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| **Procedure Title: Requests for Sponsored Programs and Grant Reassignment and Release Time for Academic Affairs** | **Effective Date: 7/1/2012**  |
| **Procedure ID #:** Click here to enter text. | **Date of Last Revision: 6/25/2012** |
| **Oversight Department: Office of the Provost** | **Next Review Date: 6/30/2014** |

 **Procedure for Policy Title: Sponsored Programs and Grant Reassignment and Release Time for Academic Affairs**

1. **Brief Policy Description**

The University provides the opportunity for faculty to apply for a reduced teaching load, for a semester, in order to pursue other specific assignments. The provision of reassigned time normally reduces the instructor's teaching load by one course without a reduction in salary. The project or reassignment should provide as much value to the College or Department as the benefit that would be derived from the faculty member's teaching the class in question.

Reassigned time may result in salary and benefit savings within the Academic Affairs budgeted allocations. The savings will be used to cover backfill adjuncts and support the enhancement of student learning by providing additional one-time discretionary funding support within the faculty member’s college and/or department.

1. **Applicability**

This procedure applies to full-time teaching and research faculty as well as administrative professional faculty within the Division of Academic Affairs**.**

1. **Procedure**
	1. The department will submit a Personnel Action Form (i.e. PR40 or EPAF) to request reassignment for the faculty member prior to the start of the reassignment and by deadlines provided to the departments by the director of Academic Budgets and Administration or the Office of the Provost. The request will notify the Department Chair that a replacement will be required in the classroom if approved. The course discipline and section from which the faculty is requesting reassignment or release must be listed in the comments.
		* Whole percentages will be used to identify the Fund, Organization, Account and Program codes.
		* If the grant fund is not known or if funding has not been awarded at the time of the request for reassignment, the department in consultation with the Dean will need to determine the source of funds for underwriting the request. Such sources that are appropriate are the College Research Support Fund, the PI Recovery Fund or other research funds which are denoted by program code P11004.
	2. Exceptions to 3.a. are as follows:
		* Upon receipt of the PR40, the Office of Sponsored Programs and Grant Management (OSPGM) may determine that the form is not applicable for certain types of reassignment. In those rare cases, the Request for Reassigned/Released Time form (revised 06/2012) shall be submitted by OSPGM.
		* In cases, where a Seed Grant will be used to cover the cost of hiring an adjunct to replace the faculty member in the classroom, a PR40 will be required to hire the adjunct faculty and should be submitted prior to the work being performed in line with established Payroll deadlines. In the Comments section of the PR40, the department will indicate the discipline, course, section and name of the faculty member that is to be reassigned. There will be no need to submit a PR40 for reassigning the faculty member in this scenario.
	3. The personnel action form (PAF) will follow the normal routing process, including:
		* Project Director
		* Office of Sponsored Programs
		* Department Chair
		* College Dean or Appointing Authority
		* Vice President/Provost
		* Office of Budget and Financial Services
		* Office of Human Resources
		* Payroll Office
	4. The Payroll Office will charge the grant fund at the percentage rate and for the time period specified on the form submitted.
		* For cases in which the revised Request for Reassigned/Released Time form is submitted (and not the PR40), Payroll will prepare and submit a journal voucher to Financial Reporting to correct the charges for the identified period of time after the charges have occurred in a timely manner. Financial Reporting will review and post the entry in Banner.
		* Other correcting entries will be prepared and submitted for review and posting to Financial Reporting as necessary by the Office of Sponsored Programs and Grant Management in a timely manner. Any actions with mid-pay period effective dates and actions that do not meet the Payroll deadline dates may also require preparation of a journal entry from this office.
	5. At the beginning of each semester the Office of Academic Budgets and Administration will submit a request for E&G savings to be transferred as one-time adjustments to specific budget organizations. A standard formula (including ORP retirement, dual health coverage and cash match) will be used in determining the projected savings.
	6. After reviewing the request from Academic Budgets and Administration and verifying budget sufficiency, the Office of Budget and Financial Planning will transfer the requested budget allocation from Personal Services to the specific accounts in the Non-Personal Service categories. After all personnel actions for reassignments have been submitted to Payroll for the academic year, OBFP will reconcile the actual reassignment salary savings to the projections submitted by Academic Budgets and Administration; a budget adjustment will be required if there are significant differences.
	7. The primary one-time savings in the E&G budget will be used to cover replacement adjunct costs as identified on the aforementioned forms.
	8. Any residual one-time E&G savings will be transferred to the respective College’s Instructional Support Organization.
		* Authorized one-time funding may be used for such items as student assistance, equipment, materials, supplies, travel and staff support, as related to course development, research and other projects designed to enhance student learning.
		* Residual funds must be used in accordance with all University and Academic Affairs policies.
2. **Responsibilities**

The Director of Academic Budgets and Administration is responsible for communicating the deadlines for submission of paperwork to Deans and Academic Department heads. He/she is responsible for approving personnel action forms after verifying the FOAP string is correct and budget sufficiency. He/she is also responsible for submitting the request for salary savings to be transferred to the appropriate Organizations.

The departments are responsible for preparing the reassignment requests on behalf of the faculty member, verifying sufficient budget in the FOAPs being identified on the requests, then submitting the forms to the College Dean, and for making arrangements to hire an adjunct or other faculty to backfill for the faculty member in a timely manner and no later than the specified deadlines.

The Office of Sponsored Programs and Grant Management (OSPGM) is responsible for approving personnel action forms and verifying the Grant funding sufficiency. The OSPGM is also responsible for reconciling the expenditures from the payroll postings and reporting expenditures to the grantors. Any actions with mid-pay period effective dates and any actions that do not meet the Payroll deadlines may require a journal entry. Correcting entries may be prepared as necessary by the OSPGM and processed by the Office of Financial Reporting.

The Office of Budget and Financial Planning is responsible for approving personnel action forms after verifying the FOAP string is correct and budget sufficiency. The OBFP will transfer the projected savings requested as approved by the Provost each semester.

The Office of Human Resources is responsible for reviewing and processing the personnel action form in accordance with their normal procedures.

The Office of Payroll will process payroll transactions as authorized and in accordance with standard procedures.

1. **Appendices**

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APPROVED BY: Date:** July 25, 2012

**Name: Sam Minner**

**Title: Provost and Vice President of Academic Affairs**