GUIDELINES FOR FACULTY SPECIAL ASSIGNMENTS (SAs)
(see http://oaa.osu.edu/assets/files/documents/specialassignment.pdf)

A Special Assignment (SA) releases a regular tenure track faculty member from some regular duties for a period of up to one full term so that he or she may concentrate on a unique research, service or other endeavor related to librarianship or may invest in a relatively brief professional development opportunity.

SAs are a privilege. In the University Libraries, SAs are awarded competitively to promote the production of faculty research, service scholarship and creative activity while maintaining necessary services and other activities of the Libraries:

- All full-time Library faculty are eligible to apply for an SA.
- Members of CFBRR will evaluate all proposals and make recommendations, in order of priority, to the Director of University Libraries.
- The Director will review these recommendations and report his or her decisions to committee.

Decisions on the number of SAs to be recommended, and for whom, will be governed by:

- the quality and completeness of the proposals
- the need to maintain the performance of the Libraries
- the need to advance the research productivity of the Libraries
- the committee’s confidence that the faculty member being recommended will make effective use of the term of the research assignment

All SA applications will be processed according to the timetable below:

<table>
<thead>
<tr>
<th>Approximate Dates (actual dates posted in NewsNotes)</th>
<th>Stage of Application</th>
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</thead>
<tbody>
<tr>
<td>Generally for applications for spring and summer terms</td>
<td></td>
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<tr>
<td>Sept. 15</td>
<td>Applications due to CFBRR</td>
</tr>
<tr>
<td>Oct. 15</td>
<td>CFBRR’s recommendations in priority order forwarded to the Director of University Libraries</td>
</tr>
<tr>
<td>Nov. 15</td>
<td>Director of University Libraries notifies CFBRR of SA awards; CFBRR’s chair notifies all applicants</td>
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<tr>
<td>Generally for applications for fall term; applications for summer may be considered</td>
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</tr>
<tr>
<td>March 15</td>
<td>Applications due to CFBRR</td>
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<tr>
<td>April 15</td>
<td>CFBRR’s recommendations in priority order forwarded to the Director of University Libraries</td>
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</tbody>
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Revised December 14, 2017
Priority will be given to untenured faculty members, tenured Assistant Professors, followed by Associate and Full Professors.

Priority will be given to faculty who have not taken an SA in the previous two calendar years.

Faculty members may not use SAs to complete requirements for a degree.

SAs are normally granted for one term, but SAs of shorter duration also are possible. For any period of intensive study or research exceeding term, the Faculty Professional Leave (FPL) Program [link to OSU website] should be considered. An SA and an FPL may occur in contiguous on-duty terms (including spring-summer-autumn). SAs are granted for the term originally requested by the applicant with the approval of the committee; however, recipients may choose another term if such a move will help the applicant accommodate other opportunities.

Recipients of SAs should consider themselves as “off duty” with regard to teaching and service responsibilities, rather than “on leave.” They are therefore expected to attend departmental promotion and tenure meetings. Faculty who wish to continue some service responsibilities during the SA may do so, although such service is not required.

An SA may be completed on campus or away from campus.

Successful applicants must provide a final written report to CFBRR and the Director of University Libraries within two months of completing the SA. The report should describe the following:

a. accomplishments during the SA
b. the current status of the project
c. the impact the SA has had on the recipient’s research, teaching, librarianship, or professional development

SA applications must include:

1. A description (no more than 600 words) of your project that includes the following:

   - Your objectives and how you propose to use your time to meet your objectives
   - The research methodology that you will use
   - The portion of your project you will complete during this SA
   - A description of the work you have already done on this project and include any sample pages (if applicable)
   - Note of whether this project relates to work you have completed previously
   - Explanation of why weekly unassigned professional time is not sufficient for substantial progress on the project
   - Description of any financial support that you have received for this project
• Literature review related to your project.

2. A short (no more than 3 pages) CV that includes major publications, presentations, and research awards.

Compensation:

Units pay full salary to the faculty member during the SA. It is generally inappropriate to supplement compensation from general funds during an SA. Since the faculty member is on full-time duty with the University during an SA, he or she is not permitted to receive compensation from another institution other than approved paid external consulting.