

UNIVERSITY POLICY FOR ACADEMIC AFFAIRS

Policy No. UPAA-12

TEACHING AND ADMINISTRATION

1 General Information.

- 1.1 Scope: The purpose of this policy is to emphasize Marshall University's commitment to teaching and to provide appropriate guidance regarding the granting of reassignment from teaching to individual faculty members engaged in administrative, research, or other non-teaching activities.
- 1.2 Authority: W. Va. Code §18B-1-6
- 1.3 Passage Date: August 27, 2020
- 1.4 Effective Date: September 28, 2020
- 1.5 Controlling over: Marshall University
- 1.6 History:
 - 1.6.1 This policy is derived from the old Executive Policy Bulletin No. 1, effective Fall Semester 1992. Executive Policy Bulletin No. 1 is hereby repealed. This policy was updated on October 31, 2019 to clarify current practices and to add relevant language from MUBOG AA-10, which has been rescinded. It was further amended and passed on August 27, 2020.

2 Policy.

- 2.1 Qualified administrators are required to teach or to conduct research as appropriate. The Chief Academic Officer (CAO), upon recommendation of the relevant dean and department, will certify administrators as qualified to teach.
- 2.2 When Marshall University faculty members become full-time administrators at Marshall University and are replaced in their department by full-time, tenure track faculty, and then wish to return to their department, all involved parties need to understand that the department may lose a position the next time a vacancy occurs.
- 2.3 A faculty member with a full-time appointment who serves in a college or university administrative capacity and returns to a teaching assignment shall be paid the amount received in their last teaching year plus any mandated increments granted other faculty during the individual's service as an administrator.
- 2.4 Faculty members given reassigned time to assume the departmental chairmanship will receive a stipend and reassigned time as delineated below:
 - 2.4.1 Chairs of departments with two or fewer full-time equivalent (FTE) faculty will choose between three hours reassigned time or a stipend.
 - 2.4.2 Chairs of departments with more than two FTE faculty and fewer than eleven FTE faculty qualify for three hours reassigned time and stipend.
 - 2.4.3 Chairs of departments with eleven FTE faculty or more qualify for six hours reassigned time and stipend.

- 2.4.4 The amount of the stipend will be determined by the dean and approved by the CAO.
Stipend amounts should be reviewed at least every four years.
The college dean may grant a chair more than six hours reassigned time.
- 2.5 Deans may grant reassigned time for scholarly and creative activities. Faculty reassigned time for scholarship and creative activities can be funded internally, externally, or through other arrangements that support the mission of the University. A Dean may require a faculty member who requests and receives an internal faculty development grant to submit a statement certifying that he or she will not seek or accept another position, full-time or part-time, at another institution during that period.
- 2.6 The Faculty Senate Chair will receive six credit hours of reassigned time per semester, and six credit hours of reassigned time during the summer.
- 2.7 The CAO or the President may grant exceptions to provisions of this policy.