Faculty Reassigned Time Authorization Process

PROCESS for authorizing all faculty who have time reassigned from teaching.

1. The dean or associate dean meets with the proposed recipient to clarify the following:
   a. the number of credit hours of reassigned time;
   b. the fact that the time is being reassigned from the recipient's teaching load (*not* from the Significant Focus);
   c. the specific task(s) that necessitates the reassigned time.
2. The appointment letter is signed and dated by the recipient and the dean. A copy is sent to the Provost's office.
3. Each time there is a *newly created* reassigned time position or there is a *new recipient* to receive the reassigned time, the above process is repeated
4. Reassigned time positions with the same tasks and the same recipients each semester can remain in place for 3 years. During that time the dean or associate dean simply reports that it is still active by initializing and forwarding a copy of the original letter to the Provost Office. However, to ensure that the reassigned time is still accomplishing its original purpose, every third year steps 1 - 3 above need to be completed.
5. Appointment letters for reassigned time positions with extra compensation will have to be generated each semester for Human Resources in order for the recipient to receive the additional pay.

By virtue of receiving copies of the letters generated in steps 1 – 4 above, and a list of still active reassigned time agreements, the Provost's office will generate an annual report on Reassigned Time.

Approved by Provost's Cabinet
December 2, 2014
Effective Fall 2015