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| Description: Description: Description: C:\Users\kikeda\Desktop\CPU001_primary_logo_black_copy.jpg | **AP310**Request for Redistribution of Teaching Load to Provide an On-Campus Research Quarter *(Revised 1/2018)* |

*Before completing, please refer to the associated guidelines following the application.*

*This request is for Tenured and Tenure-Track faculty only. Pages 1 and 2 of this application are to be completed by the applicant and*

*submitted to their academic department or equivalent with all supporting documentation by April 1st for the following academic year (or earlier if required by your college).*

**1. NAME OF INSTUCTIONAL FACULTY APPLICANT** *(Last, First MI)***:**

**2. ACADEMIC DEPARTMENT:       ACADEMIC RANK:**

**3. TENURE STATUS:**  **Start of tenure-track appt. (month/year):** **Prob Year (if applicable):**

**4. LAST ON-CAMPUS RESEARCH QUARTER, IF ANY** *If none, indicate NONE*

 ***Append report from prior research quarter describing research accomplishments***

**5. ACADEMIC YEAR AND RESEARCH QUARTER REQUESTED**

This request is for the       academic year in which I am requesting the following quarter as an on-campus research quarter (select only one): [ ]  Fall [ ]  Winter [ ]  Spring

***In support of this application, applicants are requested to attach a current resume or curriculum vitae****.*

**6. ACADEMIC YEAR TEACHING SCHEDULE**

Please list your anticipated teaching schedule for the above-referenced academic year (list assigned courses and WTU for each quarter in which you will have a teaching assignment):

|  |  |  |
| --- | --- | --- |
| **FALL** | **WINTER** | **SPRING** |
| **WTU** | **Course # and Name** | **WTU** | **Course # and Name** | **WTU** | **Course # and Name** |
|       |       |       |       |       |       |
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**7. ASSIGNED TIME TO SUPPORT A RESEARCH QUARTER**

 Please list amount and source of assigned time or release time to support an on-campus research quarter (e.g. new faculty assigned time, grant-matching college assigned time, etc.) and/or released time reimbursed by grants, contracts or other funding sources (list each source separately, but must total 12 WTU). ***Please append supporting documentation (letter awarding assigned time, AP107, etc.)***

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| --- | --- | --- |
| **WTU value**  | **Source** (dept, college, Univ, CSU, or other) | **Reason for/Purpose of Assigned Time and/or** **Project #/Name and funding source for Reimbursed Release Time** |
|       |       |       |
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|       |       |       |
| **Total** |  |  |

**8. AGREEMENT REGARDING INSTRUCTIONALLY-RELATED RESPONSIBILITIES (IRR)**

Please include a description of your faculty obligations during the requested research quarter, including the service activities to be carried out, department obligations, standing or other committee assignments at the department, college, or University level, advising, and other service obligations. Such service should equate to 3 WTU of normal service obligations (approximately equating to 30 hours per quarter).

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| --- | --- |
| **IRR WTU** | **Service Activity/Description** *(for committee service, indicate whether serving as chair or member)* |
|       |       |
|       |       |
|       |       |
| **Total** |  |

**9. RESEARCH PROJECT PROPOSAL**

Provide a detailed description of the research project(s) and the expected outcomes (one page or less). Please identify how this activity will benefit the university and students.

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**10. OUTSIDE EMPLOYMENT DISCLOSURE**

 Pursuant to Article 35 of the faculty collective bargaining agreement, faculty are required to disclose anticipated outside employment consisting of more than 110 hours per academic term. Please indicate below whether you anticipate any outside employment during the requested on-campus research quarter. As required during all academic terms, if outside employment is likely to exceed 110 hours, you must complete the [Outside Employment Disclosure Form](http://www.academic-personnel.calpoly.edu/content/forms) for the quarter you are requesting as an on-campus research quarter. Please submit the disclosure along with this application.

