

Memorandum of the Faculty Senate

To: Dr. Glenda B. Glover (President)
CC: Attorney Laurence Pendleton (General Counsel), Dr. Mark Hardy (Provost and Executive VP), Ms. Cynthia Brooks (VP, Budget, and Finance), Ms. Linda Spears (Associate VP of Business and Finance and Director of HR), All Members of the Faculty Senate 2016-17
From: Dr. Achintya Ray, Chair of the Faculty Senate
Date: 1/19/2017
Re: Formation of the Non-Instructional Assignment Review Committee

AR 1/19/2017

The Non-Instructional Assignment (NIA) Policy was approved in 2016 (attached to this document). *“The purpose of the NIA grant is to relieve the faculty members from all faculty duties for one semester at full pay (15 hours of reassigned time) or for one year at half pay (7.5 hours of reassigned time per semester) in order to pursue research, publication, or creative activity opportunities.”*

The following members of the faculty are recommended to be on the first NIA review committee:

1. Dr. Erik Schmeller, College of Liberal Arts
2. Dr. Abu Wahid, College of Business
3. Dr. Fenghui Yao, College of Engineering
4. Dr. Rosemary Theriot, College of Health Sciences
5. Dr. James Campbell, College of Education
6. Dr. Mozghan Mirani, College of Life and Physical Sciences
7. Dr. Ann-Marie Rizzo, College of Public Service
8. Dr. Thomas Broyles, College of Agriculture, Human, and Natural Sciences
9. Dr. Joyce Radcliff, Library

The names are now submitted for Presidential approval and for the formation of the committee.

January 19, 2017

The primary job of the NIA committee will be to develop the rubric, send call for applications, review the submitted applications, make recommendations about funding, etc. strictly in accordance to the approved policy referenced above and attached to this document.

The committee shall keep the Chair of the Faculty Senate informed about its work and recommendations so that the Chair of the Faculty Senate can keep the Senate informed and engage in dialogue with the ranking members of the University Administration.

The following timeline is recommended for expedited processing of the NIA application and funding:

1. January 25, 2017: Notifications of the Formation of the Committee.
2. February 10, 2017: Development and approval of the rubric of the Rubric and call for applications.
3. February 28, 2017: Deadline for Applications.
4. March 21, 2017: Completion of Committee Review and Recommendation for Funding
5. March 31, 2017: Conference between the Chair of the Faculty Senate and the VPAA and Final decision from the VPAA about funding.
6. April 07, 2017: Notifications to the Applicants, Deans and Department Chairs.

It is also recommended that NIA grants be made available to 10% of the eligible faculty members subject to the availability of funding.

Furthermore, it is recommended that no quota shall be imposed on the number of awardees from different colleges. The main purpose of the NIA is to foster excellence in research and creative activities my freeing faculty time from other responsibilities. Thus it is very important that the grants be provided on a merit basis keeping the best interests of the university and the larger scholarly community in mind.


1/19/2017

FEB 05 2016

February 5, 2016

TENNESSEE STATE UNIVERSITY

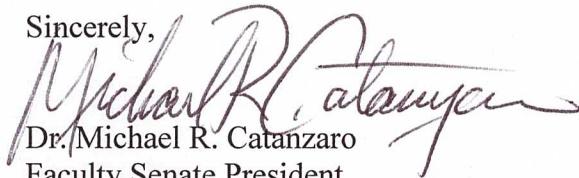
Dear President Glover,

The Faculty Senate "Faculty Health and Welfare Committee" chaired by Dr. John Miglietta presented to Faculty Senate a recommendation for the creation of a "Non-Instructional Assignment" (NIA) grant for full-time tenure track Faculty that was approved by the Faculty Senators during the January 21, 2016 Faculty Senate meeting.

This is an important grant that impacts all Faculty at Tennessee State University. It is the expressed hope of Faculty Senate that you will approve the "Non-Instructional Assignment" (NIA) grant and put it into effect at the beginning of the 2016-2017 academic year.

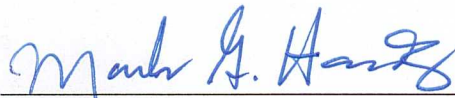
I wish to thank you in advance for your time and consideration in this matter.

Sincerely,



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Your signature below will indicate your acceptance and approval of the "Non-Instructional Assignment" (NIA) grant.



Mark G. Hardy
Vice President for Academic Affairs
Tennessee State University



Glenda Baskin Glover
President
Tennessee State University

Version 2.0 based on a meeting of the Faculty Senate Benefits and Welfare Committee which met on October 9, 2015. With Additions based on a meeting with Dr. Hardy and Mr. Pendleton 1/13/16

Proposal to Establish a NON-INSTRUCTIONAL ASSIGNMENT (NIA) GRANTS for Full-Time Tenure Track Faculty

The purpose of the NIA grant is to relieve faculty members from all faculty duties for one semester at full pay (15 hours reassigned time) or for one academic year at half pay (7.5 hours reassigned time per semester) in order to pursue research, publication, or creative activity opportunities. The committee encourages applicants to submit proposals that involve on-campus or off-campus research, creative activity, internships, and fellowships in order to broaden the body of knowledge available to TSU faculty, and through them, to TSU students and the wider community.

