

## Charles E. Schmidt College of Medicine Administrative Policies

<b>Subject:</b> Assignments
<b>Effective Date:</b> January 17, 2019
<b>Supersedes:</b> COM Administrative Policies Initially Adopted February 28, 2007; amended June 1, 2009; September 30, 2010; January 19, 2011; June 12, 2012; May 10, 2013; July 10, 2014; Assignments Policy Amended January 17, 2019.
<b>Responsible Authority:</b> Associate Dean for Faculty Affairs

### **Policy Statement:**

Annual written assignments are made by the appropriate Department Chair with the approval of the Dean. Except for an assignment made at the beginning of an employee's employment, the Department Chair shall notify the employee prior to making the final written assignment. The assignment shall be communicated to employees no later than six weeks in advance of its starting date if practicable. If the faculty member believes their assignment is arbitrary or unreasonable, then the faculty member may appeal to and be heard by the Dean or Vice Provost for Academic Affairs.