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| Please select one:[ ]  I anticipate outside employment consisting of more than 110 hours during the requested on-campus research quarter (a completed [Outside Employment Disclosure Form](http://www.academic-personnel.calpoly.edu/content/forms) is appended to this application)[ ]  I anticipate outside employment consisting of less than 110 hours during the requested on-campus research quarter[ ]  I do not anticipate any outside employment during the requested on-campus research quarter |

**11. TRAVEL DURING AN ON-CAMPUS RESEARCH QUARTER**

 **In order to fulfill the requirement to maintain a campus presence, it is generally not permitted to engage in extended travel during an on-campus research quarter.**

Any exceptions are subject to the guidelines that apply to faculty with a full teaching load. I understand that as a full-time faculty member, during an on-campus research quarter I remain subject to all campus policies and procedures for requesting and obtaining permission of the department head/chair, college dean (and Provost if applicable) prior to commencing any absences or travel that is required for work that will take me away from campus. My on-campus obligations must not be impacted by any planned personal travel. In consideration of this, please identify any planned travel if a trip (whether personal or work-related) will require your presence away from campus for more than one day during the proposed on-campus research quarter:

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| --- | --- | --- |
| **Travel Dates** | **Location** | **Purpose of Travel** |
|       |       |       |
|       |       |       |

**12. REPORTING OBLIGATION AND DEADLINE**

 **A final report assessing research progress and outcomes must be submitted to the faculty member’s department chair and dean no later than 30 days following the conclusion of an approved research quarter. This report will be forwarded by the dean to the AVP Academic Personnel and Provost.**

**13. FACULTY ACKNOWLEDGEMENT AND AGREEMENTS**

 **I have reviewed my assignment proposal with my Department Head/Chair and agree to continue service activities as in other quarters including the following expectations during research quarter;**

* Attend Department meetings and meet with Department Head/Chair as requested
* Advise students as appropriate (senior projects, MS thesis, grad assistants and other student needs)
* Participate as faculty advisor as appropriate (club, projects, etc.)
* Work with department chair and colleagues to identify service committees and activities as appropriate and fulfill assigned obligations

 **I acknowledge and agree to the following requirements and restrictions during the research quarter:**

* I understand that only approved assigned time (and in some cases, released/reimbursed time from grants and projects) will be permitted to defray my instructional workload for one quarter in order to participate in this program, and further acknowledge that any WTUs resulting from teaching an instructional workload in excess of 12 WTU per quarter may not be used to defray my instructional workload in another quarter.
* I agree not to accept any assignment for additional compensation through Extended Education during the research quarter, if awarded.
* As a full-time faculty member on full pay status, I am obligated and agree to maintain my campus presence and to be available in person and via email throughout the research quarter for ongoing engagement with and service to the campus community, including students, faculty, department head/chair, dean and college staff, and others as needed.
* I acknowledge that permission to engage in a quarter fully devoted to research is a privilege, and that an on-campus research quarter supported by assigned time or released time is a full-time work obligation. Lack of progress or success in carrying out the proposed work or in meeting my campus obligations and service commitments, or violations of the policies supporting the on-campus research quarter can and will affect my future eligibility for this privilege.
* I agree to submit a report summarizing the progress and accomplishments made on my research project(s) to my department head/chair and dean within 30 calendar days of the conclusion of the on-campus research quarter, if awarded. An application for a subsequent on-campus research quarter will require inclusion of the report from the most recently granted on-campus research quarter.

Faculty Signature Date

**13.** **DEPARTMENT HEAD/CHAIR’S RECOMMENDATION:**

 *Department Heads/Chairs are expected to take into consideration whether the department has adequate resources to replace faculty member’s teaching duties during research quarter, and whether such an arrangement, if approved, would cause undue hardship to offer the department's program.* ***I affirm that this redistribution of teaching time will not disadvantage students or other faculty in any way.***

***Based on departmental needs, this leave is hereby:***

*[ ] Recommended* ***(signature required, forward to Dean)***Department Head/Chair Signature Date

 ***[ ]*** *Not Recommended\* (Indicate reasons below and notify faculty applicant. If application is incomplete it should be returned to applicant for completion.)*

\*for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**14. COLLEGE DEAN’S RECOMMENDATION**

 ***Having reviewed the applicant's proposed plan and projected benefits to the campus, approval is hereby:***

 ***[ ]*** *Recommended* ***(signature required, forward to AVP AP)***

 ***[ ]*** *Not Recommended\* (Indicate reasons below, notify department head/chair and faculty member)* Dean’s Signature Date

\*for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**15. VP ACADEMIC AFFAIRS & PERSONNEL RECOMMENDATION:**

 ***[ ]*** *Recommended***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[ ]*** *Not Recommended \** VP Signature Date

\*for the following reasons: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**16. PROVOST’S DECISION:**

 ***[ ]*** *Approved***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *[ ]*** *Not Approved* Provost’s Signature Date

Final decision of the Provost will be communicated to the affected faculty with copies to the department head/chair and dean.