This document outlines the process of authorizing faculty assignments outside of their home department, such as:

- borrowing a faculty member for committees, projects, or programmatic activities
- borrowing a tenure/tenure-track faculty member from another college to teach a course

This process excludes external grant and special consultant assignments.

Timeline:

It is recommended that the borrowing department initiate faculty assignment memos and interdisciplinary assignment memos between February to March for fall assignments and September to October for spring assignments, to assist with the course scheduling process. Early submissions are encouraged.

Procedures:

1) Faculty member should approach their home department chair to discuss assignment offers from other departments and/or colleges.

2) The borrowing department (MPP and/or dept coordinator) will generate an assignment memo via DocuSign, providing a clear outline of expectations.
   - (For interdisciplinary non-teaching assignments) The borrowing department chair should consult with their college dean’s office to determine the appropriate reimbursement rate (vacant rate, actual rate, or other).

3) (For interdisciplinary teaching assignments) Dean of the borrowing college will review the assignment expectations and determine if it is approved.

4) Releasing department chair will determine if the faculty member can be relieved of a course and report to the dean on the curricular implications of releasing a faculty member.

5) Dean of the releasing college will review the information provided by the chair and determine if the assignment is approved; all deans are encouraged to pursue and support interdisciplinary collaboration whenever possible.

Notes:

- This process should not be used to award stipends or offer special consultant payments.
- Faculty cannot use assigned time as overload, but a faculty member may have additional employment/overload not related to assigned time. The dean is responsible for approving overload assignments. Please refer to the Additional Employment and Overload Policy for details.
- In light of space constraints across the campus, faculty member will retain one office in their home department if working in another department(s)/program(s).
- Deans have been delegated authority to manage the sharing of faculty members between internal departments.