

College of Public Affairs and Administration Discretionary NIA Policy

A discretionary NIA is a non-instructional assignment granted for the purpose of scholarship or course development. It does not include administrative NIAs (department/program administration, GIS Lab, PLC) and NIAs for governance.

Faculty members jointly appointed with the Center are not eligible for discretionary College NIAs under this policy. Distinguished professors are not eligible for discretionary college NIAs under this policy.

All tenure-track, tenured, and full-time faculty in the College who regularly teach 3 courses a semester may apply for a discretionary NIA once in a two-year period.

Tenure-track, tenured, and full-time faculty in the College who regularly teach less than 3 courses a semester may apply for a discretionary NIA for a semester following the accumulation of teaching 11 courses¹ without an NIA.

Each March, the Dean's Office will send an email to all CPAA faculty soliciting applications for NIAs for the upcoming academic year.

By May 1, faculty members will submit their NIA applications to the Dean. The application should include a detailed description of the proposed activities and their expected outcomes. It should also include a short letter of support from the department chair noting that the NIA would not impede the department's ability to meet its teaching needs.

By June 1, the Dean will notify faculty members of the decisions. The Dean will make an effort to select faculty members from across ranks, i.e. assistant, associate, and full professors, and different departments.

The selected faculty members will submit their applications to the Provost's Office by July 1.

Note that NIAs are subject to final approval by the Provost's Office. The dates listed above are also subject to change depending on the schedules of the Provost's and Dean's Offices.

Report links will be sent via email to faculty members on December 1 for fall NIAs (electronic reports due by January 15) and May 1 for spring NIAs (electronic reports due by June 1).

Each year, the Dean's Office will share information with the Executive Committee regarding NIA applications, including the number of applications, awards, and their distribution by unit, gender, race, and rank.

¹ Course count excludes summer or overload courses that are the 4th class in a semester.