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Cuyamaca College Reassigned Time Request & Review Process

Faculty leadership and participation are vital to the success of college initiatives. Some of these efforts and activities may require coordination that goes beyond a faculty member's regular duties. When funding is available, and these efforts and activities are critical to achieving the College's mission and strategic goals/initiatives, reassigned time (RT) may be awarded to provide flexibility in the faculty member's schedule to engage in these efforts and activities. Such activities may include co-facilitating accreditation report writing, coordinating academic support programs, co-coordinating program review or assessment efforts, and faculty development.

At Cuyamaca College, the established duration of an RT assignment is two years unless otherwise specified. RT assignments are not automatically renewed or continued beyond the initial two-year duration. RT assignments will be reviewed biennially to assess fiscal impact/fund availability and advancement of the college's mission and strategic goals/initiatives. Annual assessments of RT assignment outcomes will be required for all discretionary RT positions.

Fall Semester

By Second Tuesday of September: Opening of Reassigned Time Review Period for new reassigned time requests, renewals, increases/decreases, or cessations for subsequent academic year. President's Cabinet informs Academic Senate and shared governance groups that reassigned time annual review is beginning and timeline is shared. Academic Senate will invite existing coordinators to assess their current job descriptions for revisions that reflect Cuyamaca's commitment to equity.

By Second Tuesday of September: Opening of Reassigned Time Review Period for new reassigned time requests, renewals, increases/decreases, or cessations for subsequent academic year. President's Cabinet informs Academic Senate and shared governance groups that reassigned time annual review is beginning and timeline is shared. Existing coordinators will be invited to assess their current job descriptions for revisions that reflect Cuyamaca's commitment to equity.

The appropriate administrator collaborates with the Academic Senate President to begin review of job descriptions that are due to be renewed for the subsequent year.

Note: Typically, reassigned time requests are for two-year increments unless otherwise specified. Renewals are not required for reassigned time that is not set to expire or is in mid-assignment.

By First Friday in October Deadline to submit applications for new reassigned time requests, renewals, increases/decreases, or cessations for subsequent academic year to appropriate administrator.

By Second Tuesday in October: Applications provided to President's Cabinet and review of discretionary reassigned times and new/updated job descriptions begins. President's Cabinet

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reviews applications for new reassigned time requests, renewals, increases/decreases, or cessation and job descriptions.

By First Tuesday in November: President's Cabinet makes a determination on each discretionary reassigned time request and job description.

By Final Tuesday in November: President and appropriate administrator confers with Academic Senate President to discuss each approved reassigned time position and amount and share increases/decreases/cessations.

Spring Semester

By Monday of Spring Flex Week (January): Campus notification or call-out to all faculty that applications for approved reassigned time positions are open.

By Second Friday in February: Deadline for application submission to appropriate administrator's office.

By the Final Friday in February: Appropriate administrator and Academic Senate President conduct interviews for available reassigned time positions.

By the First Friday in March: The appropriate administrator notifies the candidates with a copy to the dean(s) and Academic Senate president regarding discretionary reassigned time position selection. The appropriate administrator will notify unsuccessful candidates. Note: Deans are responsible for adding the RT to the hire letter/ FREM notes.

Note: The appropriate VP collects the approved applications to bring to the Reassigned-time Review Committee for District and AFT review and approval. Note: The District Reassigned-Time Review Committee convenes once per semester.

Summer

August: Reassigned time assignments begin (unless pre-approved summer assignment)

First Year of RT Assignment

By Subsequent Third Week in May: Deadline for annual evaluation of reassigned time and deliverables.

References

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District Guidelines/Timeline for Discretionary Reassigned Time Assignments

District Application for Discretionary Reassigned Time