# RESULTS PROCEDURES FOR REASSIGNMENTS AND / OR OTHER TEACHING ASSIGNMENTS

## INSTRUCTIONS

This form must be completed by faculty members to report results for approved workload Reassignments used to fulfill the standard University instructional requirement for all full-time, tenure-track UNLV faculty. See the Board of Regents Handbook, Title 4, Chapter 3 for additional information.

NOTE: This form should be used to report the results of any responsibilities negotiated.

**PLEASE COMPLETE THIS FORM ELECTRONICALLY** using the following specific instructions.

1. Type your name, last name followed by your first name; and type in the date.
2. Type in the semester and year for which you are reporting the results of a Reassignment and / or Other Teaching Assignment.
3. Type in your Department / Unit and your College / School.
4. In the first box, drag your cursor to the first section labeled **SELECT CATEGORY.**
* Pull down the menu of the Reassignment and Other Teaching Assignment categories.
* Select the **CATEGORY** that represents the approved Reassignment and / or Other Teaching Assignment. If you do not remember the category, see the next page where you will find a listing and description of all the Reassignment and Other Teaching Assignment categories.
* Type in the number of **CREDITS** (1 through 9) approved for this **CATEGORY** in the space behind the words **Number of Credits**. NOTE: For each **CATEGORY**, if the number of credits requested is higher than three (3), it is still considered one Reassignment and / or Other Teaching Assignment. The number of **CREDITS** should not exceed nine (9), except for Teaching-Track faculty or full-time, nontenure-track (Rank 0) employees.
* After you have selected the category and number of credits approved, on the next line briefly describe (in 20 words or less) the **RESULTS** of the approved **REQUEST**. Your description should be brief and specific to your particular activities.
* If you received more than one Reassignment and / or Other Teaching Assignment, repeat this process detailed in the subsequent boxes. If more than four (4) Reassignments and / or Other Teaching Assignments were approved, please complete a second form.
1. Print, sign, and submit a hard copy of the form to your Supervisor.
2. Keep an electronic or hard copy for your records.

### FOR SUPERVISORS ONLY:

1. Read and review the **Results** form for each Reassignment and / or Other Teaching Assignment listed.
2. Determine if each one of the results on the form is “approved” or “not approved” and mark the appropriate box for each **RESULT**; sign, date, and forward to the Dean for approval / disapproval (see 6. below).
3. If any of the **ReSULTS** are not approved, do not sign the form; the Supervisor should contact the faculty member and discuss why the **RESULT(s)** were not approved. If subsequently approved, follow Step 2.If not approved, do not sign the form and forward it to the Dean indicating the **results** are not approved.
4. Give the original signed copy of the **RESULTS** forms to the Administrative Assistant so they may complete the **RECAP** form for Reassignments and / or Other Teaching Assignments.
5. The Dept / Unit needs to obtain a **COPY** of the semester’s **RECAP** form from the Dean’s Office after the VPAA Office’s review to complete the section for **RESULTS**.
6. All **RESULTS f**orms, along with the **RECAP**, need to be reviewed and approved by the Chair / Director in the “End of the Semester” section; and then forwarded to the Dean’s Office for review and approval. The Dept’s / Unit’s **RECAP** and **RESULTS** are then forwarded to the Office of the Vice Provost for Academic Affairs (VPAA) for review and approval by the due date. After the forms are returned by the VPAA Office, the Dean’s Office needs to maintain these forms for auditing purposes (per the UNLV Workload Assignment Policy and Guidelines, Section III: All documentation must be in writing and maintained for purposes of audit by the Deans’ Offices.).
7. After the entire process is completed, file a hard copy of these forms in the Department / Unit office. The forms can either be in each faculty member’s file or a Master file (which would include a copy of the **RECAP** form).

# RESULTS CATEGORIES FOR REASSIGNMENTS, TEACHING LOAD OFFSET, AND SIGNIFICANT DOCTORAL PROGRAM INVOLVEMENT

NOTE: The following categories were developed using the UNLV Faculty Workload Assignment Policy and Guidelines, <http://www.unlv.edu/policies>, in the Executive Vice President and Provost section.

## REASSIGNMENT CREDITS MAY BE REQUESTED AND / OR ASSIGNED FOR THE FOLLOWING RESPONSIBILITIES:

**R2 Non-standard Teaching Assignments.** Teaching large sections, supervision and/or teaching students in laboratories, clinics, practicums, internships, externships, field experience, workshops, seminars, and/or other similar educational settings, heavy graduate program involvement (includes doctoral program involvement), independent study. The credits approved must be based on established formula using the class size and/or other variable as determined by the governing units and detailed in applicable governing units’ workload policy.

