

Approved 12/07/07 by the Executive Committee
Revised and Approved 1/11/08 by the CPH Faculty
Updated for Semesters 09/18/2012

College of Public Health Policy for Special Assignments

To ensure that Special Assignments (SA's) are awarded on a competitive basis within the College of Public Health, proposals for SAs, if approved by the Division Chair, will be reviewed by the Executive Committee. That group has representation from all Divisions and is in the best position to consider both the administrative implications and the competitive nature of any leave request. The Executive Committee will make a recommendation to the Dean who has the final decision. The SA mechanism is consistent with the College's strategic initiative to institute a competitive, peer-reviewed process to award one full-semester release time for faculty.

Guidelines for eligibility and for the proposal are as follows:

- 1) Proposals can be submitted by any regular faculty member holding a primary appointment in the College.
- 2) A faculty member has to have completed 3 years on the faculty of the College prior to taking a leave, though application could be made during their 3rd year.
- 3) Proposals should be submitted at least one semester in advance of the proposed leave to provide adequate time to review the application and to make arrangements to cover the applicant's teaching and other responsibilities.
- 4) Three years has to elapse between the end of a prior SA or FPL and the start of a new SA.
- 5) Given the current size of the College, only a limited number of SAs will be awarded for any one academic year.
- 6) Consistent with University policy, greatest weight will be placed on the merits of the proposal in light of the professional development of the faculty member and the advancement of the academic mission of the College.
- 7) The applicant should consult with their division chair and identify the methods to be used to cover their usual responsibilities.

Deviations from these guidelines will be considered under special circumstances.

Faculty will be asked to report on their SA as part of the documentation for any annual review that includes the period in which the SA was taken. Productivity during the SA will be given the same consideration as productivity during a regular academic year.