

### **Definition of Reassigned Time**

Faculty at Cañada College frequently engage in extensive duties beyond what is considered part of a regular workload. Without the participation of faculty in these activities, significant contributions to the college would be lost. As an incentive, reassigned time, which is part of a faculty member's load that is subtracted from the primary instructional assignment, may be awarded to provide flexibility in the faculty member's schedule to engage in these activities. Typically these non-instructional activities include faculty leadership, accreditation, research, academic support programs, and faculty development/support services.

The college receives an annual budget allocation for reassigned time/non-instructional assignments. A percentage of this allocation is essentially non-discretionary as the assignments are stipulated by contract and/or accreditation. The balance of the funds may be used by the college to support discretionary non-instructional work or be reallocated within the college's general fund for other purposes.

### **Process**

Faculty initiate the request for reassigned time by working with their dean to complete a Reassigned Time application. These applications are due at the time teaching requests are submitted for schedule development.

Decisions to award reassigned time shall involve collegial consultation with faculty representation. Applications for reassigned time shall be reviewed by the Instruction Planning Council and recommendations made to the Vice President of Instruction. Approval of faculty-initiated requests for college discretionary reassigned time should be based on the following guiding principles:

1. Reassigned time is not normally granted for tasks that could be part of a faculty member's normal responsibilities as defined in Appendix D1\* of the AFT contract (attached).
2. The amount of reassigned time will be calculated using objective and relevant workload measures that promote equitable compensation. Requests should detail how the faculty member's investment in the activity is approximate to the work performed for an equivalent percentage of workload. For instance, a request for 3 units of reassignment (0.2 FTE) would equal the time spent for 3 contact hours in class plus 4.5 hours for course preparation and assessment activities resulting in a grand total of 7.5 hours of weekly time commitment in a regular term. This calculation is based upon a 37.5-hour workweek in accordance with section 7.8 of the AFT contract.
3. Any task to be considered as a reassignment of teaching load must meet all of the following criteria:
  - a. linked to the Strategic plan or other institutional initiatives;
  - b. regarded by the College as a high priority of the institution;
  - c. explicitly linked to student success; and
  - d. beyond the responsibilities of faculty as described in Appendix D1\*.
4. Additional criteria that may be considered:
  - a. there are not staff or faculty available to do the work within the normal scope of their position;
  - b. requires a level of involvement that exceeds routine committee work;
  - c. enhances the academic growth and/or the scholarship of the College;
  - d. is beyond the scope of "Other Duties as Assigned."

5. The expected outcomes of the assignment and any formal reporting requirements shall be specified and approved in advance. Such accountability ensures that the assignment is mutually beneficial to the faculty member and to the college as equal partners.
6. All applications for reassigned time must be submitted every year for review and renewal.

### Reassigned Time for Grant-Funded Activities

Reassigned time can be awarded to a faculty member whose research grant contains sufficient funds to cover a percentage of his/her salary, and possibly, a percentage of fringe benefits. Reassigned time is also possible as part of the college's match on a grant-funded project. In that case, the match as reassignment would need to be addressed in the Intent to Apply form.

### Reassigned Time for Class Cancellation

If a full-time faculty member's course is cancelled at late notice due to low enrollment, and it is not possible to assign him/her to another course, the faculty member and the Division Dean may request that the faculty member be awarded reassigned time to other duties or special projects that benefit the college.

The following rubric is to be used as part of the process evaluating each application.

| Score                                       | 1  | 2  | 3   | 4  |
|---|--|--|---|--|
| Strategic Impact                            | Activities are too narrowly focused with limited college benefit   | Activities do not have college-wide impact but do benefit one or more instructional programs   | Activities are moderately aligned with college's strategic initiatives/plans                                    | Activities are strongly aligned with college's strategic initiatives/plans |
| Quantity of reassigned time                 | Activities could be accomplished without release time  | Activities do not justify the full quantity of reassigned time   | Activities clearly justify the quantity of reassigned time  |  |
| Scope of work                               | Many of the proposed activities could be accomplished by hourly staff; they do not require a faculty member. | A moderate portion of the proposed activities fall under "additional professional responsibilities" identified in Appendix D1 of the contract. | Requires significant administrative duties, management, or leadership that are beyond the scope of Appendix D1. |  |
| Replacement funding source                  | Fund 1   | External funds   |   |  |
| Number of students directly served per year | None; students only indirectly benefit   | 1-100  | 101-500   | 501+   |
| Commitment                                  | Will require an on-going   | No further investment will be  |   |  |

Faculty Reassigned Time/ Non-instructional Assignments  
Draft Policy – April 9, 2014

|  |                                  |  |  |  |
|--|----------------------------------|--|--|--|
|  | commitment of<br>reassigned time | required upon<br>completion of the<br>activities |  |  |
|--|----------------------------------|--|--|--|

Action:

Approve request as submitted

Approve request with reduced time than requested

Deny request with recommendation for revision

Deny request (explanation required)

Recommendation for alternate funding:

Professional Development

Grant/Categorical (specify)

Overload hourly special project

Trustees Fund for Program Improvement

Short-term hourly staff

DRAFT

## **APPENDIX D1—DUTIES AND RESPONSIBILITIES OF INSTRUCTORS**

### **A. Required of all instructors:**

- teach classes at assigned times and locations;
- make necessary preparations for class instruction;
- evaluate student performance; and
- submit timely and accurate reports of attendance, grades and other matters as required.

### **B. Additional professional responsibilities, not subject to additional compensation for instructors on regular academic year contract: (See Note 1)**

- attend and participate in official division and college faculty meetings called by the college administration;
- develop instructional materials, course outlines, and curriculum guides;
- analyze and select text materials, and participate in course content coordination;
- evaluate, update, and revise existing courses and programs; develop new courses as needed;
- assist in the placement of students in courses;
- review current literature in appropriate fields and recommend additions to the college library collection;
- participate as a peer in the academic employee staff development and evaluation programs;
- assist in ordering supplies, and in ensuring proper utilization of instructional equipment and facilities;
- coordinate the work of student assistants and instructional aides;
- participate in commencement exercises (See Note 2);
- participate in advisory committee meetings;
- participate on official college committees (e.g., curriculum planning, accreditation self-study); and
- participate on screening committees for position vacancies.

### **C. Voluntary activities performed without additional District compensation:**

- participate in co-curricular activities (e.g., student club advising);
- participate in college-community relations activities (e.g., public speaking engagements); and
- participate in articulation with high schools and four-year institutions, and with business and industry.

Note 1: It is not the intention of the parties to this Agreement to imply that all unit members will be assigned all of the responsibilities listed under B. Certain of these responsibilities may be appropriate for assignment to a given unit member who would not be paid additional District compensation for discharging them.

Note 2: A maximum of one-half of the contract and regular faculty will be expected to participate each year. No individual will be required to participate more frequently than once in each two-year period.