

**Final Document**  
**Professional Project Reassignment Program**  
**(PPRP)**

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**Overview:** Northern Arizona University offers a Professional Project Reassignment Program (PPRP). Upon 6 years of service and following the promotion to the associate rank, the PPRP is available for Teaching, Clinical, and Practice Professors.<sup>1</sup> *Applicants can reassign 20-40 percent of their effort from service and/or teaching.*

**Length of Time:** The PPRP shall be either for one or two semesters or for a faculty member on a fiscal year contract basis for six or twelve months.

**Application:** By **April 1, 2024**, in the academic year preceding the application, a **pre-application** request for the PPRP must be provided by the faculty member to the Chair of the department. During the fall semester in the year preceding the proposed PPRP, and in accordance with the Personnel Action Calendar, the faculty member must file a formal application. The components of the application must include:

- Pre-application request (copy of the original letter of intent approved by the chair in the previous April)
  - A memo containing a brief paragraph explaining the proposed project, location, requested reassignment of effort from service and/or teaching, and timeframe (one or two semesters) sent to chair/director/dean by **April 1** of the previous AY and then submitted (as a copy of that memo) in FAAR as part of the application materials.
  - In consultation with the Dean, the chair reviews application(s) in the context of all leave requests for their respective department (including sabbaticals for tenured faculty) to determine the impact on course capacity and coverage, budgetary, and equity across faculty. Decisions about eligibility to apply for this or other formal leave requests must be limited to what is realistic to meet budgetary and curricular needs.
- The following is submitted in **FAAR by September 7, 2024:**
  - Explain, in detail, the nature of the project, providing sufficient information for readers to judge the quality of the proposal. Offer potential contributions to knowledge, for example, in the scholarship of teaching and learning, the arts, research, training, course or curriculum development, used for a competitive fellowship (e.g., Fulbright, NEH), and/or industry experience. Explain how this will advance your development in your role and how it will continue your professional contributions for your department, college, and NAU.
    - Current curriculum vitae
    - List of courses taught for the last two years.

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<sup>1</sup> For applicants that were hired at the rank of associate or full career track, must be employed at the university for six years to be eligible to apply.

- Note in the application if extramural funding has been secured to support this proposal, how many semesters to complete the project (one or two semesters or for a faculty member on a fiscal year contract basis for six or twelve months); and the percentage of allocation (20-40 percent) for service and/or teaching.

**Review & Evaluation:** Applications are competitive, based upon assessment of value, quality, and impact of the proposed project, benefits to the unit, and college/unit ability to support. The application review process includes:

- *August 22 – Sept. 7, 202x:* Faculty member submits file via FAAR for format and completion check-in consultation with chair/director/dean.
- *September 8 – 27, 202x:* Faculty Status Committee (FSC) reviews and completes recommendations in FAAR.
- *September 28 – Oct. 11, 202x:* Chair reviews and completes recommendation in FAAR.
- *October 12 – Nov. 1, 202x:* Dean reviews and completes recommendation in FAAR.
- *Nov. 2 – Nov. 30, 202x:* Provost reviews and makes decisions, recording results in FAAR.

**Please Note:**

- Applicants must consult with their department chair/director to determine if teaching and/or service is most appropriate as part of a proposal for reassignment of efforts.
- Chairs/Directors must indicate how many PPRPs their academic unit can absorb during the coming year and what priority ranking is assigned to each proposal. Each chair/director recommendation of a PPRP also needs to include a statement indicating the specific plans for how the integrity of the teaching, advisement, graduate research direction (if applicable), and administration of a program will be maintained during the faculty member's absence.
- The FSC must evaluate PPRP requests aligned with unit and college standards.
- The dean makes final recommendations to the provost and includes information on how many PPRPs the unit and college can absorb during the coming year, demonstrating fiscal responsibility to maintain student support.

**Additional Important Information:**

- Residency negotiable, depending on other assignments, needs of the unit, and the nature of the project, which should be discussed with the Chair in the pre-application process, noted in the letter.
- Required report and presentation in semester following.
- Colleges/units should strategize and effectively manage financial resources to support applications.
- Please follow university policy regarding limits of extra compensation.
- If a faculty member receives a PPRP, cannot apply for another six years.
- 100 percent salary is provided to recipients for the duration of their PPRP.

**Questions:** Contact Office of the Provost, Faculty Affairs Division – Drs. Roger Bounds (roger.bounds@nau.edu) or Sara Rinfret (sara.rinfret@nau.edu)