



MEMORANDUM

TO: Faculty
Fulbright College

FROM: Jeannine Durdik
Associate Dean for Faculty Development

DATE: August 14, 2018

SUBJECT: Off-Campus Duty Assignment Guidelines and Cover Sheet

The links to the Academic Policy Series web sites are listed below. The OCDA proposal guidelines are under APS 1435.40A. Please keep in mind that the guidelines must be strictly followed. The OCDA cover sheet is under APS 1435.40B and is an interactive form. Each applicant must complete, sign, and attach the cover sheet to his or her proposal. Chairs must, of course, attach a letter of endorsement. Recommendations from the department to the dean, when there is more than one applicant from a department, should also be sent forward with priority stated among them. Dean Shields requests that no more than 20% of departmental faculty should be on OCDA per semester.

OCDA policy: <https://provost.uark.edu/policies/143540.php>

OCDA guidelines: <https://provost.uark.edu/policies/support/143540a.php>

OCDA form: <https://provost.uark.edu/policies/143540b.docx>

The faculty proposals for Off-Campus Duty Assignments and chair recommendations should be sent electronically to Donna Draper ddraper@uark.edu by 4:30 p.m., **Friday, October 5, 2018. This is a firm deadline. No late proposals will be accepted.**

/dbd