

**SCHOOL OF HEALTH AND HUMAN SCIENCES
RESEARCH ASSIGNMENT DEADLINES
2010-2021**

- AUGUST 30, 2020 Completed research assignment applications must be submitted to the applicant's department chair (These instructions are on the application form.)
- SEPTEMBER 4, 2020 Completed research assignment applications and department chair recommendations are due to the Dean.
- SEPTEMBER 9, 2020 The applications are available online for the HHS P&T Committee.
- OCTOBER 2, 2020 Recommendations and merit review rankings of the HHS P&T Committee are due to the Dean.
- NOVEMBER 6, 2020 The Dean's recommendations for research assignments are due to the Provost.
- DECEMBER 2020 The Dean informs applicants of the Provost's decision. Applicants must sign the notification letter and return it to the Dean's office within one week.

Within six months of the end date of the Research Assignment, faculty members are required to submit to the department chair a written report of their accomplishments during the period of the assignment. The report should describe in general terms how the Research Assignment aided the faculty member in advancing his or her research and should include a list of relevant scholarly activities and accomplishments (e.g., papers delivered, articles accepted for publications, etc.). It is anticipated that the report will be no more than two pages in length. The department chair must review the report and must sign and date it certifying that the faculty member has met the reporting requirements within the six-month period. The report is then forwarded to the dean, who must also review, sign, and date the report, and then forward it to the Provost.