

# **GUIDELINES**

## **Exceptional Grants and External Appointments/EGEA for Faculty**

### **I. Goals**

The terms of a special faculty assignment for an exceptional grant or external appointment:

- are financially sustainable for the university;
- serve well-defined objectives of the academic unit, the college, and the JMU community;
- support the strategic plans of the university, and the Division of Academic Affairs;
- meet the defined scholarly outcomes for the faculty member, set forth in the Special Faculty Assignment agreement;
- receive Stage I approval from the dean(s), and Stage II final approval from the Provost and Senior Vice President for Academic Affairs (Provost) and University Counsel.

Note: Throughout this policy, exceptional grants and external appointments are collectively referred to *opportunities*.

### **II. Standards Met**

Not all external grants and opportunities rank as exceptional. Eligible opportunities include:

- prestigious awards
- appointments available for research and disciplinary advancement in the faculty member's field(s) of specialization
- appointments that bear direct benefit to the home academic unit
- appointments that bear direct benefit to the institution

### **III. Initial Consultation with Academic Unit Head**

To determine if an opportunity meets this standard, first the faculty member must discuss with their AUH the merits of the opportunity, its benefit to the unit, and the impact of the proposed release or absence over the duration of the opportunity. The AUH bears responsibility for considering the merits of the proposal and balancing the impact to the faculty member, academic unit, and the involved programs. The faculty member must continue to consult closely with their AUH throughout the planning phase and during the assignment period.

Faculty should not apply for or make any arrangements for any grant, contract, or external opportunity without prior documented approval from the Academic Unit Head and Dean. The faculty member must initiate discussions with their AUH; the AUH will initiate discussions with the dean.

### **IV. Dean(s)' Approval to Proceed**

Once approved, the AUH should discuss the merits of the opportunity with the dean(s) responsible for oversight of all programs that will be impacted. In cases where a faculty member has a joint appointment between two or more academic units and/or colleges, all supervising AUHs and deans must agree that the standard for a special faculty opportunity has been met.

Once approval by all stakeholders has been established, the home AUH will work with the faculty member to complete the Exceptional Grants and External Appointment Requests form. Additional internal funding required to support coverage during the assignment period will typically draw on unit- or college-based funds and must be approved by the AUH and dean. All internal and external funds committed to support an EGEA opportunity must be described and documented.

## V. Securing Extramural Funds

Arrangements for any extramural funds must be approved by the appropriate institutional representatives at both JMU and the external host organization prior to the beginning of the assignment period. At JMU the institutional representative will be the Provost or their designee. Approved arrangements should be documented by JMU's Office of Sponsored Programs ([here](#) for more information) and provided by that office to the AUH, dean(s), and Provost.

If the conditions of the signed OPS agreement are not met by the beginning of the assignment period, the approval and terms of a faculty assignment will be null and void, and the faculty member will immediately resume regular teaching and service duties.

## VI. Coverage for Required Teaching and Service Responsibilities

Assuring quality coverage of teaching and service responsibilities is a priority in the approval process. A successful agreement will take into account how the faculty member's time away from campus will impact regular teaching commitments, as well as advising and other types of academic service to students and programs. The AUH and dean will determine how all teaching, advising, and service responsibilities will be satisfactorily covered during the assignment period, e.g. by peers in the academic unit and/or through the hiring of qualified part-time faculty.

Any proposal to hire additional part-time or full-time faculty requires prior approval by the Provost.

## VII. Terms and Conditions of JMU Employment during a Special Faculty Assignment

For the duration of an approved appointment, the faculty member's required teaching and service responsibilities will be suspended. All other terms of employment governing JMU faculty, as described in the [Faculty Handbook](#), will continue to apply for the duration of the assignment.

- a. Title and Rank. Faculty approved for an EGEA assignment will retain their title and rank. They will remain eligible for any adjustments to salary or benefits extended during their assignment.
- b. Salary and Benefits. University contributed salary during the EGEA appointment will be determined by the dean(s) and Provost and may include provisions for continued salary support from JMU during the assignment period. Depending on salary continuation and duration of the assignment, Faculty approved for an EGEA assignment may retain certain benefits extended by the university. Please contact the JMU Human Resources Benefits Team to determine the faculty member's benefit continuance.
- c. Campus Access. Access to the faculty member's campus office and other dedicated spaces (e.g. laboratories, studios, animal care facilities) will be defined by the AUH. Faculty on EGEA assignments should not expect to retain their dedicated spaces during the assignment period.
- d. Communication. Faculty on EGEA assignments must maintain communication with their AUH throughout the assignment period. The AUH should establish expectations for regular communication and/or availability in cooperation with the faculty member.
- e. Faculty Standing. Faculty on EGEA assignments typically maintain eligibility and position in existing rotations of scheduled, internal teaching and advising assignments, leaves, service, or other commitments. Project Evaluation. Faculty returning from an EGEA assignment will submit a written project report no later than 30 days following resumption of full-time service to the university. The project report should summarize activities and accomplishments and should be submitted to the AUH, Dean, and Provost. Accomplishing the agreed-upon goal(s) of the appointment shall be a significant component of annual evaluation for the current academic year. If appropriate, the AUH may require additional reports or activities as relevant to maximizing the benefit of the EGEA to the academic unit and programs.

- f. Post-assignment Responsibilities. At the conclusion of the assignment, faculty on EGEA assignments are expected to return for at least one year of full-time service to the university immediately following their external assignment. The university may require the repayment of the salary paid during the assignment period if the faculty member fails to return and fulfill this responsibility.