



Applies to: Tenure-track faculty

POLICY

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A Special Assignment (SA) redistributes some of the regular duties a faculty member for a period of up to one full semester so that he or she may concentrate on a unique research, service or teaching endeavor or invest in a relatively brief professional development opportunity. Colleges, academic support units, and university centers may establish procedures for offering SAs.

An SA may be completed on campus or away from campus. However, faculty members on SAs are expected to make arrangements to participate in personnel meetings and to advise graduate students.

PROCEDURE

1.1 Required approvals

Columbus Campus: Tenure-initiating unit (TIU) chair, college dean.

Regional Campus: TIU chair, regional campus dean.

Approval of SAs must be contingent on units having sufficient faculty available at all times to meet obligations to students and other constituencies, and to conduct regular business.

1.2 Timing

An SA is normally granted for one semester. However, SAs of shorter duration are possible.

For any period of intensive study or research exceeding one semester, the Faculty Professional Leave (FPL) Program should be considered. An SA and a Faculty Professional Leave (FPL) may occur in contiguous on-duty semesters, including ones that bridge academic years (e.g. spring-autumn).

1.3 Compensation

Units pay full salary to the faculty member during the SA. It is generally inappropriate to supplement compensation from general funds during an SA.

Since the faculty member is not on leave, but rather on full-time duty with the university during an SA, s/he is not permitted to receive compensation from another institution other than approved paid external consulting.



Faculty Special Assignment Office of Academic Affairs

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Resources

- Policy on Faculty Fellow, <http://oaa.osu.edu/assets/files/documents/facultyfellow.pdf>

Contacts

Subject	Office	Telephone	E-mail/URL
Faculty special assignments	Office of Academic Affairs	614-292-5881	http://oaa.osu.edu

History

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