



Faculty Non-Instructional Assignments	
Responsible Official: Vice President for Academic Affairs, Vice President for Health Affairs	Responsible Office: Vice President for Academic Affairs, Vice President for Health Affairs

### Policy Purpose

This policy clarifies provisions by which the Vice President for Academic Affairs or the Vice President for Health Affairs may approve a full-time non-instructional assignment (NIA).

### Policy Statement

To be eligible for an NIA, an applicant must:

- be a tenured member of the full-time faculty at the rank of assistant professor, associate professor, or professor,
- have completed five years in a professorial appointment at the university, and
- have demonstrated significant scholarly, creative, or teaching performance in the applicant's discipline.

Full-time NIAs shall be for one semester at full pay or an academic year at one-half pay. Full benefits will be continued for the duration of the assignment.

For each semester of full-time NIA a faculty member must provide a minimum of one semester of continued employment at ETSU following the assignment. A recipient may apply again seven (7) years after completion of a previous NIA.

Published materials, exhibits, or performances resulting from the assignment shall include acknowledgement of East Tennessee State University.

### Definitions

N/A

### Policy History

Effective Date:

Revision Date:

## Procedure (s)

Allocations of full-time NIAs should reflect ETSU's mission, goals and needs. The purposes of NIAs include enhancing scholarship and the university's academic excellence, contributing to the professional growth and renewal of the faculty, strengthening the curriculum, and improving teaching in ways that cannot be accomplished under the constraints of regular workload assignments.

Step 1: The faculty member completes the application (see Related Form link below). The proposal must include:

- a. A statement of goals and objectives for the NIA compatible with the statement of purposes for the faculty member's academic program;
- b. Anticipated schedule of progress during the assignment;
- c. A plan for presenting results, outcomes, product, etc. of the NIA to the university community
- d. A résumé of the applicant's professional career;
- e. Proof of acceptance by cooperating universities, approval by granting agencies, etc. (if applicable); and
- f. Endorsement by the department chair.

Step 2: The department chair submits the endorsed application, including a plan for instructional replacement, to the appropriate college office by November 1 for the following fall semester, or April 1 for the following spring semester.

Step 3: The dean recommends or does not recommend to the appropriate vice president by December 15 or May 15.

Step 4: The appropriate vice president either approves or denies the NIA.

Step 5: Upon completion of the assignment, the faculty member will submit a written report of the assignment activity to the department chair and college/school dean and forward copies to the appropriate vice president. The report shall include the degree to which the objectives of the proposal were accomplished and evidence of work completed or in progress (as appropriate).

Step 6: The faculty member will present the results, outcomes, product, etc. of the NIA to the university community as described in the application.

## Procedure History

Effective Date:

Revision Date:

## Related Form(s)

[Non-Instructional Assignment Application](#)

## Scope and Applicability

	Governance	
✓	Academic	Faculty
	Students	
✓	Employment	Benefits
	Information Technology	
	Environmental Health and Safety	
	Business and Finance	
	Facilities and Operations	
	Communications & Marketing	
	Advancement	