

English Department Chair's Guidelines For Granting
Reassigned Time For Research

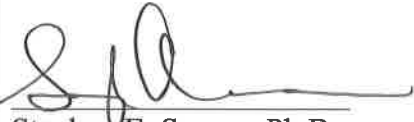
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Department of English
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RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Authorizing Authority
4/10/19	1.0	Initial version adopted following review and comment by English tenured and tenure-track faculty and peer review by CLA Dean and Department Chairs.	 Stephen E. Severn, Ph.D. English Department Chair

1.0 INTRODUCTION

1.1 Summary

This document sets forth the guidelines that the English Department Chair will employ when awarding Reassign Time for research and/or creative activities to tenured and tenure-track members of the English Department as she/he is authorized to do per *Reference 2*.

1.2 References

These guidelines have been prepared in conjunction with the requirements set forth in the following documents:

Reference 1 Guidelines for Determining Faculty Workloads and Reporting Requirement and Staffing Profile

Reference 2 English Department Policies on Tenure and Promotion (Version 1.1)

1.3 Scope

These guidelines apply only to the awarding of Reassigned Time associated with research and/or creative activities. They do not address Reassigned Time that may be granted for teaching and/or service-related activities.

2.0 STARTING POINTS AND EXPECTATIONS

2.1 University Expectations

MTSU expects that any faculty member who receives 3 Workload Units (WU) of Reassigned Time for research and/or creative activities will, over the course of an academic semester, devote at least 150 hours (or an average of 10 hours per week) to those undertakings.

2.2 English-Department-Specific Considerations

The specific guidelines set forth in *Section 3* below correspond to the requirements for “research/scholarship/creative activity” established by Section III.B.1.b of *Reference 2*.

In essence, Section 3 of this document takes those scholarly / creative activity production expectations that all candidates for promotion and/or tenure in the English Department must achieve over a five-year period and distributes them over the ten academic semesters that comprise that timeframe. In doing so, it creates a single-semester average that serves as a baseline for determining the anticipated productivity associated with a requested Reassign Time of 3 WU.

2.2.1 Limitations and Exceptions

Such a model, of course, assumes that the trajectory for scholarly and creative production in the discipline of English (broadly defined) follows a linear path. By its very nature, this often does not happen.

Moreover, scholarly and creative production in the discipline of English comes in an array of forms and contexts and is often not easily quantifiable.

Therefore, the guidelines set forth here are just that – guidelines. They are neither exhaustive nor exclusive.

Whenever questions or uncertainties arise, each faculty member is encouraged to discuss the specifics of her/his project(s) with the English Department Chair so that agreement may be reached on the appropriate amount of Reassigned Time to grant.

2.2.2 Research / Scholarly / Creative Activity Process

It is expected that in most cases the process for producing scholarly and/or creative works will follow the general pattern below

- Foundational research for project
- Project drafting and submission
- Project revision and resubmission (if needed, perhaps multiple times)
- Shepherding the project through the publication process

The Research Stage – which is critical to the ultimate success of a project – may simply involve a significant amount of reading, and it differs from the other stages in that it may not yield a specific deliverable (e.g. the draft of an article-length piece or a conference paper that is ready for presentation) upon its completion.

Given this, if a faculty member requests Reassign Time solely for the purposes of research, she/he should articulate a clear plan for the semester so that the Department Chair can verify that an amount of work that will be undertaken corresponds to University expectations for performance.

3.0 SPECIFIC REASSIGNED TIME CONTEXTS

3.1 Scholarly Books

3.1.1 Authoring A Monograph

Generally, each of the following items associated with producing a monograph will merit 3 WU of Reassigned Time:

- Researching and producing a formal book proposal
- Undertaking the research required for drafting of a chapter
- Drafting a reasonably complete chapter

Reassigned time associated with other aspects of the book production process (e.g. revisions, indexing, obtaining publishing permissions, performing requested revisions / edits, etc.) will vary between 1 and 3 WU depending upon how extensive the activities are.

3.1.2 Producing A Scholarly Edition

The amount of time and effort required to produce a scholarly edition of a text will vary greatly depending on the specific nature of the project and how readily available relevant materials (e.g. author / publisher correspondence, manuscript copies of relevant versions, etc.) are to the faculty member undertaking it.

That said, each of the following items associated with producing a scholarly edition of a text will likely merit 3 WU of Reassigned Time:

- Research and producing a project proposal
- Undertaking the research required for the editor's introduction
- Drafting the editor's introduction

Other activities associated with the project may warrant between 1 and 3 WU of Reassigned Time.

3.1.3 Editing An Essay Collection

A faculty member who wishes to edit a collection of scholarly essays will generally have to complete the following activities at the outset of the project:

- Solicit contributors and review potential submissions
- Draft and submit a book proposal

Together, those items will generally merit 3 WU of release time.

If the faculty member who is editing the collection is also contributing a chapter to it, then each of the following activities will generally merit 3 WU of release time:

- Undertaking the research required for drafting a chapter
- Drafting of a reasonably complete chapter

Reassigned time associated with other aspects of producing an essay collection (e.g. soliciting revisions from contributors, indexing, obtaining publishing permissions, performing requested revisions / edits, etc.) will vary between 1 and 3 WU depending upon how extensive the activities are.

3.2 Peer-Reviewed Journal Articles and Book Chapters

For the purposes of determining appropriate amounts of Reassigned Time, peer-reviewed journal articles and book chapters are considered essentially equivalent.

Generally, each of the following items will merit 3 WU of Reassigned Time:

- Undertaking the research required for drafting of an article / chapter
- Drafting a reasonably complete article / chapter

Requested revisions, footnoting, copy editing and other items associated with preparing the article / chapter for publication may also merit 1 to 3 WU of Reassigned Time, depending on the extent of those activities.

3.3 Academic Conference Presentations

It is assumed that in most instances, faculty members presenting at academic conferences will deliver 15 – 25 minute papers. In such cases, each of the following activities will likely merit 3 WU of Reassigned Time:

- Undertaking the research required for the conference presentation
- Preparing the conference presentation

If, however, a faculty member is serving as a conference's keynote or plenary speaker and will be delivering a much more extensive presentation, additional WU of Reassigned Time may be appropriate.

3.4 Other Scholarly Efforts

Other scholarly efforts such as serving as a peer-reviewer for an academic journal, editing an academic journal and producing book reviews may all be eligible for some amount of Reassigned Time.

Given the wide possible variance in the effort required for such undertakings, however, the appropriate amount of Reassigned Time will be determined by the Department Chair in consultation with the faculty member on a case-by-case basis.

3.5 Creative Works

Of all the professional-related activities that English Department faculty engage in, creative works are perhaps the most difficult to quantify for the purposes of determining Reassigned Time.

Generally speaking, faculty members who consistently produce creative works that are commissioned, juried, invited, or peer-reviewed by external sources and shared with the public and/or scholarly community in print or public exhibitions or performances and that are of significant scope and prominence will be granted 3 WU of Reassigned Time to continue those efforts.