

NUMBER: ACAF 1.15  
SECTION: Academic Affairs  
SUBJECT: Assignment of Collateral Duties or Transfer to Another Department  
DATE: February 1, 1995  
REVISED: October 31, 2016  
Policy for: All Campuses  
Procedure for: All Campuses  
Authorized by: Executive Vice President for Academic Affairs and Provost and Vice  
President for System Planning  
Issued by: Provost's Office

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## I. Policy

### A. Collateral Duties

Whenever a faculty member, whether newly appointed or continuing, is assigned duties other than those customary for an academic appointment (teaching, research, service activities normally associated with a faculty appointment), his/her dean or department chair shall provide a written description of the assigned duties including what performance is expected, what specific time commitment is required for such duties, how performance will be evaluated and what weight may be given to such duties in the determination of reappointment, salary increases, etc. This statement of the dean or chair may not modify or set aside the standards for tenure or promotion which are stated in the Faculty Manual and in the approved tenure and promotion criteria of the academic unit.

Examples of extra or collateral duties include, but are necessarily limited to such activities as: (1) serving as a program director within a school or college, (2) directing a bureau of research and publication, (3) construction of a grant proposal, (4) director of a special program.

### B. Transfer to Another Department

Whenever a faculty member is transferred from one academic unit of the University to another, a written statement of duties, including collateral duties if any, is to be provided to the faculty member as stated in A. above. This written statement must be provided even though the general area of required performance is the same in the new unit as in the one from which the faculty member is transferred. Transfer of tenure from one academic unit to another requires the approval of the Board of Trustees.

## II. Reason for Revision

Policy reviewed October 2016. No substantive changes needed.