



GUIDELINES FOR OFF-CAMPUS SCHOLARLY ASSIGNMENTS

In accordance with established University policy, tenure-track and tenured faculty within the Department of Sustainable Technology and the Built Environment (STBE) may apply for off-campus scholarly assignments on a periodic basis.

The ASU *Faculty Handbook* (2015-2016 Edition, p. 97) provides the following guidelines:

6.2.2 Off-Campus Scholarly Assignments

Provision is made for off-campus scholarly assignments for all tenure-track faculty members at Appalachian State University. Information regarding these assignments may be obtained by a faculty member from the dean of the college/school in which the faculty member is located.

6.2.2.1 Guidelines for Off-Campus Scholarly Assignments

6.2.2.1.1 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 to the faculty in developing, maintaining and broadening academic and instructional competencies that are valued by the University.

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.

Department of Sustainable Technology and the Built Environment Additional Guidelines for Off-Campus Scholarly Assignments

The activity for which an Off-Campus Scholarly Assignment (OCSA) is requested should be one that is of benefit to the individual, to the Department, and to the University. All full-time departmental faculty should be encouraged to take advantage of the professional benefits that can result from these scholarly leave opportunities. An announcement concerning the procedures for requesting an OCSA should be made by the department chairperson at the first faculty meeting of each semester. The Department adheres to the guidelines provided in the *Faculty Handbook*, with the following additional guidelines:

- The STBE Department may support at least one faculty OCSA per semester; if feasible, two may be supported.
- Although preference will be given to requests for one-semester OCSAs, year-long OCSAs may be considered.

- The proposal for requesting an OCSA should include the following:
 1. A detailed description of the proposed activity, including (a) the specific goals of the assignment; (b) the site and nature of the work involved; and (c) where appropriate, an itinerary with travel dates.
 2. An explanation of how the activities will contribute to the professional development of the faculty member and to the strength of the Department, as well as any direct and indirect benefits to students.
 3. A specific and detailed plan for how the faculty member's workload will be redistributed, including teaching, administrative (where applicable), and service responsibilities.
 4. A description of the expected products or outcomes of the OCSA, including a plan for measuring the effectiveness of the assignment. List specific publications, funding opportunities, and/or conference presentations you will pursue as part of your OCSA plan of work or anticipated outcomes.

- Approval of an OCSA request by members of the faculty indicates agreement on their part to accept reasonable additional responsibilities to support their colleague's OCSA. Furthermore, approval of any OCSA must be based on consideration of the:
 - Quality of the proposed activity to contribute to the stated professional development goals of the faculty member.
 - Viability of the plan presented for redistribution of the faculty member's workload.
 - Relevance of the proposal in relation to the strategic goals of the Department.
 - Length of service as a member of the Department faculty, particularly if the faculty member has had no prior OCSAs.