



THE UNIVERSITY OF NORTH CAROLINA
GREENSBORO

Office of the Provost

MEMORANDUM

TO: Academic Deans
Department/Division Heads/Chairs

FROM: David H. Perrin
Provost and Vice Chancellor for Academic Affairs

DATE: August 7, 2009

SUBJECT: Research Assignments for the Academic Year 2010-2011

A University provision enables The University of North Carolina at Greensboro to grant Research Assignments for work on or off campus for some faculty members who are engaged in research nearing completion.

Each member of the faculty who wishes to be considered for a Research Assignment (in Fall 2010, Spring 2011, or the Academic Year 2010-11) should submit an application to his/her department head/chair. The application for a Research Assignment as well as a copy of this memorandum and the “Guidelines on Research Assignments” are available via the web at <http://provost.uncg.edu/publications/personnel/resassign.asp>. These documents may also be obtained in hard copy (paper) format in the Office of the Provost (Room 201, Mossman Building).

The process for submission and review of Research Assignment applications is as follows:

Aug. 28, 2009:

Faculty members submit Research Assignment Applications to department heads/chairs.

Department heads/chairs review each application for merit and staffing considerations.

Sept. 11, 2009:

Department heads/chairs submit Research Assignment Applications along with merit review and staffing considerations to the unit deans.

Each academic dean is responsible for appointing a unit faculty committee to evaluate Research Assignment Applications for merit.

Oct. 14, 2009:

The review committees appointed by the deans provide the deans with merit review rankings and recommendations.

Unit deans review Research Assignment Applications, unit committee recommendations, and merit rankings.

Nov. 6, 2009:

Deans forward their recommendations based upon information provided by department heads/chairs, deans, unit committees, and merit rankings.

Provost reviews all documents.

Nov. 20, 2009:

Provost makes recommendations to the Chancellor.

Decisions regarding the award of Research Assignments are typically communicated to the deans prior to Winter Break. Faculty members are encouraged to contact Human Resource Services if they have questions about the impact of the Research Assignment program on employee benefits such as health insurance. The document, "Guidelines on Research Assignments," referenced in the second paragraph of this memorandum, should answer most questions about the operation of the Research Assignment Program. Faculty who have read this document and still have questions or concerns should contact their department head/chair, dean, or Vice Provost Alan Boyette.