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Cuyamaca College Discretionary Reassigned Time Request & Review Process

Purpose

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. In accordance with the Faculty Contract (Section 4.1), when funding is available and these efforts and activities are critical to achieving the College's mission and strategic goals/initiatives, reassigned time (RT) positions may be created so faculty can engage in these efforts and activities. As specified in the Faculty Contract, "Such assignments shall not be made to assume administrative duties." Activities may include but are not limited to: co-facilitating accreditation report writing, coordinating academic support programs, co-coordinating program review or assessment efforts, and faculty development.

Duration

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.

Assessment

RT assignments will be reviewed annually by the appropriate administrator or President's Cabinet in collaboration with the faculty coordinator(s) and the Senate Officers Committee (SOC). RT assessment will be informed by the annual self-assessment conducted by the faculty coordinator(s) and the appropriate administrator and by the following criteria: equity, fiscal impact/fund availability, and advancement of the college's vision, mission, and strategic goals/initiatives.

Annual self-assessment of RT assignment outcomes will be required for all discretionary RT positions. The annual self-assessment will be conducted by the faculty coordinator(s) and the appropriate administrator and will include an analysis of: how the position has advanced the college's vision, mission, and strategic goals/initiatives, with an emphasis on equity; the current duties (update/revise if needed); the amount of RT allocated for the position (update/revise if needed); and the current reporting structure (update/revise if needed).

Documentation

The Office of Instruction will be responsible for maintaining RT records to include, but not limited to, the college's comprehensive list of RT (position, faculty member, RT amount,

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duration, associated administrator), job descriptions, and past position announcement language. The Office of Instructions will maintain an RT site on the college's Intranet that is accessible to administrators, Academic Senate, and faculty coordinators.

New RT Position Request

New RT positions can be requested by the Academic Senate OR administrators OR committee/council chairs and submitted to President's Cabinet for consideration by the end of the fall semester.

Process and Timeline

Spring Semester 1 – Review Period

Second week of the spring semester: Opening of RT Review Period for new reassigned time requests, renewals, increases/decreases, or cessations for subsequent academic year. President's Cabinet informs Academic Senate that the RT annual review is beginning and timeline is shared.

February-March: The annual self-assessment will be conducted by the faculty coordinator(s) and the appropriate administrator. Using the self-assessment as a guide, the appropriate administrator collaborates with the Senate Officers Committee and the faculty coordinator(s) to begin review of job descriptions. RT assignment assessments and revisions should align with Cuyamaca's commitment to equity (rubric to assess work is TBD).

During the self-assessment and review period, faculty work with the appropriate administrator to submit for new requests, renewals, increases/decreases, or cessation of RT. This will include drafting of new job descriptions using the template developed in collaboration between President's Cabinet and Academic Senate [link to template].

Late March (week before spring break): The administrator, will submit the RT request to the appropriate vice president or cabinet member, using the GCCCD Application for Discretionary Reassigned time (link to document) for review at President's Cabinet.

April: Applications provided to President's Cabinet and review of discretionary reassigned times and new/updated job descriptions begins. President's Cabinet reviews applications for new reassigned time requests, renewals, increases/decreases, or cessations and job descriptions, centering Cuyamaca's commitment to equity (rubric to assess work is TBD). The list of President's Cabinet-approved RT will be sent to the Academic Senate via the Senate Officers Committee no later than by the end of the last week of April in order to meet Academic Senate's prescribed meeting guidelines.

May: Academic Senate will bring the list of President's Cabinet-approved RT for information and endorsement.

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Fall Semester – Call Outs and Interviews

By Second Tuesday in September: The Office of Instruction will send, via email, a call-out to all faculty that applications for approved reassigned time positions are open.

October: Deadline to submit for the RT assignment. Submission of interest for the RT assignment will be due no later than the final Tuesday in October.

November: The appropriate administrator, the Academic Senate President, and the appropriate faculty coordinator/content expert (if available) will conduct interviews for available reassigned time positions. Interview questions will be drafted by SOC in consultation with the appropriate administrator. Interviews will take place even if there is only one applicant. If there are no applicants, the position will be reposted. Faculty appointments to coordinator positions are made by the Senate Officers Committee in consultation with the appropriate administrator.

December: SOC notifies the candidates, deans, and department chairs regarding the discretionary RT position selection.

Spring Semester 2 – District Discretionary RT Review

When requested, and in accordance with the Faculty CBA (cite section), the Vice President of Instruction will provide the college's applications for Discretionary Reassigned Time to the Associate Vice Chancellor of Human Resources.

Fall Semester 2 - New Coordinators Onboarded & Begin Duties

New Coordinators will begin duties during flex week and will complete their work during assigned contractually agreed upon times. If work is necessary when Coordinators are off contract, they must consent to working. If they agree, they will be compensated at their non-classroom hourly rate for any work completed, for attending meetings, etc.

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Cuyamaca College Discretionary Reassigned Time Request & Review Process

Purpose

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. In accordance with the Faculty Contract (Section 4.1), when funding is available and these efforts and activities are critical to achieving the College's mission and strategic goals/initiatives, ~~faculty may receive~~ reassigned time (RT) positions may be created so faculty can ~~to~~ engage in these efforts and activities. As specified in the Faculty Contract, "Such assignments shall not be made to assume administrative duties." ~~Such~~ Activities may include but are not limited to: co-facilitating accreditation report writing, coordinating academic support programs, co-coordinating program review or assessment efforts, and faculty development.

