

NON-INSTRUCTIONAL FACULTY ASSIGNMENT COMMITTEE PROCEDURES

I. Name

Non-Instructional Faculty Assignment Committee

II. Purpose

The purposes of the non-instructional assignments are:

- A. to contribute to the professional growth of the faculty;
- B. to improve teaching and curriculum across the university;
- C. to enhance scholarship and academic excellence of the university in ways that cannot be accomplished under the constraints of regular workload assignments.

It is recognized that these purposes might be served by granting non-instructional assignments to promising faculty members with a variety of professional profiles, ranging from those who have engaged in little non-instructional work because of large teaching loads to those who have already distinguished themselves in non-instructional areas. Thus, over the long term, it is expected that faculty members in this whole range of categories will participate in the non-instructional assignment program on a uniform basis.

III. Members

The Non-Instructional Faculty Assignment Committee will consist of the following members appointed by the President in accordance with approved procedures.

A. Faculty: A minimum of nine (9) faculty members with representation as follows-

- 1. College of Agriculture and Human Ecology, – One (1) member
- 2. College of Arts and Sciences – Two (2) members; one designated in the sciences/ math and one in the social sciences/ humanities.
- 3. College of Business – One (1) member
- 4. College of Education and Human Sciences – One (1) member
- 5. College of Emerging and Integrative Studies – One (1) member
- 6. College of Engineering – One (1) member
- 7. College of Fine Arts – One (1) member
- 8. School of Nursing – One (1) member

B. Terms of Office: Members will serve terms of three (3) years beginning at the time of appointment. Appointments are to be effective at the beginning of the fall semester, and all appointments are subject to renewal at the discretion of the President.

IV. Officers

A. Chairperson: The chairperson is elected annually from the committee membership.
The Chairperson will-

1. Preside at all meetings or designate another member to preside.
2. Prepare a tentative agenda for each meeting (when feasible) for distribution to committee members prior to the meeting.
3. Call Special meetings when necessary.
4. Appoint ad hoc subcommittees as needed.
5. Execute the policies prescribed by these procedures and by parliamentary authority adopted by the committee.
6. Disseminate information concerning actions of the committee.
7. Supervise the preparation and distribution of an annual report of the committee's activities. The annual report will be submitted to the Academic Council for review and acceptance.

B. Executive Officer: The President shall appoint a staff member to serve as Executive Officer and resource person and to provide staff support services.

V. Meetings

- A. One regular meeting shall be held each semester of the academic year. If it is deemed necessary, the date and time of the regular meetings may be changed by the Chairperson provided all members of the committee are notified of the change.
- B. The chairperson may call a special meeting when such action is deemed necessary.
- C. Items for consideration on the agenda of meetings may be submitted to the Chairperson by members of the committee or by faculty members.
- D. The agenda shall be adopted at the beginning of each meeting by a majority of members present.
- E. A majority of the membership of the committee shall constitute a quorum.

VI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order* shall govern the committee in all cases to which they are applicable and in which they are not inconsistent with these procedures.

VII. Technical Authority

The provisions of the Guidelines for Non-instructional Faculty Assignment shall govern the committee's actions with respect to individual proposals.

VIII. Amendment of Procedures

These procedures may be amended at any regular meeting of the committee by a majority vote of the total membership, provided the amendment has been submitted in writing to each committee member at least one week prior to the meeting.

Amendments to procedures are subject to final approval by the Administrative Council.

IX. Flow of Recommendations

The committee will transmit its report and recommendations on non-instructional faculty assignments to the Vice President for Academic Affairs (Provost) for approval.

X. Effective Date of Implementation

These procedures shall become effective upon approval by the Administrative Council.

[Amended: November 15, 2017; October 15, 2025]