

**Section 1**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_

Administrative Title (if applicable) \_\_\_\_\_ Rank \_\_\_\_\_

Department \_\_\_\_\_ Primary Dept ID \_\_\_\_\_

College \_\_\_\_\_ Current Salary \_\_\_\_\_

Current Contract:

Academic Year (9 month)     Fiscal Year (12 month)

Scholarly Reassignment Begin Date \_\_\_\_\_

Scholarly Reassignment End Date \_\_\_\_\_

Type of Scholarly Reassignment Requested:

Full Pay (one semester)     Partial Pay (one acad year)

Tenure Status:

Tenured     Tenure-Track     Non-Tenure Track

If the leave period is one semester, total salary should be no more than the current salary, regardless of the funding source. If the leave period is one year, total salary paid by the university, regardless of the funding source, should be no more than one-half of the current salary.

Refer to REG 05.20.24 in Policies, Rules and Regulations for definitions of Scholarly Reassignment types.

**Section 2**

**Scholarly Reassignment with Full Pay**

The University will continue funding for both retirement contributions and employee health insurance premiums the same as prior to the Scholarly Reassignment. The faculty member is required to continue making his/her employee pre-tax contributions to TSERS/ORP and health insurance premiums (if applicable) through payroll deduction.

**Scholarly Reassignment with Partial Pay**

The University will continue funding employee health insurance premiums the same as prior to the Scholarly Reassignment. The University will continue funding the retirement contributions **provided the employee chooses to continue participation in retirement** while on the Scholarly Reassignment with partial pay.

Do you wish to continue participation in retirement while on Scholarly Reassignment? \*     Yes     No

**\* You are also encouraged to meet with or call the Benefits Office once your Scholarly Reassignment is approved to discuss your benefits while on Scholarly Reassignment.**

For additional details, please refer to REG 05.20.24, Section 6 Continuation of Benefits.

**Section 3**

**Source of Funds During Leave**

Academic Affairs Funds \_\_\_\_\_

Other University Funds \_\_\_\_\_ Total Salary During Leave Period \_\_\_\_\_

Non-University Sources \_\_\_\_\_

If leave period is one semester, total salary should be no more than the current salary, regardless of the funding source ; if leave period is one year, total salary paid by the university, regardless of the funding source, should be no more than one-half of the current salary.

**Section 4**

Attach additional pages to describe the following:

Location and purpose of reassignment, how university responsibilities will be covered during reassignment period (courses, advisee, committee responsibilities), and how this will benefit the university.

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**Section 5**

By signing this form, the recipient of a Scholarly Reassignment with **full or partial** compensation agrees to:

- o Return to his or her regular assignment and duties for at least the full semester immediately following the termination of the scholarly reassignment; enter phased retirement (tenured faculty only); or submit repayment to the university for the amount of salary and benefits he or she received from the university during scholarly reassignment (See REG 05.20.24, Sect 4.4)
- o Prepare and submit a written report to the department head based on the results of the Scholarly Reassignment.
- o Prepare and present a seminar to the department, college, university or community upon completion of the Scholarly Reassignment.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Department Head Signature \_\_\_\_\_ Date \_\_\_\_\_

Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

**Submit to College/Unit Personnel Representative  
(Please scan/email the fully signed copy to [ncsuleaveteam@ncsu.edu](mailto:ncsuleaveteam@ncsu.edu))**