Date: November 20, 2015

To: All Tenured Faculty, College Deans, and Department Chairs/Supervisors

From: Ralph Byington, Provost and Executive Vice President
Paul E. Richardson, Chair, Faculty Development Committee

Subject: Scholarly Reassignment for Fall 2016

Call for Applications

The adoption and assimilation of the teacher/scholar model for faculty at Coastal Carolina University is predicated on the ability of the university to provide time within the faculty workload for scholarly endeavors. The university maintains a policy that allows and encourages a campus-wide recognition of scholarly activity.

The criteria for eligibility for Scholarly Reassignment and procedures for application are available in the Faculty Manual (Section 5.2.5). Please note that to be eligible for Scholarly Reassignment you must be a tenured member of the faculty, with a minimum of four consecutive years of service. Applicants must be able to serve for at least one year following completion of the Scholarly Reassignment. Individuals cannot submit an Application for Scholarly Reassignment within three years of the completion of a previous Scholarly Reassignment. Applicants must have the Final Report of their most recent Scholarly Reassignment on file in the Office of the Provost prior to submitting a new Application for Scholarly Reassignment.

All Applications for Scholarly Reassignment will be submitted on-line; no hard-copies of the Application will be accepted. The Application for Scholarly Reassignment is now available at:

https://www.coastal.edu/forms/provost/facultywelfare/scholar/form_add.php

The major components of the Application are:
• Abstract of proposal;
• Curriculum Vitae; and
• A description of your reassignment activities (no more than three pages) which includes any necessary details and an explanation of this specific activity's relationship to your scholarly endeavors.

Your Application for Scholarly Reassignment will be evaluated by the Faculty Development Committee on the following criteria:
• A record of scholarly activities for a tenured professor in your academic discipline;
• A clear work plan for the period of your Scholarly Reassignment;
• Clear and concise outcomes based on your academic discipline;
• Demonstrated need to be away from teaching, advising, and service activities expected by a tenured professor in your academic discipline; and
• Evidence that the project is above and beyond the normal expectations of a tenured professor in your academic discipline.
The deadline to submit your on-line Application for Scholarly Reassignment is Monday, January 4. If you intend to apply, please inform your chair/supervisor in a timely manner so he/she can anticipate any necessary preparations to cover your instructional load with existing resources.

Subsequent deadlines are:
- January 19, 2016: Department Chair/Supervisor Recommendation Letter submitted on-line.
- January 28, 2016: Recommendations from College Deans forwarded to Chair of Faculty Development Committee.
- February 11, 2016: Recommendations from the Faculty Development Committee forwarded to the Provost.
- February 29, 2016: Final decision of the Provost and the President

If you have any questions or issues with scholarly reassignment please email the chair of the Faculty Development Committee: Paul E. Richardson (prichar@coastal.edu).