

**NOVA SOUTHEASTERN UNIVERSITY  
OFFICE OF THE VICE PRESIDENT  
RESEARCH & TECHNOLOGY TRANSFER  
POLICIES AND PROCEDURES**

**ASSIGNMENT MODIFICATION  
EFFECTIVE 07-01-11  
PAGE 1 OF 1**

**I. PURPOSE**

The purpose of this policy is to assist colleges in the efficient management of college resources and to provide faculty with the ability to devote their time and effort to the conduct of sponsored research.

**DEFINITIONS**

Assignment modification is defined as the release of a faculty member from his/her regular duties (e.g., instructional, administrative) for the period of time and percentage of effort devoted to a sponsored project.

**II. POLICY**

It is the policy of Nova Southeastern University that all staff working on sponsored projects shall be relieved of their regular duties by the dean or department chair for the period of time and percentage of effort devoted to the sponsored project. If such personnel continue to be paid from departmental funds while working on a sponsored project, the portion of their salary and fringe related to the project represents cost sharing to the project. However, if personnel are appointed to and paid from the sponsored project, then 50% of the "salary savings" occur within the college budget and can be released for other purposes within the University, subject to administrative approval. The dean or chairman shall use those grant funds designated for salaries of the researcher(s) on the grant to hire adjuncts to conduct duties and teach courses otherwise taught by the researcher(s). In this case the researcher(s) teaching requirements will be reduced and their research time will be increased. The funds designated for salaries remain with the associated college dean or chairman and the dean or chairman shall use these funds to hire adjuncts or make other arrangements to fill the teaching assignment. In the event of a funding gap the dean or chairman will provide funds to complete the commitment to the adjunct and the researcher.