

Guidelines for Off-Campus Scholarly Assignments **[Excerpt from the Faculty Handbook, Chapter IV, 4.9.2.1]**

Purpose: Off-campus scholarly assignments are a means by which the institution facilitates the continued professional growth of its faculty. Such assignments provide institutional encouragement and support of the faculty in developing, maintaining and broadening academic and instructional competencies that are valued by the University.

Eligibility: (a) All 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 six-year period.

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 [dean of the School of Music]. (b) Departmental approval by majority vote of the faculty and the endorsement of the departmental chair [dean of the School of Music] 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.

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 which 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.

Hayes School of Music Additional Guidelines for Off-Campus Scholarly Assignments

The individualized responsibilities of the faculty of the Hayes School of Music pose additional challenges in awarding and supporting off-campus scholarly assignments. The following guidelines are offered to help address these challenges and to assist the faculty and the administration in the decision making process.

- (1) The required statement of the proposed project or activity must include a reasonable plan for identifying qualified replacement faculty. This may include a request for funds to support specific adjunct faculty and/or graduate teaching assistants. Responsibilities that must be fulfilled by other members of faculty must be clearly identified. Preference will be given to projects that include a reasonable plan for identifying and securing replacement faculty that will deliver excellent instruction in the faculty member's absence.
- (2) Preference will be given to projects that most clearly support the development of appropriate and necessary academic and instructional competencies of the faculty member requesting the off-campus scholarly assignment.
- (3) Preference will be given to members of the faculty that have previously demonstrated excellence in scholarship or creative activity related to the proposed project.
- (4) All other factors being equal, preference will be given to faculty members based on the length of their full-time service at Appalachian State University.
- (5) All other factors being equal, preference will be given to faculty members who have not held an off-campus scholarly assignment.
- (6) The approval by majority vote of the faculty indicates a willingness of the members of the faculty to accept reasonable additional responsibilities to support the colleague's proposed off-campus scholarly assignment.
- (7) The dean of the Hayes School of Music will strive to support the off-campus scholarly assignment program. However, cases may occur where worthwhile projects cannot be supported due to potential negative impact on instruction or lack of resources.