

# METROPOLITAN STATE UNIVERSITY REGULATIONS



## **Community-Service Credit Procedure to interpret reassigned time for IFO Faculty**

### **University Procedure #256**

#### **Section 1. Purpose**

The purpose of this procedure is to provide guidelines for faculty members to use one credit for specified community-service projects within the university community. The community service work described in this procedure is above and beyond the work that is part of a faculty member's regular workload encompassing service to university and community under Article 22.

#### **Section 2. Authority**

The community service credit procedure is established in accordance with the MnSCU/IFO Agreement.

#### **Section 3. Effective Date**

The community service credit procedure becomes effective upon the signature of the Provost and shall remain in effect until specifically revoked.

#### **Section 4. Responsibility**

The responsibility for implementation of the community service credit procedure is assigned to the dean of each college.

#### **Section 5. Requirements**

Each **community service credit** application should indicate how the service might address an element of the criteria for promotion and tenure.

Faculty members wishing to use one credit of workload on a community project must provide documentation of the work they will do, the hours they will spend on the project and the potential outcome of the work to their dean for approval with their annual work plan. Examples:

- Major participation in the planning and implementation of a local or regional community event, such as Aquatennial, Cinco de Mayo, New Brighton 49<sup>th</sup> Days, etc.
- Mentorship in organizations such as Big Brothers/Sisters
- Extended service on local boards and committees, such as school boards, planning commissions, etc.
- Hands-on direct service opportunities such as Habitat for Humanity, working at a local food shelf or soup kitchen, or literacy tutoring.

### **Section 6. Process and Criteria**

In order to be awarded the community service credit, the faculty member must prepare, in a timely manner, a brief proposal and submit it to the college dean for approval. This proposal must describe how the faculty member's project meets the following criteria:

- Activity selected must be unpaid
- Activity must benefit the community and be mutually agreed upon with the organization benefiting from the work
- Activity must provide the faculty member the "service" time equivalent to one credit of teaching (50 – 70 hours)
- Activity must be distinct from other articulated workload activities.
- Activity may not include direct political activity

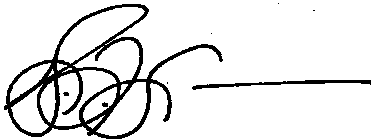
### **Section 7. Response to Faculty Proposal**

If the community service proposal is unacceptable, the dean must offer a written response to the faculty member within one month of receiving the proposal clarifying the reason(s) for the denial.

### **Section 8. Review**

This procedure will be subject to review every five years as necessary

### **Section 9. Signatures**

A handwritten signature in black ink, consisting of stylized initials and a horizontal line extending to the right.

Issued on this 31<sup>st</sup> of May, 2006  
Provost and Vice President for Academic Affairs