REASSIGNED TIME

SG 3.03

Date of Last Update:
June 29, 2022

Approved By:

- University Academic Senate / Provost

Responsible Office:
Provost Office

POLICY STATEMENT

Reassigned Time

Other than faculty covered by Board of Trustees' Policies BOT 4.2.11.3, reassigned time is a reduction in a faculty member's teaching load or, for regular library faculty, a temporary reassignment of normally assigned job expectations; the time that would be spent on teaching (or professional effectiveness for library regular faculty) is reassigned to accomplish some other task. Reassigned time can be for ongoing administrative work (e.g., reduction in teaching load for unit heads, university committee chairs, course coordinators, or some other clearly defined administration function), or it can be for a particular, limited purpose (*e.g.*, reduction in teaching load for chairing a task force, working on a grant, or some other clearly defined task). Credits of reassigned time from teaching should equate to the effort associated with both in-class and outside class work for a similar credit class. For Library regular faculty, one (three-credit) course of reassigned time equates to approximately 20-25% of workload. In the annual Faculty Workload Report, every faculty member shall report on the achievements resulting from any allocated reassigned time. Continued reassigned time is dependent upon demonstrated quality work.

A. Reassigned Time for University Committee Governance Chairs

University Governance Committees are listed in SG 1.03. Some of these committees require that a faculty chair devote extensive time and effort to ensuring the efficient operation of the committee and the completion of routine work and assigned charges. If a University Governance Committee believes that reassigned time should be increased or granted to the chair position, the request should be made in a letter to the Provost. The letter should address the tasks and responsibilities of the chair, the frequency of meetings, and preparation time

spent by the chair. The Committee's charges and Annual Report (if available) for the preceding three years should be attached. The Provost will respond to the request in writing within 30 days. Reassigned time for University Committee Governance Chairs depends upon continued quality work and may be reexamined by the Provost.