

Request for Faculty Teaching Reassignment Form

Per Policy 6.27 Faculty Workload

Section III. B. 2., a and b:

2. Reassignment or Release Time

a. Upon approval by the provost, dean, and the faculty member, the department chair may reassign faculty from their normal work load to complete special duties and studies for a department or program. Such activities may include, but are not limited to, teacher licensing, accreditation, curriculum development, research, studies, program assessments, or other relevant activities. In the event that the reassignment impacts the faculty member's ability to meet LRT criteria, a written record of the reassignment stipulating any exceptions or waivers to LRT criteria, signed by the Provost, Dean, Chair and Department LRT Chair will be provided to the faculty member prior to the reassignment.

b. The provost, in consultation with the dean, department chair, and faculty member may request reassignment of faculty for special projects or duties in support of university initiatives. Documentation should be provided that clarifies agreements with the department about the impact a reassignment may have on a faculty member's ability to meet the LRT criteria of their department or program.

SOUTHERN UTAH UNIVERSITY
Request for Faculty Teaching Reassignment

FACULTY MEMBER INFORMATION

Faculty Name (Last, First, MI)

T-Number

Rank

Tenure Status (Please check one): Tenured _____ Tenure-Track _____ Non-Tenure Track _____

TEACHING REASSIGNMENT INFORMATION

*Justification for Teaching Reassignment:

Semester of Reassignment Request: _____ ICHs to be taught during reassignment semester time: _____

Academic Year of Reassignment Request: _____ ICHs requested for release: _____

APPROVAL SIGNATURES

Faculty

Date

Department Chair

Date

Dean

Date

Provost

Date

PLEASE NOTE:

Request for teaching reassignments need to be completed and approved at all levels prior to the start of the respective academic semester. All Requests for Faculty Teaching Reassignments, including those on an ongoing basis, need to be submitted through this form. Exceptions are limited to sabbatical leaves and department chair appointments.

*In the event the reassignment impacts the faculty member's ability to meet LRT criteria, please include a written record stipulating any exceptions or waivers to the LRT criteria.

SUBMISSION DEADLINES: Fall Semester: August 18
Spring Semester: December 1