

REASSIGNMENT POLICIES
GRADUATE PROGRAM IN ENVIRONMENTAL SCIENCES
Effective January 2008

All faculty reassignment applications to the Graduate Program in Environmental Sciences are reviewed by the EVS Program Committee once a year (March of the year prior to the re-assignment year).

Applicants

Applications for re-assignment are ranked based on the application of funds to support student progression. If the re-assignment funds will be used to replace the faculty member with a temporary (adjunct instructor) the identity of the replacement should be noted on the application. If the identity of the replacement is not known at the time of application the faculty member receiving the re-assignment time must ensure that, once a replacement is identified, the EVS program office is notified of the identity of the replacement. The course that the replacement is hired for must also be noted. If not known at the time of application the course, once assigned to the replacement, must be identified to the EVS program office. Identification of the replacement and course must be completed no less than 4 weeks prior to the start of the re-assigned semester/year.

If the replacement instructor is a member of the department faculty, and therefore the funds will NOT be used to hire a replacement, the identity must be listed on the application. If the identity is not known at the time of application, once known, the EVS program office must be notified.

Funds will only be transferred to the recipient's unit if a replacement hire is made. In all other cases funds will remain with the program and faculty will have access to the funds to support student progression only. Justification for expenditure must include how the funds will support student progression. Examples include supplies for teaching, research supplies to be used by an EVS graduate student, travel to field sites/meetings by an EVS student or the accompanying faculty member, hiring of hourly labor to assist in teaching of EVS courses or to assist with EVS graduate student research efforts.

If you have received re-assignment in the past your application will not be reviewed unless your reassignment report for previous reassignment has been received by the EVS program.

Department/Unit Heads

It is the responsibility of the department/head to hire, as appropriate, replacements for faculty recipients of EVS re-assignment funds. If a temporary hire is to be made the identity of the replacement must be noted on the application. If the identity of the replacement is not known at the time of application the faculty member receiving the re-assignment time must ensure that, once a replacement is identified, the EVS program office is notified of the identity of the replacement. It is the responsibility of the unit head to ensure that the program office has been notified of the identity of the replacement before funds will be reallocated to the unit. The course that the replacement is hired for must also be noted. If not known at the time of application the course, once assigned to the replacement, must be identified to the EVS program office. Identification of the replacement and course must be completed no less than 4 weeks prior to the start of the re-assigned semester/year.

If the replacement instructor is a member of the department faculty, and therefore the funds will NOT be used to hire a replacement, the identity must be listed on the application. If the identity is not known at the time of application, once known the EVS program office must be notified.

Only funds to be used to hire a replacement will be transferred to the unit. Unused funds must be transferred by the unit back to EVS.

If more than one applicant is from your unit you may be asked by the EVS Director to provide a ranking of applicants.

ELIGIBILITY

Eligible participants are those who hold full-time faculty appointments and who teach EVS courses (core or elective), who directly supervise graduate students, or who serve the EVS program through service on the Program Committee or other service-related activities. Preference will be given to those who are pre-tenure. Applications are competitive and require approval from the department chair/unit head.

USE OF FUNDS

Funds will be used by the departments/units to hire instructors to teach the courses of the reassigned faculty members or to teach courses determined by the departments to be most appropriate. Funds not used to hire replacement faculty will remain in EVS and can only be used to support, with appropriate justification, student progression. Funds are generally awarded as \$1650 for 1000-2000 level course replacement hires and \$1750 for upper level/graduate course replacement hires. If funds are requested to support student progression and not replacement hire the maximum request is \$1750 per semester.

SUBMISSION PROCESS

Completed reassignment applications (hard copy with original signatures) are due to the EVS program office by March 15 of the academic year prior to the re-assignment request year. The EVS Program Committee will review applications in late March and notify applicants and units no later than April 15.

EVALUATION CRITERIA

Criteria to be considered by the EVS Program Committee include, but are not restricted to, the following:

1. The applicant has clearly described the scope and purpose of the proposed activity and how it specifically supports student progression.
2. Relevance of the activity to student progression in the Graduate Program in Environmental Sciences.
3. The objectives of the activity are clearly defined.
4. There is likelihood of tangible impact on student progression.

FINAL AND INTERIM REPORTS

A report outlining the outcomes associated with previous reassignment is due by Feb 15 for Fall reassignment and June 10 for Spring. If you received support for an entire academic year and are applying for support in the next year you must submit an interim report by Feb 15. Failure to provide the report in a timely manner will make the faculty member ineligible for future reassignment.