

## REASSIGNED TIME FOR RESEARCH

Under terms of the CSU-AAUP contract specified minimum credit hours of faculty load must be reassigned for research for each semester. All members of the bargaining unit are eligible to apply. No individual may be awarded more than six (6) credit hours of reassigned time for one semester. The term “research” is intended to be broadly interpreted. (See definition of Faculty Scholarship under Personnel Policies in Faculty Handbook.)

### I. Notification

Notification of the deadline for submission of applications for either or both semesters of the following academic year will be published in the ~~Western~~ *WestConn Report* by the **Provost/Vice President** for Academic Affairs at the beginning of the Fall term. Application forms ~~will be made available in the office of the Director of Grant Programs as well as~~ **can be found in the *Faculty Handbook* (print and on-line). Please be sure to use the most current version of the application.**

### II. Application

Application deadline is November 6<sup>th</sup>. Faculty members may apply for reassigned time by using the prescribed application form, a copy of which follows. The application may request reassigned time for more than one semester. Six copies of the application and supporting materials must be received in the office of the **Provost/Vice President** for Academic Affairs by the close of business on November 6<sup>th</sup>. Late applications cannot be accepted.

### III. Committee Actions

- A. A subcommittee of the Research and Development Committee will review the applications received and make recommendations using the following criteria:
  1. The nature of the research question, the premise of the creative work, or the rationale for the instructional or curricular research project, which must be clearly stated.
  2. The applicant should give evidence of specific knowledge and skills necessary to execute the project.
  3. The applicant should indicate that the facilities and resources necessary to complete the project are available.
  4. The applicant should indicate how the project will contribute to the body of research, creative or pedagogical knowledge in the applicant’s discipline.
- B. The Research and Development committee requires a current *curriculum vitae* which includes publications and/or presentations as well as a listing of previously University-funded projects.
- C. The Research and Development Committee will submit its recommendations to the University President or his/**her** designee.
- D. The Committee will inform each applicant of the recommendation made in regard to his/**her** application.

### IV. Administrative Action

The University President or his/**her** designee will notify successful applicants regarding reassigned time awarded.

### V. Report(s)

A summary of the results of a reassigned time award shall be submitted to the Research and Development **Committee** by the end of the first week in September after the reassigned time was awarded. Submission of a final report is required for consideration of future Reassigned Time For Research awards.

# APPLICATION FOR REASSIGNED TIME FOR RESEARCH

Name \_\_\_\_\_ Date \_\_\_\_\_

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

Reassigned time requested (not more than six credit hours per semester):

Semester \_\_\_\_\_ Year \_\_\_\_\_ Credit Hours \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Credit Hours \_\_\_\_\_

**PLEASE NOTE:** Each credit hour equates to a minimum of 45 hours of research time during the semester requested.

## APPLICATION REQUIREMENTS

A. Present a clear statement of the following:

- The research question
- The premise of the creative work
- The rationale for the instruction or curricular research project

B. Identify the relevance or contribution to:

- The body of research
- Creative or pedagogical knowledge in your discipline
- Your area of teaching and your students

C. Supporting documents

- A current curriculum vitae which includes publications and/or presentations as well as a listing of previously University-funded projects
- Knowledge and skills necessary to execute the project (e.g., documentations of your previous work and/or study in the subject area)
- Indicate that the facilities and resources necessary to complete the project are available.

D. Previous request. If you have been granted reassigned time for research, please submit the following information:

- Semester/Year, Topic, and Credit Hours
- Is the current project directly related to your previous work during that reassigned time? If yes, please elaborate.

E. Because of limited reassigned time for research, it is ~~of importance~~ **important** that the Review Committee have the following information. **Please indicate “yes” or “no”. You may wish to elaborate on appropriate items.**

1. \_\_\_\_\_ My project has been worked on in a previous sabbatical leave and/or leave of absence.
2. ~~\_\_\_\_\_ I have submitted or will submit during this academic year an application to another agency for time/funding for this project.~~ **I have applied for other funding for reassigned time (If yes, please indicate (a) source \_\_\_\_\_ and (b) number of credit hours \_\_\_\_\_.)**
3. \_\_\_\_\_ **I would be willing to accept less reassigned time than requested and still able to begin/continue work on this project.**

F. Submit six (6) copies of all materials to the Research and Development Committee, c/o the **Provost**/Vice President for Academic Affairs, by the close of business on November 6.

Signature of Applicant \_\_\_\_\_

Signature of Department Chairperson \_\_\_\_\_

(The signature of the chairperson is not related to an evaluation of the project. It simply indicates ~~a knowledge~~ **by acknowledgement of** the Chairperson that the application has been made.)