This is intended to be a competition among very thoughtful and well written scholarly and creative research projects with a specific date of completion. There is not a guarantee that all applications will result in an award. Tennessee State University is committed to be thorough, consistent, fair and as objective as possible in reviewing the submissions. In addition to the research proposal applicants will also be evaluated on their overall record of teaching, research, and service to the University and the wider community. The number and levels of activity will be evaluated be based on the tier levels in the faculty handbook.

Overseeing the awarding of the grants will be a Non-Instructional Assignment Committee composed of representatives of each College and the Library. The Non-Instructional Assignment (NIA) committee will be an Ad Hoc committee composed of one representative elected by the faculty of each College and the Library, with the exception of the Graduate School. The committee shall be chaired by a Faculty Senator under the auspices of the Faculty Senate's Benefits and Welfare Committee. The committee shall be responsible to the Faculty Senate as well as the Vice-President for Academic Affairs. Faculty who serve on the committee will be ineligible for applying for a NIA grant for that academic year.

The NIA committee will evaluate and recommend for approval applications for non-instructional assignments that develop the following criteria:

- (1) contribute to the professional growth of the faculty;
- (2) improve the teaching and curriculum across the university;
- (3) enhance scholarship and academic excellence of the university in ways that cannot be accomplished under the constraints of regular workload assignments
- (4) better improve the international/national visibility of the university.

To be eligible for a Non-Instructional Assignment Grant, an applicant must:

- A. Be a tenured member of the full-time faculty, including department chairpersons.
- B. Have completed seven (7) consecutive years of full-time employment at Tennessee State University.

Applications should include the following:

- A. A description of the specific project, its objectives, and end product that contain sufficient detail to clearly connect and/or show the proposal's compatibility with the statement of purposes listed above;
- B. An anticipated schedule of progress during the Non-Instructional Assignment;
- C. A copy of the applicant's current vita;
- D. Proof of acceptance by cooperating university (ies) and/or other entities, or approval by granting agency (ies), if applicable;
- E. A letter from the Tennessee State University Institutional Review Board (IRB) approving the project, if the project involves research with human subjects;*
- F. Sources of internal and external funding to supplement the grant (if applicable).
- G. If the applicant was awarded a Non-Instructional Assignment Grant in a prior period, a written report of the completed activity related to the prior award should be included in the proposal.
- H. An application cover/approval page with the signatures of the department chairperson and dean is required.
- I. While each applicant is free to design and describe the project to best suit the field of study, it is strongly suggested that the proposal clearly address the stated purposes of a NIA.

**The committee will accept and consider proposals for which final IRB approval has not yet been received but funding will not be recommended until all necessary approvals have been submitted.*

The Non-Instructional Assignment Committee will evaluate all applications that have been received on or before the announced NIA deadline.

- A rubric shall be devised by the Faculty Senate Benefits and Welfare committee in cooperation with the first NIA committee.
- The rubric shall take into account the applicant's teaching, publishing, and service record to the University and the community at large.
- The committee will then make recommendations for approval of the current year NIA proposals to the Vice-President for Academic Affairs.
- The approved applications will be ranked by the Non-Instructional Assignment Committee.
- The Vice-President for Academic Affairs' decision on approving applications for funding is final and shall follow the rubric established by the committee.
- The number of applications awarded an NIA grant will be based on available funding in a given academic year.

- The Vice President for Academic Affairs will provide a written report to the committee of the proposals accepted for funding.

If a participant receives a full academic year NIA, a mid-year performance review will be administered to ensure that stated goals are being met. This performance review will be completed by the department chairperson and shared with the NIA committee as well as the Vice-President for Academic Affairs. At the end of the NIA time period, each participant will submit a written review of the NIA activity to the Vice-President for Academic Affairs and forward copies to their appropriate dean and chairperson. This review must include a written report indicating the degree to which the objectives of the proposal were accomplished. The report must include concrete evidence of work completed such as a copy of or online access to the final product, whichever is most reasonable.

If a faculty member is accepted for an NIA, in addition to the normal salary for the period, he/she will receive his or her normal accumulation of retirement, sick and or annual leave, and medical insurance benefits. Acceptance of a NIA requires that the faculty member agree to return to TSU for a minimum of two semesters immediately following the NIA. Summer sessions are not included. In the event the faculty member is unwilling to agree to these conditions, the NIA will not be granted and may become available to other faculty. If materials are published as a result of the assignment, recipients should acknowledge Tennessee State University in the article, book, or creative product. All grant recipients are subject to University policies concerning patents, copyrights, and royalties. Copies should be furnished by the university to grant recipients if applicable.

There must be a period of seven (7) years between Non-Instructional Assignments for the same faculty member. A recipient may apply seven (7) years after approval of the first NIA. For example if a faculty member applied for an NIA in academic year 2015-2016 and received it for 2016-2017, he/she would next be eligible to apply for another in academic year 2022-2023 for the following academic year. Eligible faculty members who are interested in applying for a NIA should follow the guidelines stated above for preparing the proposal.

The committee requests that this proposal be initiated as soon as possible but it is strongly recommended that it be put in place no later than academic year 2016-2017. The committee recommends that consideration be given to establishing a goal that the number of awards per year should be 10% of the entire eligible faculty.