

**The following guidelines were approved by the Arts & Sciences Council on March 2, 2004, with recommendation for adoption to the in-coming Dean of the College of Arts & Sciences.**

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

Revised Fall, 2003, by the College of Arts and Sciences Ad-Hoc Committee on Reassigned Time for Scholarship: Dave Haney (chair), Tony Calamai, Ellen Cowan, Mike Furr, Jill Richie, Ruth Ann Strickland, Jim Winders

Revised Jan., 2004 by Dave Haney

Appalachian State University's Mission Statement includes the following:

*At Appalachian, scholarship and service are complementary to the instructional mission. The major purposes of scholarship, including research, writing, and other creative activities, are threefold: to serve as a basis for instruction, to ensure a vital and intellectually engaged faculty, and to contribute to the advancement of knowledge. (2003-2005 Undergraduate Bulletin 3)*

In order to fulfill this mission, it is important that faculty members be provided time to conduct the scholarly and creative activity that will serve these three purposes. These guidelines have been developed to promote the equitable distribution of reassigned time for scholarship and creative work within the College of Arts and Sciences.

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. The purpose of these guidelines is to provide a general set of criteria for activities that would typically 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 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. 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 an additional probationary year of reassigned time.**

Creative and scholarly products include a broad range of activities that differ along qualitative and quantitative dimensions. However, for the purposes of reassigned time, scholarly or creative products must meet the following two criteria of 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<sup>1</sup>:
  - 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<sup>2</sup>
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. Below is a list of examples that will normally meet the above criteria. If a department believes that these examples do not fit the department's discipline, alternative examples may be developed and submitted to the Dean for approval. Please note that *both* criteria of "significance"—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.

Journal articles

Funded grant proposal to an external agency

Grant proposal submitted to an external agency that is unfunded but that received a high priority score

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<sup>1</sup> Ernest L. Boyer, *Scholarship Reconsidered: Priorities of the Professoriate* (Princeton, NJ: The Carnegie Foundation for the Advancement of Teaching, 1990, 15-25.

<sup>2</sup> For the purposes of these guidelines, "the scholarship of teaching," which contributes to knowledge via peer-reviewed publication, is distinguished from "scholarly teaching," which entails the application of pedagogical scholarship to teaching practice and is evaluated as teaching rather than as scholarship. For a discussion of this distinction, see Laurie Richlin, "Scholarly Teaching and the Scholarship of Teaching," downloaded January 21, 2004, from Southeast Missouri State University, Center for Scholarship in Teaching and Learning Web site: <http://cstl.semo.edu/teacherscholar/richlinsholarlyteaching.doc>.

Books (including textbooks) or substantial portions thereof. If separate publication of portions of a book is not practicable, chapters in manuscript may be submitted to the chair as evidence that reassigned time has been appropriately used.

Book chapters

Creative products (e.g., plays, poems, films, recordings, computer software)

Curated exhibitions

Editing of scholarly editions, multi-volume works, or scholarly journals.

Products or methods granted U.S. patents or commercial licenses

While the following products may have an important purpose in scholarly or creative endeavors, they would not typically be classified on their own as meeting the criteria for reassigned time for scholarly or creative activity.

Conference presentations

Instructor's manuals

Simple book reviews

Encyclopedia and other reference text entries

Technical reports

Unpublished laboratory manuals