
Standards for Awarding Alternative Professional Responsibility Credit

PURPOSE & OVERVIEW

Faculty/Librarians are expected to engage in service to the university community and ongoing scholarship as part of their regular workload. Therefore, an engagement of service and/or scholarship may not always warrant APR credit. Rather, APR credit should be assigned to a faculty member when his or her workload in the above categories goes “above and beyond the call of duty”. In general, APR may be provided for ongoing assignments that take faculty out of the classroom for a substantial amount of time.

The *MSCA Agreement* and accreditation requirements may dictate duties which necessitate APR credit. However, additional duties suitable for APR credit may arise. In such cases, faculty/librarians must petition in writing the Vice President of Academic Affairs to approve APR credit, and offer justification why the duties deserve APR credit by explaining how the duty exceeds the expectations of the normal workload.

POLICY

Process of Application

Documentation required

- Faculty and Librarians Alternative Professional Responsibility Form (to be posted on a new faculty webpage dedicated to Alternative Professional Responsibility, along with this policy). The APR form will be considered ready for review when it includes the following information:
 - Concise summary of the individual’s specific responsibilities
 - Justification of how responsibility exceeds expectations of the normal full-time workload

Timeline

- Applications are due three months prior to responsibility to provide sufficient notice to department chairs if a replacement is necessary for course coverage. Exceptions will be considered as some opportunities or responsibilities may arise suddenly.
- The Vice President of Academic Affairs will respond in a timely manner.

Submission Process

- Applications will be submitted to the Vice President. Notice shall be provided to the Department Chair.
 - The Vice President may seek consultation with individuals or bodies as necessary.

APPROVED: May 2009

REVIEWED: May 2010

Approval Process

- All applicants will receive written notification from the Vice-President of Academic Affairs.
- This policy and guidelines will be posted on the Academic Affairs web site.

Appeal Process

- Applicants may request a hearing with the Vice President of Academic Affairs.

Resubmission Process

- For continuing responsibilities, from semester to semester and year to year, the Application must indicate as such.
- If a responsibility will last longer than originally applied for, an extension may be requested.

Guiding Principles for Determination of Number of Credit(s) Release:

According to Article XII (D) of the *Agreement*, Alternate Professional Responsibility (APR) credit can be assigned at the Vice President's discretion for faculty and librarians engaging in "institutional research, service to the university community, service on inter-institutional or system-wide committees, coaching, research and publication, service as a program area chair or the performance of administrative duties pursuant to the terms of any federal or other grant." In general, APR may be provided for ongoing assignments that take faculty out of the classroom for a substantial amount of time.

The Vice President of Academic Affairs will use a process of review and make subsequent determination(s) using principles of **Reassessment, Transparency, Accountability, Equity, Flexibility, and Opportunity**. The Vice President must always consider requests for APR credit in the context of the institutional mission, as well as institutional fiscal issues.

"Whenever such reduction in workload shall have been granted by the Vice President the performance of such professional responsibilities shall be subject to evaluation pursuant to the provisions of Section A or Article VIII" (*MSCA Agreement*). Further Section D of Article XII provides a compliance schedule for evaluation procedures variable by length of responsibility and differentiated for members holding tenure vs. not holding tenure.

REVIEW

This policy will be reviewed annually by the Vice President for Academic Affairs.