

Proposals for Off-Campus Duty Assignments

An Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of Trustees each year upon the recommendation of the Chancellor, the Vice President for Agriculture (Agriculture only), and the President (Universitywide Administrative Memorandum 435.4). Such assignments are made based upon the merit and accomplishments of the person to be assigned and the significance of the work proposed to be done. Assignments should not exceed one semester at full salary or two semesters at half-salary for employees on nine-month appointments, and should not exceed six months at full salary or twelve months at one-half salary for employees on twelve-month appointments. The University assumes no financial responsibility beyond the salary stated above. Faculty members and non-classified administrators who have completed six years of continuous full-time employment with the University or who have completed six years of continuous full-time service since a previous Off-Campus Duty Assignment may apply for an Off-Campus Duty Assignment.

Off-campus duty assignment proposals are due from the dean and the associate vice president(s) for Agriculture (Agriculture only) to the provost by November 15 for proposals for either or both semesters of the following fiscal or academic year. All such proposals from school or college faculty members should be collected and reviewed by a faculty committee, the dean and the associate vice president(s) for Agriculture (Agriculture only) before submission as a group, along with a listing of proposals sent electronically to Linda Dizney <ldizney@uark.edu>. The electronic list should include *faculty member's name, title, and department; dates of OCDA, and title of proposed project*. Recommendations from the deans and the associate vice president(s) for Agriculture (Agriculture only) should indicate higher and lower priorities among the proposals and should be specific in describing how the assignments of the faculty member will be handled in his or her absence. Recommendations from the department to the dean and the associate vice president(s) for Agriculture (Agriculture only), when there is more than one applicant from a department, should also be sent forward with priority stated among them.

Faculty members should follow the *Guidelines for Proposals for Off-Campus Duty Assignment (OCDA)*, Academic Policy 1435.40A, in preparing proposals.

Following review of proposals for OCDA at the campus level, recommended proposals will be sent forward to the UA System President for approval by the Board of Trustees at a meeting held typically in January. Proposals that are not recommended will be returned to the deans for their information and for their use in notifying faculty of the decision. A report of the President's actions will be sent to the deans and associate vice president(s) for Agriculture (Agriculture only).