



**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.

**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 16.67 % 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 25% during the fall and spring terms plus 8.33% for the summer. 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 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.
4. University Committee on Courses and Curricula Chair – Released time of 25% during 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.

**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.

**REVIEWED:**

/s/ Peter L. Ryan  
Associate Provost for Academic Affairs

06/25/2018  
Date

/s/ Judy Bonner  
Provost and Executive Vice President

06/25/2018  
Date

/s/ Brent Fountain  
President, Robert Holland Faculty Senate

06/25/2018  
Date

/s/ Timothy N. Chamblee  
Assistant Vice President and Director  
Institutional Research and Effectiveness

06/28/2018  
Date

/s/ Joan Lucas  
General Counsel

06/26/2018  
Date

**APPROVED:**

/s/ Mark Keenum  
President

07/11/2018  
Date