

AN INFORMAL STATEMENT ON
RELEASED TIME FOR LIBRARY FACULTY DEVELOPMENT AND RESEARCH

On a Continuing Basis

Each librarian shall have available on a continuing basis a reasonable amount of released time (as a guideline, about four hours a week) for the following broad purposes:

1. Professional reading and study including formal course work.
2. Research and writing.
3. Other appropriate activities related to librarian development.

Additional time beyond the guideline can be approved by the Director on recommendation of a department head and assistant director in appropriate cases. The most usual reasons for such additional time would be to attend meetings off campus, to work intensively on a short-term project of professional significance or to visit another library for professional reasons.

It is understood that service and work flow requirements of the library must take precedence in arranging released time and that the decision to release a faculty member from regular duties is always in the hands of the department head. However, since the general policy of the library is to encourage professional development and research, no request for released time will be unreasonably denied.

On an Occasional Basis

In appropriate circumstances, faculty members may apply for short faculty development reassignments. These will release the faculty member from regular duties for up to four weeks. The reassignment will permit faculty members the opportunity to accomplish specific, short-term projects of professional value. The following guidelines apply:

1. An application for a reassignment must be submitted to the Director at least two months prior to the time the reassignment is to begin.
2. The application must include endorsement of the department head and assistant director, as appropriate.
3. The Director will make the final decision on granting faculty reassignments.
4. On completion, a full report of accomplishment will be submitted to the Director, who will make evaluative comments in writing. Both the report and the comments will become a part of the faculty member's personnel file.
5. Except in unusual circumstances, no individual will be permitted more than one reassignment in any twelve-month period.