

# MISSISSIPPI STATE UNIVERSITY™

## Policy and Procedure

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: February 15, 1990  
Last Revised: September 15, 2011

SUBJECT: AOP 13.21 - Faculty Released Time for Specified Committee Chairs

### PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to promote an understanding among the holders of this manual regarding faculty reassigned time for the Robert Holland Faculty Senate President, the Robert Holland Faculty Senate Vice President, the Faculty Athletics Representative, and the University Committee on Courses & Curricula Chair.

### REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Executive Vice President.

### POLICY/PROCEDURE

The University operates under the philosophy that certain committee positions filled by faculty members carry specified released time in order to perform the assigned functions. There are four such positions. The University will reimburse the appropriate departments for the percent of faculty time released based upon 9-month salary or equivalent for these activities according to the following:

1. Faculty Senate President – Released time of 50% during the fall and spring terms, plus 8% for the summer. The rate for the summer is based on the salary of the faculty member at the time he/she serves as chair. These equivalent funds will be transferred to the faculty member's department in August of each year. In the event the faculty member fails to complete the year's obligation, the funds remaining revert to the Office of Academic Affairs.
2. Faculty Senate Vice President – Released time of 12.5% during the fall and spring terms. These equivalent funds will be transferred to the faculty member's department in August of each year. In the event the faculty member fails to complete the year's obligation, the funds remaining revert to the Office of Academic Affairs.

3. Faculty Athletics Representative – Released time of 25% during the fall and spring terms. These equivalent funds will be transferred to the faculty member’s department in August. In the event the faculty member fails to complete the year’s obligation, the funds remaining revert to the Office of Academic Affairs.
4. University Committee on Courses and Curricula Chair – Released time of 25% during the academic year. These equivalent funds will be transferred to the faculty member’s department in August. In the event the faculty member fails to complete the year’s obligation, the funds remaining revert to the Office of Academic Affairs.

**RESPONSIBILITIES**

<u>Position</u>	<u>Section</u>	<u>Year</u>
Associate Provost for Academic Affairs	Review	2015

**APPROVED:**

/s/ Peter L. Ryan 07/05/2011  
 Associate Provost for Academic Affairs Date

/s/ Jerome A. Gilbert 07/05/2011  
 Provost and Executive Vice President Date

/s/ Meghan Millea 08/15/2011  
 President, Robert Holland Faculty Senate Date

**REVIEWED BY:**

/s/ Lesia Bryant 08/31/2011  
 Director, Internal Audit Date

/s/ Joan L. Lucas 09/02/2011  
 General Counsel Date

**APPROVED BY:**

/s/ Mark Keenum 09/15/2011  
 President Date