

Guidelines to Supplement PPM 4-6 Faculty Workload

The following guidelines are established to help facilitate faculty reassigned time associated with directing programs initiated by the President or Provost, which are designed to benefit units beyond individual colleges, departments or programs.

These guidelines are meant to supplement PPM 4-6 Faculty Workload.

- 1) The term of appointment is normally for three years, although one-year or two-year appointments may be made when the Provost or President consider it appropriate.
- 2) More than one term can be served. Service in more than two consecutive terms should be agreed upon by the dean and chair of the director's academic home, director and the director's supervisor in the Provost's or President's office.
- 3) Formal evaluation should occur during the terminal year of appointment. The evaluation should include, but not be limited to: (1) a formal survey of faculty, staff, the dean and chair of the director's academic home, faculty senate where appropriate, and other administrators regarding the effectiveness of the director; and (2) an interview between the director's supervisor in the Provost's or President's office, the director's department chair and director which shall, in part, examine the results of the survey.
- 4) Directors should share an annual report of activities and accomplishments in the director position with their direct supervisor in the Provost's or President's office and the dean and department chair of their academic home.

Guidelines posted on the Provost's website.