Duration

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.

Assessment

RT assignments will be reviewed ~~annually~~ biennially by the appropriate administrator or President's Cabinet in collaboration with the faculty coordinator(s) and the Senate Officers Committee (SOC). RT assessment will be informed by the annual self-assessment conducted by the faculty coordinator(s) and the appropriate administrator and by the following criteria: ~~to~~ assess equity, fiscal impact/fund availability, and advancement of the college's vision, mission, and strategic goals/initiatives.

Annual self-assessment of RT assignment outcomes will be required for all discretionary RT positions. The annual self-assessment will be conducted by the faculty coordinator(s) and the appropriate administrator and will include an analysis of: how the position has advanced the college's vision, mission, and strategic goals/initiatives, with an emphasis on equity; the current duties (update/revise if needed); the amount of RT allocated for the position (update/revise if needed); and the current reporting structure (update/revise if needed).

Documentation

The Office of Instruction will be responsible for maintaining RT records to include, but not limited to, the college's comprehensive list of RT (position, faculty member, RT amount,

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duration, associated ~~manager~~ administrator), job descriptions, and past position announcement language. The Office of Instructions will maintain an RT site on the college's Intranet that is accessible to ~~managers~~ administrators, Academic Senate, and faculty coordinators.

New RT Position Request

New RT positions can be requested by the Academic Senate OR administrators OR committee/council chairs and submitted to President's Cabinet for consideration by the end of the fall semester.

Process and Timeline

Spring Semester I – Review Period

Second week of the spring semester: Opening of RT Review Period for new reassigned time requests, renewals, increases/decreases, or cessations for subsequent academic year. President's Cabinet informs Academic Senate that the RT 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.~~

February-March: The annual self-assessment will be conducted by the faculty coordinator(s) and the appropriate administrator. Using the self-assessment as a guide, the appropriate administrator collaborates with the Senate Officers Committee and the faculty coordinator(s) Academic Senate President to begin review of job descriptions. that are due to be renewed for the subsequent year. In accordance with this work, the Senate Officers Committee will invite existing coordinators and prior coordinators to assess their current job descriptions for potential revisions reflecting Cuyamaca's commitment to equity. (rubric to assess work is TBD), RT assignment assessments and revisions should align with Cuyamaca's commitment to equity (rubric to assess work is TBD).

During the self-assessment and review period, faculty work with the appropriate ~~manager~~ administrator to submit for new requests, renewals, increases/decreases, or cessation of RT. This will include drafting of new job descriptions using the template developed in collaboration between President's Cabinet and Academic Senate [link to template].

Late March (week before spring break): The administrator ~~manager~~, will submit the RT request to the appropriate vice president or cabinet member, using the GCCCD Application for Discretionary Reassigned time (link to document here) for review at President's Cabinet.

April: Applications provided to President's Cabinet and review of discretionary reassigned times and new/updated job descriptions begins. President's Cabinet reviews applications for new reassigned time requests, renewals, increases/decreases, or cessations and job descriptions, centering Cuyamaca's commitment to equity (rubric to assess work is TBD). The list of President's Cabinet-approved RT will be sent to the Academic Senate via the Senate Officers

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Committee no later than by the end of the last week of April in order to meet Academic Senate's prescribed meeting guidelines.

~~May: Academic Senate endorsement. During May, and working within their prescribed meeting guidelines, Academic Senate will bring the list of President's Cabinet-approved RT for information and endorsement.~~

Fall Semester – Call Outs and Interviews

~~**By Second Tuesday in September:** The Office of Instruction will send, via email, a call-out to all faculty that applications for approved reassigned time positions are open. Submission of interest for the RT assignment will be due no later than the final Tuesday in October.~~

October: Deadline to submit for the RT assignment. Submission of interest for the RT assignment will be due no later than the final Tuesday in October.

November: The appropriate administrator, ~~and~~ the Academic Senate President, and the appropriate faculty coordinator/content expert (if available) will conduct interviews for available reassigned time positions. Interview questions will be drafted by SOC in consultation with the appropriate administrator. Interviews will take place even if there is only one applicant. If there are no applicants, the position will be reposted. Faculty appointments to coordinator positions are made by the Senate Officers Committee in consultation with the appropriate administrator.

December: ~~SOC appropriate administrator~~ notifies the candidates, deans, and department chairs regarding the discretionary RT position selection. ~~and inform that the RT requests will go forward for review with the District Discretionary Reassigned Time Committee.~~

Spring Semester 2 – District Discretionary RT Review

When requested, and in accordance with the Faculty CBA (cite section), the Vice President of Instruction will provide the college's applications for Discretionary Reassigned Time to the Associate Vice Chancellor of Human Resources.

Fall Semester 2 - New Coordinators Onboarded & Begin Duties

New Coordinators will begin duties during flex week and will complete their work during assigned contractually agreed upon times. If work is necessary when Coordinators are off contract, they must consent to working. If they agree, they will be compensated at their non-classroom hourly rate for any work completed, for attending meetings, etc.