

University of Arkansas at Pine Bluff

Faculty/Staff Handbook

Policy: **OFF CAMPUS DUTY ASSIGNMENT**

Policy #: **9.15**

The Chancellor of the University is authorized to assign staff members to duties at locations other than the campus when the relocation is to the benefit of the University.

If you are a faculty member or a non-classified administrator who has completed six years of continuous full-time employment with the University or six years of continuous full-time service since a previous Off-Campus Duty Assignment, you may apply for an Off-Campus Duty Assignment. The application must be prepared in accordance with campus regulations available from the Vice Chancellor for Academic Affairs, and must describe the project which you wish to undertake, where it is to be done, and the anticipated value to you and to the University. To be approved, the proposed assignment must be consonant with the needs, objectives, and mission of the campus.

The Off-Campus Duty Assignment is a privilege, not a right. A limited number may be approved by the Board of Trustees each year upon the recommendation of the Chancellor and the of AR System President. Assignments should not exceed one semester (or six months for employees on twelve-month appointments) at full salary, or two semesters (or one year for those on twelve-month appointments) at half salary. Within sixty days after returning from an Off-Campus Duty Assignment, you must submit a written report of your activities and accomplishments during the Off-Campus Duty Assignment. In accepting the Off-Campus Duty Assignment, you agree to return to the University for at least one year following the end of the assignment.

Resource(s): Board Policy 455.1

Approved by:

Approval date:

Custodian: Human Resources