

## Definition of Reassigned Time

Faculty at Cañada College frequently engage in extensive activities beyond what is considered within the scope 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.~~

Reassigned time is typically awarded in one of five conditions:

Condition	Examples
<b>Mandated by Contract</b>	AFT representative Academic Senate President Curriculum Committee Chair Banked time
<b>Mandated by External Agency or Accreditation</b>	MESA Director Radiologic Technology Program Coordinator
<b>Mandated by Grant-funding (i)</b>	Principal Investigator for NSF grant
<b>Class Cancellation (ii)</b>	
<b>Discretionary</b>	Accreditation Faculty Co-Chair SLO Coordinator CIETL Coordinator ACES Coordinator Special Project (e.g. minority male initiative)

*i - 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.*

*ii - 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 at the college or within the District, 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.*

This document describes the process by which faculty and administrators can request that specific projects and activities be funded by providing faculty reassignment. Separate processes that are established by the college are used to identify the faculty member who will receive the reassignment. These processes may include elections, application, appointment, or other practices.

### **Process for Requesting Funding by Reassigned Time**

Faculty ~~and administrators~~ initiate the request for reassigned time by working with their dean work cooperatively to complete a Reassigned Time Application Request for Funding by Reassigned Time (hereafter referred to as a Request for Funding). ~~These applications are due at the~~ In order to provide sufficient time to accommodate instructional faculty reassignments, all applications must be submitted to the Instructional Planning Council prior to the time teaching requests are submitted for schedule development.

Decisions to ~~award reassigned time~~ approve the Request for Funding shall involve collegial consultation with faculty representation through the Instruction Planning Council. IPC recommends requests for approval ~~Applications for reassigned time shall be reviewed by the Instruction Planning Council and recommendations made to the Vice President of Instruction.~~

Positions/projects/activities that are mandated by Contract, External Agency, or Grant-funding to have faculty reassigned time, are exempt from completing the Request for Funding. Approval of ~~faculty-initiated Requests for Funding for college discretionary reassigned time should~~ shall be based on the following guiding principles:

1. Reassigned time is not normally granted for activities 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 shall detail how a 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 project or activity 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 for 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. Review of applications includes consideration of the application's content along with an analysis using a standardized rubric.
6. The expected outcomes of the assignment and 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.
7. ~~All applications for reassigned time must be submitted every year for review and renewal.~~ Reassigned time may be awarded for a period of up to two years without requiring a renewal

of the Request for Funding. This requirement allows the college to periodically re-evaluate the nature of the work and the amount of release time allocated.

**Rubric for Reviewing Applications**

Use the following rubric to determine to what degree the proposed activities 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 for the institution;
- c. explicitly linked to student success; and
- d. beyond the responsibilities of faculty as described in Appendix D1\*.

Score	0	1	2	3
Strategic Importance	Proposed activities are weakly aligned with the college's strategic initiatives/plans	Proposed activities are moderately aligned with a few of the college's strategic initiatives/plans	Activities are strongly aligned with multiple college's strategic initiatives/plans	
Breadth of Impact	Proposed activities benefit only one instructional program	Proposed activities do not have college-wide impact but benefit more than one instructional program	Proposed activities have significant college-wide impact	
Academic Potential	Proposed activities have weak potential for promoting academic growth and scholarship.	Proposed activities have high potential for promoting academic growth and scholarship.		
Quantity of reassigned time <i>3 units (0.2 FTE) = 7.5 hrs/wk or 120 hrs/semester</i>	Proposed activities do not justify the quantity of reassigned time being requested	Proposed activities clearly justify the entire quantity of reassigned time being requested		
Scope of work	Many of the proposed activities could be accomplished either by hourly staff or by existing faculty within their workload.	Only some of the proposed activities exceed the normal scope of work as defined by Appendix D1 of the contract.	Requires significant administrative, management, or leadership that are beyond the scope of Appendix D1 and/or exceeds routine committee participation.	
Replacement funding source	Could be funded by stipend, overload, or other existing one time funds	Fund 1	Existing external funds	

Process for Requesting Funding by Faculty Reassigned Time/ Non-instructional Assignments  
 Draft - October 9, 2014

Number of students directly served per year	None; students only indirectly benefit	1-100	101-500	501+
Commitment		Will require an on-going commitment of reassigned time	No further investment will be required upon completion of the activities	

Action:

- |  |   |
|--|---|
| <input type="checkbox"/> Approve request as submitted  | <input type="checkbox"/> Deny request with recommendation to revise |
| <input type="checkbox"/> Approve request <u>but</u> with <del>reduced</del> <u>less</u> time <u>than requested</u> | <input type="checkbox"/> Deny request (explanation required)        |

Recommendation for alternate funding:

- |  |  |
|--|--|
| <input type="checkbox"/> Professional Development        | <input type="checkbox"/> President's Innovation Fund           |
| <input type="checkbox"/> Grant/Categorical (specify)     | <input type="checkbox"/> Trustees Fund for Program Improvement |
| <input type="checkbox"/> Overload hourly special project | <input type="checkbox"/> Short-term hourly staff               |
| <input type="checkbox"/> Stipend                         |  |

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

(reprinted from July 2012-June 2015 AFT contract)

<http://www.aft1493.org/contract-a-salaries/complete-contract.html>

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.