

Guidelines for the Academic Year of 2025 - 2026

1. Applications must be submitted through the Dynamic Forms application portal by 5pm, Friday January 30th, 2026. This deadline is for reassigned time to be taken in the fall or spring semester of the following academic year (Fall 2026, Spring 2027).
2. Each applicant must have been a full-time faculty member for at least five years at the time of application.
3. As stated in the UNC Policy Guidelines for Reassigned Time, each applicant agrees to remain on the faculty full-time for at least one year after completion of the reassigned time, or to repay in full the salary received during the reassigned time period.

(See UNC Policy Manual 300.2.6, section IV, paragraph 2)

4. Applicants who have been awarded reassigned time may apply again after a period of 6 years.

(See UNC Policy Manual 300.2.6, section VI)

5. The application will be automatically sent to your dean for signature upon submission, thereby indicating their support of the reassigned time project.
6. The successful applicants will be notified by the end of Spring 2026 semester.
7. Each successful applicant must submit to the Faculty Development Committee a written report of the completed project at the end of the reassigned time period.
8. Each successful applicant must give a presentation on the project undertaken during the reassigned time within one year of completing the reassigned time.

EVALUATION CRITERIA

The following criteria will be used to assess each application:

- 1. Project Merit:** How worthy is the proposed reassigned time project?
- 2. Faculty contributions to UNCSEA:** The committee will consider the applicant's work at UNCSEA as well as recognition, honors, and awards received in his/her respective field.
- 3. Longevity:** Length of service at UNCSEA will be a determining factor.
- 4. Principle of school rotation:**
 - A. Faculty from all five schools at UNCSEA may apply for reassigned time.
 - B. Applications from schools that have not recently been awarded reassigned time will be given consideration over those from schools that have recently received awards.