

Motion: The UFAC recommends revising the Faculty Handbook, adding Section 3.7.3, as described below.

Rationale: After consulting with a group of faculty with special assignments, the University Faculty Affairs Committee has discovered that a significant number of faculty have been placed in special assignments, a status where their contributions are treated differently across various departments when it comes to annual reviews along with evaluation for tenure and promotion. Section 6.4.5 of the Faculty Handbook clearly states that “While Special Assignments vary, these assignments are generally additional service activities or projects and ordinarily will be included in the service category for the annual review evaluation.” In order to align and clarify the evaluation procedures for faculty special assignments with the Faculty Handbook, to reinforce administrative support, and to ensure more equitable and open treatment of these faculty, we recommend the following additions to the Faculty Handbook:

Proposed addition:

3.7.3 Special Assignments On occasion, the University will have a need for a faculty member to serve in an additional role such as a director of an organization or center or in another administrative capacity. The University typically offers a combination of an additional stipend and/or course release time in exchange for faculty serving in these roles. All Special Assignments require a contract between the University and the faculty documenting the responsibilities, term length of the position, expected time commitment, and compensation of the position.

- 3.7.3.1. Faculty should discuss their plans for how to manage the increased time commitment with their supervisor before accepting any special assignment. Faculty at the rank of Assistant Professor (i.e., tenure track faculty who have not yet received tenure) or other untenured ranks, such as Lecturer, must obtain the written permission of their department chair before accepting any special assignment given that the time commitment may negatively impact their chances of meeting tenure requirements.
- 3.7.3.2. Generally special assignments constitute additional service to the University and ordinarily will be included in the service category for annual reviews.
- 3.7.3.3. Faculty with a special assignment who have a reduced teaching load are considered to have a full teaching load for the purposes of annual evaluations as well as tenure and/or promotion. Even if teaching a reduced load, faculty must still demonstrate evidence of teaching effectiveness.
- 3.7.3.4. Scholarly and professional contributions derived from the special assignment activity (such as journal publications, conference presentations, etc.) should be

considered professional activity for the purposes of annual review, promotion, and/or tenure. However, it is still the responsibility of each department and college to determine expectations and appropriate credit for this type of activity.