, Robert Creed, Carl Eby, Rick Elmore, Lisa Emery, Catherine Marcum, and Amy Dellinger Page.

In order to fulfill the College’s research and scholarship mission, it is critical that faculty members be provided time to conduct scholarly and creative activities. These guidelines have been developed to promote the equitable distribution of reassigned time for scholarship and creative work (where applicable) within the College of Arts and Sciences.

The ultimate decision for awarding reassigned time for scholarly and creative activities rests with the department 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.

The purpose of these guidelines is to provide a general set of criteria for activities that warrant reassigned time for scholarship. The presumption is that faculty who meet these guidelines will receive three hours of reassigned time for scholarly activities each semester.
Having reassigned time for scholarship does not preclude receiving reassigned time for other activities including service to the department, university, or discipline. Although the use of reassigned time for scholarly and creative activities will be taken into account in promotion, tenure, and merit pay decisions, these guidelines are not intended to take the place of departmental, college, or university criteria for tenure, promotion, or merit pay.

Regular reassigned time equivalent to a three hour course 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 these criteria. Subsequently, the three-year period will be defined at each annual review as the current annual review period plus the two preceding annual review periods. Exceptional achievements may carry additional weight (i.e., count as more than one product). Faculty members who do not meet the standard during a three-year period may request, in writing to the department chair, an additional probationary year of reassigned time. Tenured faculty members who move to a 4-4 teaching load are valued for their additional instruction and service, and they are also expected to engage in scholarship or creative activities, albeit at a reduced level.

Creative and scholarly products include a broad range of activities that differ along qualitative and quantitative dimensions, and by department. However, for the purposes of reassigned time, scholarly or creative products must meet the following two criteria for significance:
1. A product must be significant as measured by (a) a process of external peer-review, (b) the product's contribution to a scholarly or creative community beyond Appalachian State University, and (c) the product's contribution to one or more of the four overlapping areas of scholarship initially defined by Ernest L. Boyer:

   i. “The scholarship of discovery”: the traditional definition of research as the creation of new knowledge for its own sake;
   
   ii. “The scholarship of integration”: making interdisciplinary connections and placing specialized knowledge into larger contexts;
   
   iii. “The scholarship of application”: the application of professional knowledge to concrete situations;
   
   iv. “The scholarship of teaching”: contribution to knowledge about teaching and learning

2. A product must represent a time commitment on the part of the faculty member significant enough to warrant the reassigned time.

How these criteria will be interpreted in specific instances will be decided by the Department Chair in consultation with the faculty member and the Dean of the College. Faculty members are responsible for providing full and complete written justifications of their reassigned time request.

Below is a list of examples that will normally meet the above criteria. If a department believes these examples do not fit the department’s discipline, alternative examples may be developed and submitted to the Dean of the College for approval. Please note that both criteria of scholarly or creative significance and significance of time commitment – must be met.

The following products, published or accepted for publication, typically would be classified as meeting the criteria for reassigned time for scholarly or creative activity:

- Peer reviewed journal articles
- Externally funded grant proposals
- Grant proposals submitted to an external agency that are unfunded but that received high priority scores (and/or recommended for funding)
- Other “peer-reviewed” products for Federal or State Agencies
- Books (including textbooks) or substantial portions thereof. If the book has not yet been published, then completed chapters may be submitted to the chair as evidence that reassigned time has been appropriately used
- Book chapters (part of edited volumes)
- Creative products appropriate to a faculty member’s department (e.g., plays, poems, films, recordings, computer software) that are reviewed by experts in the field as appropriate to the discipline

• Curated exhibitions
• Editing of books, multi-volume works, or special issues of scholarly journals
• Products or methods granted U.S. patents or commercial licenses

While the following products have an important purpose in scholarly or creative endeavors, they are typically not products which meet the criteria for reassigned time. Any of these items could, however, serve as evidence of scholarly engagement for faculty on 4-4 loads:

• Conference presentations
• Instructor’s manuals
• Book reviews
• Encyclopedia and other reference text entries
• Technical reports
• Unpublished laboratory manuals
• Scholarly blogs