



Indiana University
Purdue University
Fort Wayne

Guidelines for Monitoring Research/Creative Activity Assignments

Shared Principles and Practices for Implementing SD 97-8 and OAA 96-10

1. 100% FTE faculty assignment is based on a 12-credit hour teaching load.
2. Tenure-track faculty who have a 25% research/creative activity assignment must present evidence of meeting department, school, and university requirements as a condition of reappointment during the probationary period.
3. Tenured faculty who have a 25% research/creative activity assignment must document the "pursuit of an active research program" (SD 97-8) in the annual productivity report and are expected to complete research/creative activity project(s) within a time period as appropriate for the discipline and/or the project.
4. Chairs and deans are responsible for monitoring faculty research/creative activity progress based on a review of annual productivity reports and in keeping with school/department criteria. Chairs will provide each faculty member with a written evaluation of their research/creative activity progress as part of the annual performance review. These reviews will be made available annually to the dean.
5. Adjustments in individual workload assignments for tenured faculty are determined in discussion with the department chair. The chair will, after due notice, assign faculty who do not demonstrate progress in their research program a 12-hour teaching schedule or, in consultation with the dean, other duties beneficial to the department and the university. Faculty may also request to move from a 9-hour to a 12-hour teaching assignment for personal or professional development. Faculty who are on a 12-hour teaching assignment may, if appropriate under the terms of their appointment, apply to the chair for a research assignment based on the presentation of a satisfactory research plan.

Susan B. Hannah
Vice Chancellor for Academic Affairs

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