

**Faculty Workload Adjustment
Statement of Principles, Guidelines, and Procedures
College of Fine and Performing Arts**

Reassigned time may be granted to full-time, tenure track faculty within the College of Fine and Performing Arts for the purposes of engaging in research, creative and scholarly activity directed toward the creation of artwork for exhibition, or publication of an article in a refereed journal. Proposals for reassigned time to undertake activities and projects in the other categories are also accepted. Applicants must demonstrate how the proposed activity supports the academic program, College and University mission. Categories for requests include:

- Research/Scholarship
- Scholarship of Teaching and Learning
- Extraordinary Service Activities/Projects
- Instructional Improvement
- Creative Activity
- Client-based Art
- Other appropriate endeavors that fall beyond the normal expectations and responsibilities of the faculty.

College of Fine and Performing Arts Peer Review Process

Review Process:

1. A review committee of three full-time tenured faculty members from the College of Fine and Performing Arts (representing each department) will be nominated. Applicants for Adjusted Workload may not serve on the review committee. After approved by the Dean, the committee will evaluate proposals for workload adjustment.
 - a. At the first organizational meeting of the fall semester, each of the three Fine and Performing Arts Departments (Art, Music and Theatre and Dance) will nominate a full-time tenured faculty member as a representative. The department will also nominate an alternate.
 - b. The Associate Dean will serve in an ex-officio capacity, and the Dean's secretary will record the committee action.
 - c. Members of the review committee who submit an application for workload adjustment must recuse themselves from the committee. In such a case, the department alternate will serve on the committee.
 - d. In the event of a split committee vote, the Dean will function to break the tie.
2. The review committee will examine the submitted applications and recommend: 1) full approval; 2) approval with conditions; or 3) non-approval. Faculty may request feedback from the committee.
3. Applications recommended for approval, either fully or with modifications, will be submitted to the Dean for review and final approval. Recommendations for disapproval may be appealed to the Dean (for committee recommendations) or to the Provost (for Deans' recommendations).

Application Process:

1. By September 30 of each year, faculty who intend to apply for the workload adjustment will inform the department chair in writing, indicating both their intention to apply workload adjustment and the length of time (ranging from one to four semesters) for which they will apply.
2. Proposals for workload adjustment will be due to the review committee by October 15, 2008. Application for Adjusted Workload forms are available on the College of Fine and Performing Arts, Faculty Services website www.rowan.edu/colleges/fpa/facultyservices. These may be submitted electronically or by hard copy.
3. Proposals should describe the scope of the general agenda or project, proposed timeline, and expected outcomes. (Note: The proposed timeline should be realistic and may extend beyond the two-year term of the workload adjustment application.)

Reporting of Results:

- Progress reports are due for one-year and two-year awards. Faculty who receive two-year workload adjustments will submit progress reports annually, providing a rationale for their ongoing workload adjustment.
- Final reports are due at the end of each project.
- All reports are due on October 15. Final Report and Progress Report forms are available on the College of Fine and Performing Arts, Faculty Services website www.rowan.edu/colleges/fpa/facultyservices. These may be submitted electronically or by hard copy.
- Supplemental documentation should be submitted directly to the Dean's Office.

In accordance with university guidelines, in the event a project or proposal runs into difficulties which prevent the project or proposal from continuing, the faculty member will promptly notify his/her chairperson and Dean so that a full teaching schedule may be restored. The failure to adhere to the project or activity as stipulated in the faculty member's approved project or proposal may result in a termination of the load adjustment.