**R2 Innovative Teaching and Curriculum Development.** Nontraditional approaches to instruction requiring a significant increase in preparation time and/or student contact hours, course and curriculum development. Guidelines for approving these are specific in applicable governing units’ workload policy.

**R3 Exceptional Research, Scholarship, Creative Activity, and Formal Professional Development.** Preparation of articles, books, reports, and other manuscripts for publication, grant proposals and preparation of and participation in creative performances/exhibits over and above standard expectations for tenure-track faculty. Formal professional development related to research or creative activity and/or instruction. Guidelines for approving these are specified in applicable in governing units’ workload policy.

**R4 Major Administrative Service to Campus or Profession.** University and department/unit administrative duties. Credits approved will vary depending on size/complexity of department/unit. Guidelines for approving these are specified in applicable governing units’ workload policy.

## TEACHING LOAD OFFSET CREDITS MAY BE REQUESTED AND/OR ASSIGNED FOR THE FOLLOWING responsibilities:

**T1 Teaching Load Offset in Another Semester or Term.** Under exceptional circumstances, a faculty member who teaches in another semester or in an alternative summer semester without additional compensation is compensated by a comparable load adjustment. Such and exchange must be approved by the faculty member’s supervisor, dean, and the Executive Vice President and Provost.

**T2 Newly Hired Faculty.** Newly hired faculty in a tenure-track position who are not hired with tenure may negotiate a one-time load adjustment of a three-credit course during the first three years.

# RESULTS FORM FOR REASSIGNMENTS AND / OR OTHER TEACHING ASSIGNMENTS

### FORM

Last Name, First Name: Click here to enter text

Date:Click here to enter a date

Semester / Year:Click here to enter text

Department / Unit Click here to enter text**:**

College / School: Academic Success Center

**Check here if “Teaching-Track” Faculty** [ ]

NOTE: Under very limited circumstances, a tenured faculty member may request a four (4) course (one course equals three credits) per semester teaching load in lieu of any requirements for research or creative activity. UNLV Workload Policy Sec. I.A.5

### DIRECTIONS

For directions to complete this form, please refer to the “Results Procedures for Reassignments” above.

1. For reporting results of reassignments, please list each one separately and list the number of credits approved for each. After selecting the CATEGORY and listing the approved CREDITS, briefly describe (in 20 words or less) the RESULTS of each reassignment.
NOTE: If reporting the results for more than three (3) Reassignments, please use a second form and attach the two
together.
	1. Select category Number of Credits Approved: Enter number Results are: [ ]  APPROVED [ ]  NOT APPROVED

RESULTS:

* 1. Select category Number of Credits Approved: Enter number Results are: [ ]  APPROVED [ ]  NOT APPROVED

RESULTS:

* 1. Select category Number of Credits Approved: Enter number Results are: [ ]  APPROVED [ ]  NOT APPROVED

RESULTS:

1. Teaching Load Offset Select category Number of Credits Requested: Enter number [ ]  APPROVED [ ]  NOT APPROVED

Explanation and Terms affected: Click here to enter text

1. Offset for overload and for newly hired faculty. Load offset in another term requires approval by Dean and Executive Vice President and Provost.

Significant Doctoral Program Involvement Yes/No Click here to enter text [ ]  APPROVED [ ]  NOT APPROVED

Note: All Reassignment credit(s) results for this or other graduate involvement must be submitted in the Reassignment section.

Please describe in 20 words or less: Click here to enter text

### SIGNATURES

This will certify that the time approved for Reassignment(s) and / or Other Teaching Assignment(s) was used for the purpose(s) requested. To the best of my knowledge all of the above information is complete and accurate.

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Faculty Member

If approved, the following certifies that the Teaching Load Offset, Significant Doctoral Program Involvement, and/or other Reassignment(s) requested and approved are / were for work within the context of approved workload policies.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *Date:* **Click here to enter a date**

Faculty Member’s Supervisor

If signed by the Dean, the following indicates approval and certifies that the Teaching Load Offset, Significant Doctoral Program Involvement, and/or other Reassignment(s) requested and approved are / were for work within the context of approved workload policies and that the documentation of this / these result(s), per UNLV policy, is being maintained by their office for purposes of audit.

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Dean

IF REQUIRED (i.e., if the Teaching Offset or if Reassignments bring teaching workload to zero credits), the Executive Vice President and Provost’s approval certifies that this is within the scope of UNLV policies.

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Executive Vice President and Provost (if required)

Copies to be maintained by: Faculty Member, Department / Unit; Dean’s Office (original)