

College of Arts and Sciences

Policy on Off-Campus Assignments for Probationary Faculty

University policy does not permit faculty to apply for internally funded research assignments during the probationary period before tenure is granted. However, a situation sometimes arises in which a probationary faculty member receives a fellowship or other award that requires an extended period of release from all University obligations¹. The College and the University encourage untenured faculty to seek such awards and will support the activities that they fund according to the following policy. Because such awards may involve extended periods away from campus, they will be accommodated by designating the recipient as being given an off-campus assignment.

1. An application for any award that might involve an off-campus assignment must be approved in advance by the Department Head and the Dean. Such approval shall be requested by submission of a green folder obtained from the Office of Research Services. The green folder must include a letter from the applicant to the Department Head requesting an off-campus assignment if the award is funded, and an assurance by the Head that the applicant's absence from campus can be accommodated by the Department.
2. The applicant may request that the probationary period be extended if the award is funded. If an extension is requested, it must be endorsed by the Department Head and a rationale provided. All such requests are subject to approval by the Dean and Provost.
3. Ordinarily, a faculty member will not be granted more than one off-campus assignment during the probationary period.
4. Only awards that require an extended period of release from all University obligations are covered by this policy. In addition, the award must pay a substantial portion (normally about 50%) of the recipient's salary for the period of support. The Department Head may request that the College pay all or part of the remainder of the recipient's salary.
5. It is the responsibility of the applicant to contact the Office of Human Resources regarding continuation of employment benefits during the assignment. The College will help to ensure the continuation of benefits wherever possible.

Approved by College Assembly, December 9, 2002

¹ This is different from a situation in which a grant recipient buys out some of their time (typically from teaching) using funds from a grant. In that case, all other University obligations, except those specifically bought out, continue to be met.