

GUIDELINES FOR OFF-CAMPUS SCHOLARLY ASSIGNMENTS

An off-campus scholarly assignment (OCSA) reflects the dedication of Appalachian State University to the continued professional growth of its faculty. These assignments provide institutional encouragement and support to faculty in developing, maintaining, and broadening academic and instructional competencies that are highly valued by the university and the Department of Government and Justice Studies. These guidelines are in conformity with the provisions of the Faculty Handbook.

Eligibility:

All full full-time tenure-track faculty members who have served in the Department of Government and Justice Studies for at least four (4) years are eligible; however, tenured members of the department will be given preference. In exceptional circumstances, with the approval of the Department Chair and a majority of the full-time tenure-track members of the department, a faculty member with less than four years of service to the department may be declared eligible for an off-campus scholarly assignment.

Assignments will be made on the basis of three factors: longevity of service to the department, the number of previous awards, and a qualitative assessment of the proposals submitted for approval.

A faculty member will not be eligible for more than one OCSA within a six-year period.

Guidelines for Application and Approval:

The Department of Government and Justice Studies will support at least one OCSA each academic year; if feasible, two (one each semester) will be supported. While university guidelines state that a faculty member may receive full salary for “one to two semesters,” the usual practice will be for the department to grant an OCSA for one semester.

Stipends from grants and other sources may be combined with university support to equal a faculty member’s contract salary. Support from outside sources for travel and/or subsistence will not be included in the determination of the faculty member’s salary for the period of the OCSA.

Applications for an OCSA for the fall semester will be due by the beginning of the spring semester (January); applications for the spring semester must be received no later than the end of April of the previous spring semester.

Proposals for an OCSA should fully describe the rationale for the proposed assignment. The proposal should describe the specific purpose of the assignment, the site and nature of the work involved, and the intended result(s) of the assignment. Direct and indirect benefits for students, faculty, the department, and the university should be included. Non-traditional activities may be proposed where there are special circumstances or unusual opportunities. Additionally, the proposal must include a detailed description of how the faculty member’s teaching and, when appropriate, administrative responsibilities will be reassigned. This section of the proposal should be prepared with the assistance of the departmental chair and reflect the Chair’s

endorsement of the overall project, including the reassignment of the faculty member's duties. Additional information about the project may be requested from an applicant at the discretion of the departmental chair.

Assignments will be made on the basis of three factors—longevity of service to the department, the number of previous awards, and a qualitative assessment of the proposal. Faculty members will be ranked from most to fewest years of full-time service and the number of previous off-campus scholarly assignments. The Department Chair shall maintain a roster of faculty rankings that shall be circulated to all faculty at least one month before the deadlines specified in the in Part II (C).

Examples of activities that would be considered as acceptable projects for an OCSA include:

- 1) Books (including textbooks);
- 2) Book chapters;
- 3) Peer-reviewed journal articles;
- 4) Monographs;
- 5) Editing scholarly editions;
- 6) Grant proposals (with substantial likelihood of approval);
- 7) Research awards (e.g. Fulbright or Woodrow Wilson Fellowships);
- 8) Faculty exchange programs administered by the ASU Office of International Studies.

Examples of activities that are unlikely to warrant an OCSA are:

- 1) Conference papers;
- 2) Instructor manuals;
- 3) Book reviews;
- 4) Encyclopedia and other reference text entries;
- 5) Technical reports.

Applicants should submit their proposals, ranked by seniority and the number and date of previous awards, at least one week before a departmental colloquium at which the proposals shall be presented by the applicants to the department for its approval. A majority vote of the full-time tenure-track members of the department, and the endorsement of the Department Chair, should constitute approval of the proposal at the department level.

Presentation of Work Completed on OCSA:

During the semester following the completion of the OCSA, the faculty member will provide a detailed report of the results and accomplishments of the OCSA at a departmental colloquium.

The recipient of an OCSA is obligated to return to full-time responsibilities in the Department of Government and Justice Studies for at least one academic year at the conclusion of the OCSA.