



---

OFFICE OF THE PROVOST AND VICE PRESIDENT FOR ACADEMIC AFFAIRS

Date: October 6, 2020  
To: BSU Probationary Faculty Members  
From: Allen Bedford, Provost & VPAA

Subject: **Supporting Probationary Faculty Members' Work in Criteria 2-5 in the Aftermath of Covid-19 Disruptions**

Bemidji State University recognizes the impact of the COVID-19 disruption on probationary faculty members' professional development goals and subsequent tenure applications. To aid in the successful completion of faculty's goals for their tenure application, the administration will grant three credits reassigned time to probationary faculty as defined below.

Probationary Faculty with a teaching assignment and who are in at least the second year of a probationary appointment in the 2020-2021 academic year and who are not applying for tenure during the 2020-2021 academic year shall be awarded three credits reassigned time for one semester during the faculty member's probationary period. Such reassignment shall allow probationary faculty members to focus on professional development areas that were neglected (through no fault of their own) during the Covid-19 disruption.

During the probationary period, faculty members shall submit an application for 3 credits reassigned time to their Dean or appropriate supervisor through their departments. Applications should be submitted to their deans through their department chair (see schedule on the next page). Departments shall prioritize requests and include a plan for backfilling the reassigned time (not offering a course, hiring an adjunct, etc.). Every effort should be made to work the reassigned time into the regular loads of the department's faculty. In the reassignment application, the faculty member must propose what professional development work they would accomplish given the three credits of reassigned time (and include this in the PDP). The course release defined under this paragraph cannot result in an overload assignment for the faculty member. Applications that cannot be honored in a particular semester can be carried forward for funding in future semesters.

Application Schedule:

- Faculty who wish to use this reassigned time in spring 2021, fall 2021, or spring 2022 need to apply by October 30, 2020.
- Going forward, applications for reassigned time will be due October 30 for the following academic year.

Notes:

- Faculty who are in their first year of a probationary period during the 2020-2021 academic year already receive 3 credits reassigned time during the current academic year to pursue professional development criteria 2-5.
- Faculty who will be applying for tenure during the 2020-2021 academic year could not have their tenure application benefited from reassigned time as the tenure applications are due January 2021.
- Reassigned time opportunities exist for approximately the next three years (through FY2023).
- This program is subject to change in response to financial viability. Faculty members closer to the end of their probationary period will have priority if funding is limited.