

**Section 1**

Name \_\_\_\_\_ Employee ID \_\_\_\_\_  
 Administrative Title \_\_\_\_\_ Rank \_\_\_\_\_  
 (if applicable) \_\_\_\_\_  
 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**

**Mandatory Retirement**

**Scholarly Reassignment with Full Pay**

The University will continue funding for both retirement contributions 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 through payroll deduction.

**Scholarly Reassignment with Partial Pay**

**TSERS:** Participation in TSERS cannot continue while on unpaid or partially paid Reassigned Time.

**ORP:** 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 the ORP while on Scholarly Reassignment?                      Yes                      No

**Benefits (Health, NCFlex, Life Insurance, etc)**

A faculty member on reassigned time is eligible and may elect to continue benefits including the State Health Plan, NC Flex coverages, UNC System Life Insurance, MetLife Legal, and participation in Voluntary Retirement Plans while on scholarly leave. If participation is continued, the faculty member will receive the University's contribution for State Health Plan coverage while on full or partial pay leave.

If no action is taken, these benefits will continue while on scholarly leave. Should you wish to make changes to your coverages while on scholarly leave, changes must be made within 30 days of the scholarly leave begin date (typically July 1st). Please contact the benefits office for assistance with these changes via HR NOW or by calling 919-515-2151.

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

Questions about this form? Contact Leave Administration at (919) 515-2151

**Section 3**

**Source of Funds During Leave**

Academic Affairs Funds \_\_\_\_\_  
Other University Funds \_\_\_\_\_  
Non-University Sources \_\_\_\_\_

Total Salary During Leave Period \_\_\_\_\_

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 items. Please address the entire list.

- The location and purpose of reassignment.
- How university responsibilities will be covered during the reassignment period, including:
  - courses
  - advisees
  - committee responsibilities.
- How the scholarly reassignment will benefit the university.
- Whether the faculty member intends to undertake work with another employer (e.g., work with an industry partner or other university) during the scholarly reassignment.
- Plans related to faculty evaluation when the faculty member returns, including:
  - annual review
  - PTR
  - whether the faculty member will be seeking an extension to any upcoming reviews.
- Plans for management of any grants on which the faculty member serves as PI, and whether the funders have been notified of such plans.

**Section 5**

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

- 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)
- Prepare and submit a written report to the department head based on the results of the Scholarly Reassignment.
- Prepare and present a seminar to the department, college, university or community upon completion of the Scholarly Reassignment.

Employee Signatue \_\_\_\_\_ 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)**

Print Form