Reassignment

The normal teaching load for pre-tenure faculty is 12 credit hours with the option for a 3 hour release for research for PRT. Non-tenure faculty teaching load is 15 credit hours. Reassignment is when a faculty member has been given a reduced teaching load to work on research and/or administration. The university is still paying 100% of the E&G salary, the salary proportions are just distributed differently than the original budget load requiring a FOAP change. A transfer is required to clean up the deficits from the new distribution to account code 613100 or 611100. If a permanently budgeted position is given reassignment time from what was originally budgeted in the budget book, the departmental secretary will need to do a transfer in Banner to move funds from one account code to the reassigned account code based on the percentage of reassigned time given. For example, if a 9 month faculty (610100) member is given a reassignment to a university supported research assignment (613100), a FOAP change needs to be sent stating the percentage of teaching and the percentage of research reassignment. A budget transfer will then need to be done to reflect the percentage of funds reallocated from account code 610100 to 613100.

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